

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: June 20, 2019

CAO File No. 0220-00540-1365

Council File No. 19-0578

Council District: Citywide

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Housing and Community Investment Department transmittal dated May 13, 2019; Received by the City Administrative Officer on May 31, 2019; Additional Information Received through June 14, 2019

Subject: **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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### RECOMMENDATION

That the Council, subject to the approval of the Mayor, authorize the General Manager of the Housing and Community Investment Department (HCID), or designee, to:

1. Negotiate and execute contracts with the three organizations listed below for the Handyworker Program, in substantial conformance with the Handyworker Draft Contract attached to the HCID's transmittal dated May 13, 2019 (Report), with a contract term of one year from July 1, 2019 through June 30, 2020, with an option to extend for two additional one-year terms, and compensation amounts not to exceed the amounts listed in the table below for each contractor, subject to the review and approval of the City Attorney as to form and legality, compliance with the City's contracting requirements, and compliance with federal requirements;

Contractor	Contract Amount
AG Pacific Construction & Development Corp. (AGPC)	\$ 833,668.00
Pacific Asian Consortium in Employment (PACE)	362,447.00
Watts Labor Community Action Committee (WLCAC)	197,912.00
<b>Total</b>	<b>\$ 1,394,027.00</b>

2. Negotiate and update a fixed rate and service schedule for the Handyworker Program contracts in substantial conformance with the Handyworker Program Fee Schedule/ Specifications and Fee Schedule attached to the HCID's Report; and,

- Amend contracts and reallocate funds from a non-performing contractor(s) to other performing contractors for the Handyworker Program in the event that non-performing contractor(s) is/are unable to meet the required contractual goals, subject to the review and approval of the City Attorney as to form and legality, and compliance with the City's contracting requirements. The amount of funding to be reallocated shall be equal to the total amount of units not completed as per contractual goals at the end of each month, multiplied by \$5,480.

**SUMMARY**

The Housing and Community Investment Department (HCID) requests authority to execute contracts with three organizations to provide home repair and improvement services for the Handyworker Program. The HCID is also requesting authority to negotiate and update a fixed rate fee and service schedule for the Handyworker Program contracts. The proposed contracts would have a one-year term from July 1, 2019 through June 30, 2020, with two one-year renewal options, for compensation amounts not to exceed the table below for each contractor:

<b>Handyworker Program Contracts</b>			
<i>Contractor</i>	<i>Neighborhood Service Area</i>	<i>Council District</i>	<i>Contract Amount</i>
AGPC	Central Los Angeles	1, 4, 5, 9, part of 10, 13, and 14	\$ 833,668.00
	North Valley	2, 6, 7, and 12	
	South Valley	3, 5, 6, and 12	
	South Los Angeles	8, 9, and part of 15	
PACE	East Los Angeles	1, part of 4, 13, and 14	362,447.00
	West Los Angeles	5, 11, and part of 10	
	Harbor	15	
WLCAC	South Los Angeles	8, 9, and part of 15	197,912.00
			<b>\$ 1,394,027.00</b>

Additionally, the HCID is requesting authority to amend contracts and reallocate funds between contractors in the event that non-performing contractors are unable to meet required contractual goals. Subsequent to the release of their transmittal dated May 13, 2019 (Report), the HCID indicated that the approval of this request potentially ensures that clients receive services in a timely manner and will allow the HCID to maximize expenditures before grant funding is no longer available. It should be noted that the total number of contracts recommended in this report differs from the total listed in the HCID's Report. Subsequent to the release of their Report, the HCID clarified that they are requesting authority to execute one contract per organization instead of one contract per Neighborhood Service Area (NSA), which results in three recommended contracts instead of eight. Funding for the proposed contracts is available within the 2019-20 Consolidated Plan, which was adopted by Council and approved by the Mayor on May 19, 2019. This Office concurs with the recommendations of the Department, as amended.

On December 10, 2018, the HCID released a Request for Proposals (RFP) to solicit responses

from interested organizations to provide home repair and improvement services in one or more NSA as part of the Handyworker Program. Seven proposals were received in response to the RFP and the three respondents who met the minimum eligibility requirements are being recommended for funding. Additional details regarding the RFP process can be found in the HCID's Report. The current contracts for the Handyworker Program will expire June 30, 2019. The HCID indicates that approval of the proposed contracts will allow for the continuation of the Handyworker Program without a gap in services to constituents.

Pursuant to Charter Section 1022, the Personnel Department determined that City employees do have the employee classifications with the necessary qualifications to perform the work. Additionally, this Office determined that it is more feasible to contract because the services required exceed staffing availability, are of limited duration, and additional staff cannot be deployed or trained in a timely manner.

### **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. Funding for the proposed contracts will be provided by the Community Development Trust Fund No. 424. The recommendations are in compliance with the City's Financial Policies in that funding for the proposed contracts is available within the identified funds.

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