

CITY OF LOS ANGELES  
CALIFORNIA

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City Clerk

**HOLLY L. WOLCOTT**  
Executive Officer

When making inquiries relative to  
this matter, please refer to the  
Council File No.



**ANTONIO R. VILLARAIGOSA**  
MAYOR

Office of the  
CITY CLERK

**Council and Public Services**  
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Los Angeles, CA 90012  
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**SHANNON HOPPE**  
Council and Public Services  
Division

[www.cityclerk.lacity.org](http://www.cityclerk.lacity.org)

November 9, 2012

To All Interested Parties:

The City Council adopted the action(s), as attached, under Council File No. 12-1470,  
at its meeting held November 6, 2012.

  
City Clerk  
kw

Mayor's Time Stamp  
OFFICE OF THE MAYOR  
RECEIVED  
2012 NOV -6 PM 1:03  
CITY OF LOS ANGELES

City Clerk's Time Stamp  
CITY CLERK'S OFFICE  
2012 NOV -6 PM 12:56  
CITY CLERK  
BY \_\_\_\_\_  
DEPUTY

**FORTHWITH**

SUBJECT TO THE MAYOR'S APPROVAL

COUNCIL FILE NO. 12-1470

COUNCIL DISTRICT \_\_\_\_\_

COUNCIL APPROVAL DATE NOVEMBER 6, 2012

RE: APPROVAL OF THE 2012 HOUSING STUDIES AND SERVICES REQUEST FOR QUALIFICATIONS QUALIFIED LIST AND AUTHORIZATION TO EXECUTE PROFESSIONAL SERVICES CONTRACTS

LAST DAY FOR MAYOR TO ACT NOV 16 2012  
(10 Day Charter requirement as per Charter Section 341)

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**DO NOT WRITE BELOW THIS LINE - FOR MAYOR USE ONLY**

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APPROVED

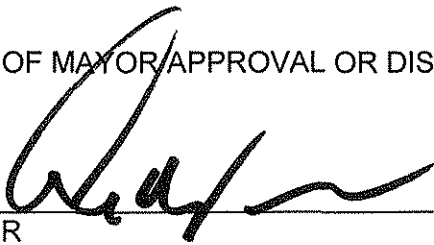
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\*DISAPPROVED

\_\_\_\_\_  
\*Transmit objections in writing pursuant to Charter Section 341

DATE OF MAYOR APPROVAL OR DISAPPROVAL NOV 08 2012

\_\_\_\_\_  
MAYOR



BY \_\_\_\_\_  
CITY CLERK  
DEPUTY  
2012 NOV -8 PM 4:15  
CITY CLERK'S OFFICE

COMMUNICATION

TO: LOS ANGELES CITY COUNCIL

FILE NO. 12-1470

FROM: COUNCILMEMBER TONY CÁRDENAS, CHAIR  
HOUSING, COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

COMMUNICATION FROM CHAIR, HOUSING, COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE relative to approval of the 2012 Housing Studies and Services Request for Qualifications qualified list and authorization to execute professional services contracts.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. APPROVE the qualified list of contractors identified in Attachment 2 of the Los Angeles Housing Department (LAHD) Housing Studies and Research Request for Qualifications (RFQ) Transmittal dated September 6, 2012 (contained in the Council File 12-1470), selected through an RFQ to complete various housing studies and services.
2. AUTHORIZE the LAHD to:
  - a. Negotiate and execute a Professional Services Agreement (PSA) with Christine Minnehan & Associates for the delivery of legislation and regulation services for a compensation amount not to exceed \$95,000, in substantial conformance with the draft PSA included as Attachment 6 to the Transmittal and subject to the approval of the City Attorney as to form.
  - b. Negotiate and execute a PSA with Shelter Partnership for the delivery of Housing for Persons with AIDS (HOPWA) technical assistance for a compensation amount not to exceed \$28,000, in substantial conformance with the draft PSA included as Attachment 7 to the Transmittal and subject to the approval of the City Attorney as to form.
3. AUTHORIZE the Controller to:
  - a. Transfer appropriation within Rent Stabilization Trust Fund 440 as follows:

	<u>Account</u>	<u>Name</u>	<u>Amount</u>
From:	43H410	Miscellaneous	\$102,500
To:	43J412	Service Delivery	\$102,500
  - b. Transfer appropriation within Systematic Code Enforcement Fee Fund 41M as follows:

	<u>Account</u>	<u>Name</u>	<u>Amount</u>
From:	43H412	Service Delivery	\$54,328
	43J411	Unallocated	\$48,172
To:	43J412	Service Delivery	\$102,500
  - c. Expend funds specified above upon proper written demand from the General Manager, LAHD, or designee.
4. AUTHORIZE the General Manager, LAHD, or designee, to prepare Controller 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 (CAO), and AUTHORIZE the Controller to implement those instructions.

