**HOUSING AUTHORITY**
**of the County of Los Angeles**
700 W. Main Street • Alhambra, CA 91801
Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org



# AGENDA

## FOR THE REGULAR MEETING OF THE LOS ANGELES COUNTY HOUSING COMMISSION WEDNESDAY, JANUARY 24, 2018 (12:00 PM)

**MARAVILLA HOUSING DEVELOPMENT**
**4919 E. CESAR CHAVEZ AVENUE**
**LOS ANGELES, CA 90022**
**(323) 260-2190**

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1. **Call to Order**

2. **Roll Call**

**Takao Suzuki, Chair**
**Ruthie Myers, Co-Chair**
**Barbara Gower**
**Gesele McBroom-Marsh**
**Henry Porter Jr.,**
**James Brooks**
**LaVelle Stewart**
**Margaret Mott**
**Mary Canoy**
**Naomi Rainey**
**Zella Knight**

3. **Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of December 13, 2017.

4. **Report of the Executive Director**

5. **Presentations**

None.

6. **Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

## Regular Agenda

**7. Award Two Job Order Contracts (JOCs) and Approve a Construction Task Catalog**

Recommend that the Board of Commissioners find that the award of the JOCs and authorization for the Executive Director, or designee, to issue work orders, and the adoption of the June 2017 JOC Construction Task Catalog are not a project under Section 15378(b) of the California Environmental Quality Act (CEQA); recommend that the Board of Commissioners adopt the June 2017 JOC Construction Task Catalog; recommend that the Board of Commissioners award JOC 38 to PUB Construction, Inc., the lowest responsive and responsible bidder, for an amount not to exceed $4,600,000, to be financed through various funding sources included in the Housing Authority's approved Fiscal Year 2017-2018 budget and to be included in the Fiscal Year 2018-2019 budget; recommend that the Board of Commissioners award JOC 39 to Harry H. Joh Construction, Inc., the lowest responsive and responsible bidder, for an amount not to exceed $4,600,000, to be financed through various funding sources included in the Housing Authority's approved Fiscal Year 2017-2018 budget and to be included in the Fiscal Year 2018-2019 budget; recommend that the Board of Commissioners authorize the Executive Director, or designee, to execute JOC 38 and JOC 39 in the form previously approved as to form by County Counsel and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by PUB Construction, Inc. and Harry H. Joh Construction, Inc.; recommend that the Board of Commissioners authorize the Executive Director, or designee, to issue work orders for maintenance, repair, refurbishment, rehabilitation, retrofit, remodeling, and other repetitive-type work, of Housing Authority owned facilities and/or projects, on an as-needed basis, to PUB Construction, Inc. and Harry H. Joh Construction, Inc. in the aggregate work order amount not-to-exceed the maximum amount of the JOCs; recommend that the Board of Commissioners authorize the Executive Director, or designee, upon her determination and as necessary and appropriate under the terms of the JOCs, to amend the JOCs; to terminate any of the two JOCs for convenience; or to terminate the contractor's right to proceed with the performance of the JOCs; recommend that the Board of Commissioners authorize the Executive Director, or designee, to determine, on a case-by-case-basis, that a JOC work order shall be exempt from the application of the County's Local Targeted Worker Hire Policy, provided that the Executive Director, or designee, first determines that the JOC work order will be funded in whole or in part by federal funds, which prohibit geographic preferences.

8. **Adopt Resolution Declaring Intent to Issue MultiFamily Housing Mortgage Revenue Bonds for Multifamily in Unincorporated Compton**

Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution, as required under Treasury Regulations, declaring an intent by Hollywood Community Housing Corporation L.P., a California Limited Partnership, to undertake bond financing in an amount not exceeding $25,000,000 to finance the acquisition, construction and development of Stanford Avenue Apartments, an 85-unit multifamily rental housing development to be located at 14733-14803 South Stanford Avenue in unincorporated Compton.

9. **Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the best extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at roberta.lear@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, December 13, 2017.

