

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: June 4, 2013

CAO File No. 0220-00540-1044

Council File No. 12-0194

Council District: Various

To: The Mayor  
The Council

From: Miguel A. Santana, City Administrative Officer *BH  
DN*

Reference: Transmittal from the Los Angeles Housing Department dated April 10, 2013; received by the City Administrative Officer May 6, 2013

Subject: **REQUEST FOR APPROVAL OF FUNDING RECOMMENDATIONS AND AUTHORITY TO EXECUTE CONSTRUCTION AND TECHNICAL SERVICES CONTRACTS**

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### SUMMARY

The Los Angeles Housing Department (LAHD) requests approval to negotiate and execute contracts with 15 firms for construction and technical services. In addition, LAHD requests approval of the funding recommendations corresponding to the type of services to be performed. The terms of the contracts will be for 12 months from April 1, 2013 through March 31, 2014, with the option for two one-year extensions. Funding for all of the contracts in an amount not to exceed \$701,100 will be provided through HOME Investment Partnerships Program (\$294,000), Lead Based Paint Hazard Control Grants (\$317,100), and Housing Production (\$90,000).

### Background

In April 2012, the Mayor and Council authorized LAHD to issue a Request for Proposals (RFP) to solicit proposals from contractors to provide technical services such as lead abatement, laboratory testing, relocation services, property management, and other services. The LAHD released the RFP in October 2012. The RFP was posted on the Los Angeles Business Assistance Virtual Network (LABVN) website, mailed to more than 30 contractors and announced in a local newspaper. Inquiries were submitted to LAHD through e-mails and all responses to questions were posted on the LABVN website. The Department held a proposer's conference in November 2012, which was attended by 50 firms. By the December 2012 due date, LAHD received 23 proposals.

The proposals were reviewed by LAHD staff with appropriate classifications and experience. The evaluation criteria included the firm's approach and capacity, experience, work products, and costs. The reviewer scores were averaged and a proposer was considered qualified with a score of 75 or above. Several firms submitted proposals in multiple categories. The contractors were informed of

their scores and advised of the opportunity to appeal the results within five working days of notification. No appeals were submitted.

A summary of the 15 firms recommended to be included on the as-needed list of technical services providers is included in Attachment A of this report. Attachment B includes nine service categories and the companies that are recommended to provide those services and the recommended contract award amounts. The LAHD distributed the funding amounts based on the services to be provided and the proposed fee schedules.

Approval of the original RFP released in October 2012 required a Charter Section 1022 determination. In April 2012, the Personnel Department found that the City does have classifications that possess some of the necessary skills, knowledge and abilities sought through the RFP. However, these classifications would require comprehensive training on technical issues specific to fair housing, affordable housing preservation, housing programs, policy, environmental compliance issues and lead paint remediation practices. This Office has determined that it is more feasible to contract for these services because the work exceeds staffing availability and would result in layoffs of staff at the end of proposed services that are intermittent and of limited scope and duration.

The recommendations in this report are in compliance with City Financial Policies in that the full cost of the services provided will be paid through available special fund sources. Any subsequent contract funding awards and term extensions will be contingent on the availability of funding.

## RECOMMENDATIONS

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

1. Approve the list of contractors recommended by the Los Angeles Housing Department (LAHD) in Attachment A of this report to perform technical services on an as-needed basis;
2. Authorize the General Manager, LAHD, or designee, to negotiate and execute contracts with the firms listed in Attachment B of this report for a term of 12 months from April 1, 2013 through March 31, 2014, with the option for two one-year extensions, with total funding not to exceed \$701,100, subject to approval by the City Attorney as to form and subject to satisfactory contractor performance, compliance with City contracting requirements, available funding and ongoing need;
3. Request the Controller to:
  - a. Transfer appropriations within Fund No. 561, HOME, Department 43 as follows:

	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
From:	43A844	Technical Services	\$147,907
To:	43J844	Technical Services	147,907

b. Expend funds not to exceed \$147,907 from Fund No. 561, HOME and Account No. 43J844 upon proper written demand of the General Manager, LAHD, or designee, on an as-needed basis;

c. Transfer appropriations within Fund No. 53Q, Lead Grant 9, Department 43 as follows:

	<b>Account No.</b>	<b>Account Name</b>	<b>Amount</b>
From:	43G903	Lead Hazard Reduction Direct	\$127,300
To:	43G844	Technical Services	127,300

d. Expend funds not to exceed \$127,300 from Fund No. 53Q, Lead Grant 9, Department 43 and Account No. 43G844 upon proper written demand of the General Manager, LAHD, or designee, on an as-needed basis;

e. Transfer appropriations within Fund No. 54S, Lead Grant 10, Department 43 as follows:

	<b>Account No.</b>	<b>Account Name</b>	<b>Amount</b>
From:	43J402	Lead Hazard Reduction Direct	\$108,800
To:	43J844	Technical Services	108,800

f. Expend funds not to exceed \$108,800 from Fund No. 54S, Lead Grant 10, Department 43 and Account No. 43J844 upon proper written demand of the General Manager, LAHD, or designee, on an as-needed basis;

g. Transfer appropriations within Fund No. 54K, HHP, Department 43 as follows:

	<b>Account No.</b>	<b>Account Name</b>	<b>Amount</b>
From:	43H316	Healthy Homes Direct	\$44,486
To:	43J844	Technical Services	41,986
	43J143	Los Angeles Housing Department	2,500
		<b>Total</b>	<b>\$44,486</b>

h. Expend funds not to exceed \$44,486 within Fund 54K HHP and Account Nos. 43J844 and 43J143 upon proper written demand of the General Manager, LAHD, or designee, on an as-needed basis;

i. Increase appropriations in General Fund No. 100, Department 43 as follows:

	<b>Account No.</b>	<b>Account Name</b>	<b>Amount</b>
	3040	Contractual Services	\$2,500

j. Expend funds not to exceed \$2,500 from Account No. 3040 upon proper written demand of the General Manager, LAHD, or designee, on an as-needed basis; and,

4. Authorize the General Manager, LAHD, or designee, to prepare Controller instructions and enabling language and to make any necessary technical adjustments and corrections consistent with the Mayor and the City Council action on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement these instructions.

#### **FISCAL IMPACT STATEMENT**

There is no fiscal impact to the General Fund. Approval of these recommendations would approve a list of firms to provide as-needed technical services and would authorize the Los Angeles Housing Department to enter into contracts with the firms for 12 months from April 1, 2013 through March 31, 2014, with the option for two one-year renewals. The total amount of the contracts would not exceed \$701,100 and would be paid from Home Investment Partnerships Program (\$294,000), Lead Based Paint Hazard Control Grants (\$317,100), and Housing Production (\$90,000). The recommendations in this report are in compliance with City Financial Policies in that the full cost of the services provided will be paid through available special fund sources. Any subsequent contract funding awards and term extensions will be contingent on the availability of funding.

*MAS/MMR:02130146C*

#### **Attachments**

**Attachment A**  
**Los Angeles Housing Department - Technical Services Contracts**  
**Recommended Companies and Proposed Services**

<b>Company</b>	<b>Services Proposed</b>	<b>Average Score</b>
Allstate Services, LLC	Inspection, Survey and Analysis for Hazardous Materials (Lead and Asbestos)	83
	Technical Training Services	93
Barr & Clark	Inspection, Survey and Analysis for Hazardous Materials (Lead and Asbestos)	91
City of Long Beach Department of Health and Human Services Public Health Laboratory	Laboratory Lead & Radon Testing	89
Del Richard & Associates, Inc.	Relocation Services	94
EMS Laboratories, Inc.	Laboratory Lead & Radon Testing	95
Epic Land Solutions, Inc.	Relocation Services	78
FSY Architects, Inc.	Architectural Services	88
Gold Coast Appraisals, Inc.	Appraisal Services	90
Gonzalez Goodale Architects and Planners	Architectural Services	93
Homesafe Environmental, Inc.	Technical Training Services	91
Lead Tech Environmental	Inspection, Survey and Analysis for Hazardous Materials (Lead and Asbestos)	81
Mac Bennett Enterprises, Inc. dba International	Property Management Services	80
Orange Coast Title Company	Title Report Services	94
Overland, Pacific & Cutler, Inc.	Property Management Services	82
	Relocation Services	88
Rincon Consultants, Inc.	Environmental Assessment Services	93

**Attachment B**  
**Los Angeles Housing Department - Technical Services Contracts**  
**Recommended Services, Companies and Contract Amounts**

<b>Services Proposed</b>	<b>Company</b>	<b>Average Score</b>	<b>Recommended Contract Amount</b>
Appraisal Services	Gold Coast Appraisals, Inc.	90	\$ 100,000
Architectural Services	FSY Architects, Inc.	88	-
	Gonzalez Goodale Architects and Planners	93	40,000
Environmental Assessment Services	Rincon Consultants, Inc.	93	24,000
Inspection, Survey and Analysis for Hazardous Materials (Lead and Asbestos)	Allstate Services, LLC	83	40,500
	Barr & Clark	91	97,200
	Lead Tech Environmental	81	40,500
Laboratory Lead & Radon Testing	City of Long Beach Department of Health and Human Services Public Health Laboratory	89	24,160
	EMS Laboratories, Inc.	95	31,240
Property Management Services *	Mac Bennett Enterprises, Inc. dba International	80	-
	Overland, Pacific & Cutler, Inc.	82	-
Relocation Services	Del Richard & Associates, Inc.	94	88,000
	Epic Land Solutions, Inc.	78	-
	Overland, Pacific & Cutler, Inc.	88	88,000
Technical Training Services	Homesafe Environmental, Inc.	91	3,750
	Allstate Services, LLC	93	3,750
Title Report Services	Orange Coast Title Company	94	120,000
<b>Total for Recommended Contracts</b>			<b>\$ 701,100</b>

\* Property Management fees will be paid from gross rents of properties assigned.