5. INSTRUCT the LAHD to:
  - a. Report to the Mayor and Council within 60 days with further detail regarding the competitive process undertaken to award a PSA to S. Groner Associates, Inc.
  - b. Consult with the City Attorney to determine whether or not the LAHD's Internal RFQ Policy can be enhanced by implementing a formal Request for Bids process so that qualified organizations within each RFQ category may compete relative to a specific contract and its scope of work.
6. INSTRUCT the CAO to report Council on the following:
  - a. Rules or regulations, if any, relative to the selection of contractors who have been involved in or are a plaintiff to lawsuits related to the LAHD and/or involving tenants and/or landlords within the City.
  - b. Whether any of the selected contractors from the RFQ fall into any of the categories in 6a above.

Fiscal Impact Statement: The CAO reports that there is no impact to the General Fund. Approval of these recommendations would approve the 2012 Housing Studies and Services Request for Qualifications Qualified List and two Professional Services contracts of up to \$95,000 of Systematic Code Enforcement and Rent Stabilization Trust Funds and \$28,000 in Housing Opportunities for Persons with AIDS (HOPWA) funds for a one-year period. The recommendations of this report are in compliance with City Financial Policies in that the full cost of these services will be paid through available special fund sources. Any subsequent funding awards and term extensions will be contingent on the availability of funding.

Community Impact Statement: None submitted.

## SUMMARY

At a regular meeting held on October 31, 2012, the Chair of the Housing, Community and Economic Development Committee considered a report from the LAHD dated September 6, 2012 and a report from the CAO dated October 31, 2012 relative to approval of the 2012 Housing Studies and Services Request for Qualifications (RFQ) qualified list and authorization to execute three professional services contracts.

Representatives of the CAO and the LAHD appeared before the Committee Chair to discuss the LAHD's RFQ for Housing Studies and Services and respond to related questions. The representative of the CAO reported that in April 2012, the LAHD released an RFQ to establish an on-call list of contractors to provide various services such as studies, grant writing, analysis, policy development, marketing, and outreach. The LAHD received 72 submissions, and out of those, selected 55 contractors and organized them into 14 categories. The CAO noted that the qualified list is strictly for on-call contractors and does not guarantee that a contractor will automatically receive a contract. In response to concerns voiced during the Committee's public comment period by several landlords and representatives of landlord organizations relative to the Systematic Code Enforcement Program (SCEP), the CAO's representative noted that the list of on-call contractors does not include any SCEP inspection services (other than outreach, according to the LAHD).

The LAHD requests that the Council approve the list of on-call contractors and authorize the LAHD to negotiate and execute contracts with three vendors on the approved lists. However, the CAO recommends approval of only two of the three contracts at this time: the contract with

Christine Minnehan and Associates to provide analysis of state legislation on an as-needed basis, and the contract with Shelter Partnerships to provide HOPWA services on as-needed basis. The third contract for which the LAHD is requesting authorization is for public relations and marketing to tenants and owners. However, the CAO recommends that the LAHD report back to Council, after consulting with the City Attorney, to determine whether the LAHD's internal RFQ policy should be enhanced by implementing a formal Request for Bids process so that qualified organizations on the list of contractors within each of the 14 categories may compete relative to a specific contract and scope of work. The CAO believes this will provide better service to the City's residents and lower costs to the City.

In addition to the information provided by the CAO, the LAHD noted that the RFQ is an effort by the LAHD to enhance the services already provided by its staff. The LAHD is seeking to supplement its services in the 14 categories with expertise from outside contractors on an as-needed and on-call basis. The contractors will assist the LAHD in identifying grants for future opportunities for funding, assist in providing outreach to both landlords and tenants for the Rent Escrow Account Program (REAP) and the Systematic Code Enforcement Program (SCEP) to inform landlords and tenants regarding their rights and responsibilities, as well as track and analyze state and federal legislation regarding affordable housing and associated funding opportunities.

The Committee Chair inquired whether the CAO was aware if any of the 72 applicants for the RFQ have been involved in a lawsuit or was a plaintiff to a lawsuit involving the LAHD and/or tenants and/or landlords within the City, and if this would preclude the applicants from being selected in the RFQ process, and requested that the CAO consult with the City Attorney and provide this information at the time this matter is considered by the Council. Additionally, the Chair requested that the LAHD meet with his Council Office regarding the following: 1) description of the forms of outreach provided by the LAHD to assist landlords and tenants to resolve their issues, and 2) the ratio of complaints the LAHD receives in terms of tenant vs. landlord and landlord vs. tenant.

After providing an opportunity for public comment, the Committee recommended that Council approve the recommendation in the CAO report and the instruction to the CAO. This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

TONY CÁRDENAS, CHAIR  
HOUSING, COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

MEMBER	VOTE
CÁRDENAS:	YES
REYES:	ABSENT
WESSON:	ABSENT
ALARCON:	ABSENT
PERRY:	ABSENT

REW  
10/31/12  
12-1470\_rpt\_hced\_10-31-12.doc

**ADOPTED**

NOV 06 2012

**LOS ANGELES CITY COUNCIL  
TO THE MAYOR FORTHWITH**

**Not Official Until Council Acts**