The meeting was convened at HACoLA Headquarters located at 700 W. Main St., Alhambra, CA 91801.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Housing Commissioner Chair, Porter, at 12:16 p.m.

| **ROLL CALL** | **Present** | **Absent** |
|---|---|---|
| Henry Porter, **Chair** | X | |
| Takao Suzuki, **Co-Chair** | X | |
| Barbara Gower | X | |
| Gesele McBroom-Marsh | X | |
| James Brooks | X | |
| **LaVelle Stewart** | | X |
| Margaret Mott | X | |
| Mary Canoy | X | |
| **Naomi Rainey** | | X |
| Ruthie Myers | X | |
| Zella Knight | X | |

**PARTIAL LIST OF STAFF PRESENT:**

Monique King-Viehland, Acting Executive Director
Emilio Salas, Deputy Executive Director
Maria Badrakhan, Director, Housing Management
Margarita Lares, Director, Assisted Housing

**GUESTS PRESENT:**

No guests were present; however, a resident from Foothill Villa, Anyta Perri, sent a 1-page list of concerns regarding the housing development parking garage. The Area Manager, Arlene Black, will address these concerns.

**Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Canoy, seconded by Commissioner Myers, the Minutes of the Regular Meeting of November 15, 2017, were approved, with Commissioners Mott and Knight abstaining.

**Agenda Item No. 4 – Report of the Executive Director**

Deputy Executive Director, Emilio Salas gave an overview of the legislative budget. Congress passed a Continuing Resolution to avoid a government shutdown. On December 7, 2017, the House and Senate moved quickly to pass H.J. Res. 123, a two-week stop-gap measure to fund the government at current spending levels through December 22, 2017. House Speaker, Paul Ryan, expects another short term funding measure to continue appropriations through early January 2018, while Congress continues to negotiate the regular 12 appropriations bills.

On November 16, 2017, the House passed the Tax Cuts and Jobs Act. Two weeks later, the Senate passed its tax proposal. With noticeable differences between the House and Senate proposals, including their treatment of private activity bonds, New Markets Tax Credits, the electric vehicle purchase credit, the historic building rehabilitation credit, and the individual mandate, the House voted to go to conference on the tax bill - a necessary step in reconciling differences between the two versions of the bill.

On December 4, 2017, the Community Development Commission (CDC) went on record encouraging the County's Congressional Delegation to preserve affordable housing resources as part of the reconciled tax bill.

HACoLA received shortfall funding, as scheduled, for a total of $6.3 million to cover Housing Assistance Payments (HAP). Suspension of vouchers is still in place until more is known about the budget. Lease up will end at 93%, which will impact the Administrative Fees by more than $2 million.

The comment period for the Administrative Plan will begin on December 29, 2017. No new changes, with the exception of biennial inspections and a written notice of the tenants move out to their landlords, which is no longer required. HACoLA will revisit the program compliance language in 2018.

Cable News Network (CNN) reported that Veterans Affairs (VA) Secretary David J. Shulkin has changed course and retracted his earlier direction to give local VA Hospitals authority to shift money away from case management for homeless veterans. HACoLA's advocacy efforts have paid off.

The Carmelitos housing development site in Long Beach had police activity and was locked down after a domestic dispute. The suspect has been apprehended, the weapon has been recovered and an emergency transfer for the resident is taking place.

HACoLA wanted to measure the impact of the recent wildfires in California so the areas near the fires in Castaic and Tujunga were mapped and the few Section 8 families residing

there were contacted to see if they were being displaced or needed evacuation information. The residents were very appreciative of our outreach.

The Community Development Commission's Human Resources Department is working closely with the County Department of Human Resources to finalize a brochure for the Executive Director recruitment. A search firm was hired and is conducting interviews of Senior Management for job requirements.

On Tuesday, December 12, 2017, CDC received a scroll from the Board of Supervisors for our 35th year anniversary as an agency. New materials have been posted on the website to commemorate the occasion.

