

HOUSING COMMITTEE REPORT relative to authorization to execute a Third Amendment to Contract No. C-118561 with Paragon Partners, Ltd., and release a Request for Proposals (RFP) for tenant relocation assistance services.

Recommendations for Council action:

1. AUTHORIZE the General Manager, Los Angeles Housing and Community Investment Department (HCIDLA), or designee, to execute a Third Amendment to Contract Number C-118561 with Paragon Partners, Ltd. for the provision of tenant relocation assistance services, extending the term of the contract by four additional months for a total term of 40 months, effective from January 1, 2014 through April 30, 2014, in substantial conformance with the draft contract amendment attached to the August 5, 2013 HCIDLA transmittal, attached to Council file (C.F.) No. 13-1105; subject to the review and approval of the City Attorney as to form, legality and compliance with the City's contracting requirements.
2. AUTHORIZE the HCIDLA to release the Tenant Relocation Assistance Services RFP in substantial conformance with the draft document attached to the August 5, 2013 HCIDLA transmittal, attached to C.F. 13-1105, subject to a Charter Section 1022 determination by the Personnel Department and/or the City Administrative Officer (CAO), and report to the Mayor and Council with the results and funding recommendations.
3. INSTRUCT the HCIDLA to report to the Housing Committee in 10 weeks on this matter.

Fiscal Impact Statement: The CAO reports that there is no impact to the General Fund. Approval of these recommendations would authorize the HCIDLA to release an RFP for Tenant Relocation Assistance Services which will be funded with budgeted fees collected from landlords for this purpose. In addition, the HCIDLA would be authorized to negotiate and execute a Third Amendment to the contract with Paragon Partners, Ltd. to provide relocation services until the RFP process is completed. The recommendations in 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 continuation special funding.

Community Impact Statement: None submitted.

TIME LIMIT ITEM - OCTOBER 21, 2013

(LAST DAY FOR COUNCIL ACTION - OCTOBER 18, 2013)

SUMMARY

At a regular meeting held on October 9, 2013, the Housing Committee considered a report from the HCIDLA dated August 5, 2013, and a report from the CAO dated October 8, 2013, relative to authorization for the HCIDLA to execute a Third Amendment to Contract No. C-118561 with Paragon Partners, Ltd., for the term beginning January 1, 2014 through April 30, 2014 to continue providing tenant relocation assistance services, and authorization for the HCIDLA to release an RFP for tenant relocation assistance services.

Representatives of the CAO and HCIDLA appeared before the Committee to provide an overview of the HCIDLA's request. The HCIDLA representative reported that the Rent Stabilization Ordinance provisions require the City to contract with a vendor to assist tenants with relocation when they are evicted from their units in situations that are no fault of their own such as owner occupancy, demolitions, or permanent removal from the housing market. The HCIDLA has been utilizing a vendor selected through a previous competitive RFP process, however the contract term for the current vendor has ended and HCIDLA must begin a new RFP process. To prevent a lapse in service while the new RFP process is being conducted, HCIDLA is requesting an extension of the contract with the current vendor, Paragon Partners, Ltd., for the term January 1, 2014 through April 30, 2014.

During further discussion of this matter, the Committee raised several questions regarding the proposed RFP such as what has delayed the RFP in order to require a 4-month extension to the current tenant relocation assistance services contract, and what will be the duration and level of competitiveness of the RFP process. The HCIDLA representative stated that staff have been working on the RFP since March 2013, however the approvals of multiple City agencies are also required and that has somewhat delayed the RFP. The HCIDLA expects to complete the RFP process by November/December 2013 but an additional 60-90 days will be necessary to obtain Council approval and execute the contract with the successful vendor. The HCIDLA representative noted that implementation of a competitive RFP process for the new contract will include a revised scope of work, evaluation of qualifications, and a committee to evaluate the proposals. This will ensure that only the best firm that can offer the services at the best price will be awarded the contract.

After providing an opportunity for public comment, the Housing Committee recommended approval of the recommendations in the CAO report as amended to include an instruction to the HCIDLA to report back to the Committee in 10 weeks. This matter is now forwarded to the Council for consideration.

Respectfully Submitted,

HOUSING COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
CEDILLO:	YES
FUENTES:	YES
WESSON:	ABSENT
BUSCAINO:	ABSENT
PRICE:	YES

-NOT OFFICIAL UNTIL COUNCIL ACTS-