**Agenda Item No. 5 - Presentations**

None.

**Agenda Item No. 6 - Public Comments**

None.

## Regular Agenda

**On motion by Commissioner McBroom, seconded by Commissioner Myers, the following was unanimously approved:**

ADOPT RESOLUTION DECLARING INTENT TO ISSUE MULTIFAMILY HOUSING MORTGAGE REVENUE BONDS FOR MULTIFAMILY IN UNINCORPORATED COMPTON

(DISTRICT 2)
AGENDA ITEM NO. 7

1. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution, as required under Treasury Regulations, declaring an intent by Hollywood Community Housing Corporation L.P., a California Limited Partnership, to undertake bond financing in an amount not exceeding $20,000,000 to finance the acquisition, construction and development of Stanford Avenue Apartments, an 85-unit multifamily rental housing development to be located at 14733-14803 South Stanford Avenue in unincorporated Compton.

**On motion by Commissioner Knight, seconded by Commissioner Myers, the following was unanimously approved:**

**AWARD A CONSTRUCTION CONTRACT TO HARRY H. JOH CONSTRUCTION, INC. FOR A KITCHEN REHABILITATION PROJECT AT SOUTH SCATTERED FAMILY PUBLIC HOUSING DEVELOPMENTS**

(DISTRICT 2)
AGENDA ITEM NO. 8

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete kitchen rehabilitation in 85 dwelling units, including replacement of cabinets, countertops, flooring, lighting, necessary painting, and associated work at 12 South Scattered family public housing developments is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.
2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission (CDC) for construction of the Project.
3. Recommend that the Board of Commissioners award a Contract to Harry H. Joh Construction, Inc. the apparent lowest responsive and responsible bidder, in the amount of $1,289,000 using funds included in the Housing Authority's approved Fiscal Year 2017-2018 budget, for kitchen rehabilitation and associated work at 12 South Scattered family public housing developments in unincorporated South Los Angeles, and authorize the Acting Executive Director or designee to execute the Contract

following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director or designee, upon determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.
5. Recommend that the Board of Commissioners authorize the Acting Executive Director or designee to approve Contract change orders not to exceed $257,800, which represents 20% of the $1,289,000 contract amount, for unforeseen project costs, using the same source of funds.

**On motion by Commissioner Knight, seconded by Commissioner Canoy, the following was unanimously approved:**

**AWARD A CONSTRUCTION CONTRACT TO TL VETERANS CONSTRUCTION, INC. FOR A WINDOW REPLACEMENT PROJECT AT SOUTH SCATTERED FAMILY PUBLIC HOUSING DEVELOPMENTS**

(DISTRICT 2)
AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete the replacement of windows in 111 dwelling units and sliding glass doors in 14 dwelling units, including necessary caulking and painting, water proofing, and associated work at 10 South Scattered family public housing developments is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.
2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission (CDC) for construction of the Project.
3. Recommend that the Board of Commissioners award a Contract to TL Veterans Construction, Inc. the apparent lowest responsive and responsible bidder, in the amount of $598,000 using funds included in the Housing Authority's approved Fiscal Year 2017-2018 budget, for replacement of windows and sliding glass doors, and associated work at the 10 South Scattered family public housing developments in unincorporated South Los Angeles, and authorize the Executive Director or designee to execute the Contract following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor.
4. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.
5. Recommend that the Board of Commissioners authorize the Executive Director or designee to approve Contract change orders not to exceed $119,600, which represents 20% of the $598,000 contract amount, for unforeseen project costs, using the same source of funds.

**Agenda Item No. 10 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

Commissioner Gower wished everyone a Merry Christmas. She noted that the work with this organization is ongoing and thanked staff, looking forward to January and hoping everyone has a safe and great holiday.

Commissioner Canoy wished happy holidays to everyone and is looking forward to next year. She congratulated staff on the 35th year anniversary accomplishment, and noted the biennial inspections for residents sounds good to her. She appreciates all HACoLA does.

Commissioner McBroom-Marsh thanked HACoLA for the entire 2017 year. She noted the Commissioners have been kept well informed of all issues. She is wondering how we can make the next year better since HACoLA continues exceeding expectations and she knows that 2018 is going to be wonderful because HACoLA is doing their job. She congratulated HACoLA for the 35th year anniversary and for the delicious food served today. She wished happy holidays to everyone and explained that there were gifts on the patio for each of the Commissioners to retrieve as a thank you.

Commissioner Brooks agreed that it was a nice touch to reach out to tenants regarding the recent fires showing HACoLA's concern and efforts. He congratulated HACoLA on the 35th year anniversary and is looking forward to the next 35 years. He wished kudos to all, for all they do.

Commissioner Mott wished happy holidays to everyone and thanked Commissioner Porter for his service. She noted that he has been an outstanding example for her and been a leader by example, which has a lot to do with the reason the organization is as accountable as it is and why the Commission works to a higher standard.

Commissioner Knight explained that she feels deeply blessed to be in connection with this organization, especially in the troubling times. She noted that as we go into the holiday, be mindful of those less fortunate because their journey and season is not always as bright and successful as ours. She requested proposed agenda items: affirmative fair housing; showing the trajectory, regarding the process and procedure and a legislative update for 2018.

Commissioner Myers wished happy holidays to everyone and congratulated HACoLA on the 35th year anniversary. She noted that it is a great honor to be a part of this organization and she appreciates Commissioner Porter; he inspires her. Commissioner Myers requested an invitation for the opening of the Stanford Avenue Apartments in unincorporated Compton, highlighted in agenda #7. She thanked everyone for the Vice Chair position and noted that it is all about helping people. She wished everyone a Merry Christmas and Happy New Year.

Commissioner Porter handed out a flyer, circulated by the Los Angeles Police and Sheriff's Department, highlighting the message – Do not fire your gun into the air this New Year! He also advised to share with your community: no laser devices as gifts; they are blinding to pilots and the drones have been grounding aircrafts in fire areas recently; be selective. Also,

leave the hover boards in the stores; they are potentially a fire hazard. He wished everyone a Merry Christmas and a happy and prosperous New Year.

On Motion by Commissioner Porter, the Regular Meeting of December 13, 2017 was adjourned at 1:05 p.m.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Acting Executive Director
Secretary–Treasurer

**FOR YOUR INFORMATION**

**Housing Authority - County of Los Angeles**

January 17, 2018

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing Division

**RE: FSS PROGRAM UPDATE – DECEMBER 2017**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

| | | |
|---|---|---|
| **NUMBER CURRENTLY ENROLLED** | 559 | As of January 1, 2018, there were 467 Housing Choice Voucher (HCV) and 92 Public Housing (PH) FSS enrollments. |
| **NEW ENROLLMENTS** | 0 | (0) FSS participants enrolled for Housing Choice Voucher (HCV) and (0) for Public Housing (PH). |
| **CONTRACTS EXPIRED** | 7 | (3) FSS contracts expired for Housing Choice Voucher (HCV) and (4) for Public Housing (PH). |
| **DIRECT ASSISTANCE REFERRALS** | | **As of December 31, 2017** |
| | 1 | Individual Deposit Account |
| | 67 | Health Services |
| | 100 | Transportation Assistance |
| | 168 | Home Ownership Program/Seminars/Workshops |
| | 250 | Computer Training |
| | 326 | Credit Repair |
| | 464 | Utilities Assistance |
| | 595 | Financial Literacy |
| | 674 | Work Source/Job Fairs |
| | 922 | Educational/Vocational |
| | 1010 | Youth Services |
| | 3528 | Job Referrals |
| **OUTREACH & COMMUNITY EVENT** | 1 | Bank on Los Angeles County Collaborative Meeting |
| | 1 | Magic of the Holidays Toy Give-away Alhambra |
| | 1 | Magic of the Holidays Toy Give-away Palmdale |
| **GRADUATIONS** | 4 | (2) Graduates for Housing Choice Voucher (HCV) and (2) for Public Housing (PH). |

If you have any questions, please feel free to contact me at (626) 586-1670.

Attachment

## FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.

2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.

3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.

4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.

5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.

6. **Graduations** – FSS participants that graduated last month.

7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.

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January 24, 2018

Honorable Housing Commissioners
Housing Authority
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**AWARD TWO JOB ORDER CONTRACTS AND APPROVE A CONSTRUCTION TASK CATALOG (ALL DISTRICTS)**

**SUBJECT**

This letter recommends award of two separate Job Order Contracts (JOCs) to PUB Construction, Inc. and Harry H. Joh Construction, Inc. the lowest responsive and responsible bidders, to provide maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work at Housing Authority of the County of Los Angeles (Housing Authority) housing developments and authorize the Executive Director, or designee, to issue work orders. This letter also recommends the approval of the JOC Construction Task Catalog, which includes labor, equipment, material costs and specifications necessary for work under a JOC.

**IT IS RECOMMENDED THAT THE COMMISSION:**

1. Recommend that the Board of Commissioners find that the award of the JOCs and authorization for the Executive Director, or designee, to issue work orders, and the adoption of the June 2017 JOC Construction Task Catalog are not a project under Section 15378(b) of the California Environmental Quality Act (CEQA).

2. Recommend that the Board of Commissioners adopt the June 2017 JOC Construction Task Catalog.

3. Recommend that the Board of Commissioners award JOC 38 to PUB Construction, Inc., the lowest responsive and responsible bidder, for an amount not to exceed $4,600,000, to be financed through various funding

sources included in the Housing Authority's approved Fiscal Year 2017-2018 budget and to be included in the Fiscal Year 2018-2019 budget.

4. Recommend that the Board of Commissioners award JOC 39 to Harry H. Joh Construction, Inc., the lowest responsive and responsible bidder, for an amount not to exceed $4,600,000, to be financed through various funding sources included in the Housing Authority's approved Fiscal Year 2017-2018 budget and to be included in the Fiscal Year 2018-2019 budget.

5. Recommend that the Board of Commissioners authorize the Executive Director, or designee, to execute JOC 38 and JOC 39 in the form previously approved as to form by County Counsel and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by PUB Construction, Inc. and Harry H. Joh Construction, Inc.

6. Recommend that the Board of Commissioners authorize the Executive Director, or designee, to issue work orders for maintenance, repair, refurbishment, rehabilitation, retrofit, remodeling, and other repetitive-type work, of Housing Authority owned facilities and/or projects, on an as-needed basis, to PUB Construction, Inc. and Harry H. Joh Construction, Inc. in the aggregate work order amount not-to-exceed the maximum amount of the JOCs.

7. Recommend that the Board of Commissioners authorize the Executive Director, or designee, upon her determination and as necessary and appropriate under the terms of the JOCs, to amend the JOCs; to terminate any of the two JOCs for convenience; or to terminate the contractor's right to proceed with the performance of the JOCs.

8. Recommend that the Board of Commissioners authorize the Executive Director, or designee, to determine, on a case-by-case-basis, that a JOC work order shall be exempt from the application of the County's Local Targeted Worker Hire Policy, provided that the Executive Director, or designee, first determines that the JOC work order will be funded in whole or in part by federal funds, which prohibit geographic preferences.

## PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will award two JOCs to the lowest responsive and responsible bidder and authorize the Executive Director, or designee, to issue work orders and adopt the June 2017 JOC Construction Task Catalog.

The JOC program is a flexible, cost-effective, unit price, and indefinite quantity contracting method used to effectively and efficiently accomplish maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for Housing Authority housing developments without extensive plans and specifications. This process reduces administrative costs and lowers direct construction costs while meeting all Federal, State, and County procurement requirements.

JOC programs have been successfully implemented by the Housing Authority, County's Internal Services Department, Department of Public Works and other local and Federal agencies.

As required by the California Public Contract Code section 20128.5, the proposed JOCs will each have a one year term, and will be used for maintenance, repair, remodeling, and refurbishment or other repetitive work, but will not be used for new construction.

**FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The contract will be funded with various funds included in the Housing Authority's approved Fiscal Year 2017-2018 budget and to be included in the Fiscal Year 2018-2019 budget.

The Housing Authority will incur JOC expenditures to the extent that project funds are available. Total expenditures will not exceed $4,600,000 for each JOC. The total amount for both JOCs combined is $9,200,000.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On May 1, 2017, the Housing Authority awarded a contract to the Gordian Group for consulting services to assist the Housing Authority with the development, implementation, and support of the JOC program. To conduct the procurement for each JOC, the Gordian Group prepared the JOC Construction Task Catalog, which includes the labor, equipment, material costs, and specifications necessary for work under a JOC. The JOC Construction Task Catalog was updated in June 2017, and requires adoption by your Board.

On February 21, 2017, your Board approved two JOCs for the Housing Authority, which will both expire on February 27, 2018. The time and cost to implement capital projects under the JOC program compared to the traditional design, bid and build process has provided the Housing Authority with substantial savings on staff time, consultant and construction costs.

PUB Construction, Inc. and Harry H. Joh Construction, Inc. will comply with the requirements of the Greater Avenues for Independence (GAIN) Program, the General Relief Opportunity for Work (GROW) Program implemented by the County of Los

Angeles, or Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. The Executive Director, or designee, will determine on a case-by-case basis that a JOC work order is exempt from the application of the County's Local Targeted Worker Hire Policy, provided that the Executive Director, or designee, first determines that the JOC work order will be funded in whole or in part by federal funds, which prohibit geographic preferences. The Housing Authority continues to work with contractors to match qualified public housing residents to available construction project related jobs.

## ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a)(3)(i),(ii) and (iii), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. Award of the JOCs, adoption of the June 2017 JOC Construction Task Catalog, and authorization for the Executive Director or designee to issue work orders under the JOCs are not a project under CEQA Guidelines because they are excluded from the definition of project under Section 15378(b) of the State CEQA Guidelines. These activities are administrative actions of government and also involve the creation of a government funding mechanism or other government fiscal activities that do not involve any commitment to any specific project, which may result in a potentially significant impact or direct or indirect changes to the environment.

JOCs provide facilities repairs, maintenance, retrofits, and refurbishment services requested by the Housing Authority, which are generally categorically exempt under Section 15301, Class 1 of the State CEQA Guidelines. The proposed projects are covered by the general rule that CEQA applies only to the projects that have the potential for causing a significant effect on the environment. Your Board's approval of the JOCs does not include approval of work done pursuant to specific work orders. The implementation of each work order under the JOCs shall be subject to prior determination and documentation by the Housing Authority that the work is categorically exempt from CEQA. In the event the work is not exempt, your Board will be requested to approve the appropriate environmental finding and any applicable documentation pursuant to CEQA prior to implementation of work orders under the JOC.

## CONTRACTING PROCESS

On August 22, 2017, the Housing Authority publicly advertised bids for two separate and identical JOCs on an open-competitive basis, in accordance with applicable Federal, State, and County requirements, to identify contractors to complete work on the JOC program. Announcements were sent to 544 contractors identified from the Housing Authority vendor list. Advertisements also appeared in eight local newspapers and on

the County and Housing Authority websites.

**JOC 38 (CDC17-075)**
On September 14, 2017, eight (8) bids were received and formally opened. The lowest bid, submitted by PUB Construction, Inc. was determined to be the lowest, responsive, and responsible bid, and it is being recommended for the JOC award.

**JOC 39 (CDC17-076)**
On September 14, 2017, 8 bids were received and formally opened. The lowest bid, submitted by Harry H. Joh Construction, Inc. was determined to be the lowest, responsive, and responsible bid, and it is being recommended for the JOC award.

The Summary of the Outreach Activities and bid results are provided as Attachment A.

**IMPACT ON CURRENT PROJECT**

The award of the JOCs will expedite the completion of maintenance, repair, refurbishment, and other repetitive-type work on Housing Authority facilities and projects in a timely and cost-effective manner.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Acting Executive Director

Enclosures

**ATTACHMENT A**
Summary of Outreach Activities

On August 22, 2017, the following outreach was initiated to identify contractors for two separate Job Order Contracts.

## A. Newspaper Advertising

Announcements appeared in the following local newspapers:

LA Times
The Daily News
International Daily News
LA Opinion
L.A. Sentinel
Dodge Construction News/Green sheet
Eastern Group Publications
Wave Community Newspapers

An announcement was also posted on the County and Housing Authority websites.

## B. Distribution of Bid Packages:

The Housing Authority's vendor list was used to email notifications to 544 contractors. As a result of the outreach, 87 bid packages were requested and downloaded through the Housing Authority's website by contractors.

## C. Pre-Bid Conference and Site Walk

On August 31, 2017, a mandatory pre-bid conference was conducted. Twenty-two firms were in attendance.

## D. Bid Results:

**PUB Construction, Inc. JOC 38 (CDC17-076)**

Contractors provided Adjustment Factors which will be applied to items listed in the Construction Task Catalog in order to determine the cost of jobs.

On September 14, 2017, a total of 8 bids were received and publicly opened. The bid result was as follows:

| Company | Composite Bid |
|---|---|
| PUB Construction, Inc. | 0.7200 |
| Harry H. Joh Construction, Inc. | 0.7400 |
| KLD Construction, Corp. | 0.8486 |
| Vincor Construction, Inc. | 0.8910 |
| New Creation Builders | 1.0128 |
| MIK Construction | 1.0185 |
| Prime Enc., Inc. | 1.0320 |
| MTM Construction, Inc. | 1.0597 |

PUB Construction, Inc.'s Adjustment Factor of 0.7200 indicates that PUB Construction, Inc. will charge the Housing Authority 72.00% of the listed price for items in the CTC.

**Harry H. Joh Construction, Inc. JOC 39 (CDC17-078)**

Contractors provided Adjustment Factors which will be applied to items listed in the Construction Task Catalog in order to determine the cost of jobs.

On September 14, 2017, a total of 8 bids were received and publicly opened. The bid result was as follows:

| Company | Composite Bid |
|---|---|
| Harry H. Joh Construction, Inc. | 0.7100 |
| PUB Construction, Inc. | 0.7800 |
| KLD Construction, Corp. | 0.8393 |
| Vincor Construction, Inc. | 0.8410 |
| Prime Enc., Inc. | 0.8900 |
| New Creation Builders | 1.0128 |
| MIK Construction | 1.0185 |
| MTM Construction, Inc. | 1.0597 |

Harry H. Joh Construction, Inc.'s Adjustment Factor of 0.7100 indicates that Harry H. Joh Construction, Inc. will charge the Housing Authority 71.00% of the listed price for items in the CTC.

## E. Minority/Female Participation – JOC 38 (CDC17-076)

| Name | Ownership/Certification | | Employees |
|---|---|---|---|
| PUB Construction, Inc. | Not a Minority<br>County Certification | Total: | 44 |
| | | 35 | Minorities |
| | | 8 | Women |
| | | 80% | Minorities |
| | | 18% | Women |

| | | | |
|---|---|---|---|
| Harry H. Joh Construction, Inc. | Minority<br>No County Certification | Total: | 26 |
| | | 25 | Minorities |
| | | 7 | Women |
| | | 96% | Minorities |
| | | 27% | Women |
| KLD Construction, Corp. | Minority<br>No County Certification | Total: | 12 |
| | | 12 | Minorities |
| | | 1 | Women |
| | | 100% | Minorities |
| | | 8% | Women |
| Vincor Construction, Inc. | Minority<br>No County Certification | Total: | 25 |
| | | 21 | Minorities |
| | | 5 | Women |
| | | 84% | Minorities |
| | | 20% | Women |
| New Creation Builders | Minority<br>No County Certification | Total: | 20 |
| | | 20 | Minorities |
| | | 3 | Women |
| | | 100% | Minorities |
| | | 15% | Women |
| MIK Construction | Minority<br>County Certification | Total: | 13 |
| | | 13 | Minorities |
| | | 2 | Women |
| | | 100% | Minorities |
| | | 15% | Women |
| Prime Enc., Inc. | Minority<br>County Certification | Total: | 5 |
| | | 5 | Minorities |
| | | 1 | Woman |
| | | 100% | Minorities |
| | | 20% | Women |
| MTM Construction, Inc. | Minority<br>No County Certification | Total: | 40 |
| | | 38 | Minorities |
| | | 8 | Women |
| | | 95% | Minorities |
| | | 20% | Women |

## E. Minority/Female Participation – JOC 39 (CDC17-078)

| Name | Ownership/Certification | Employees |
|---|---|---|
| Harry H. Joh Construction, Inc. | Minority<br>No County Certification | Total: 26<br>25 Minorities<br>7 Women<br>96% Minorities<br>27% Women |
| PUB Construction, Inc. | Not a Minority<br>County Certification | Total: 44<br>35 Minorities<br>8 Women<br>80% Minorities<br>18% Women |
| KLD Construction, Corp. | Minority<br>No County Certification | Total: 12<br>12 Minorities<br>1 Women<br>100% Minorities<br>8% Women |
| Vincor Construction, Inc. | Minority<br>No County Certification | Total: 25<br>21 Minorities<br>5 Women<br>84% Minorities<br>20% Women |
| Prime Enc., Inc. | Minority<br>County Certification | Total: 5<br>5 Minorities<br>1 Women<br>100% Minorities<br>20% Woman |
| New Creation Builders | Minority<br>No County Certification | Total: 20<br>20 Minorities<br>3 Women<br>100% Minorities<br>15% Women |
| MIK Construction | Minority<br>County Certification | Total: 13<br>13 Minorities<br>2 Women<br>100% Minorities<br>15% Women |

| | | | |
|---|---|---|---|
| MTM Construction, Inc. | Minority<br>No County Certification | Total: | 40 |
| | | 38 | Minorities |
| | | 8 | Women |
| | | 95% | Minorities |
| | | 20% | Women |

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended awards of the JOCs are being made in accordance with the Housing Authority's policies and Federal regulations, and without regard to race, creed, color, or gender.

**ATTACHMENT B**
**Contract Summary**

**Project Name:** Job Order Contracts 38 and 39

**Location:** County of Los Angeles

**Bid Number:** CDC17-076 (JOC 38, PUB Construction, Inc.), CDC17-078 (JOC 39, Harry H. Joh Construction, Inc.)

**Bid Date:** September 14, 2017

**Contractor:** PUB Construction, Inc. (JOC 38) and Harry H. Joh Construction, Inc. (JOC 39)

**Services:** Authorizing the Housing Authority to award JOCs to PUB Construction, Inc. (JOC 38) and Harry H. Joh Construction, Inc. (JOC 39), to provide maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for various Housing Authority projects.

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Construction Task Catalog and Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder.

**Time of Commencement and Completion:** These are annual JOCs for repair, remodeling or other repetitive work to be done according to unit prices specified in individual Job Orders. The effective date of the JOCs shall be the date that the JOCs are fully executed. All job orders must be issued within one year from the effective date of the Contracts. In the event that a Job Order has been issued within this year period, but the work has not been completed within such period, the work may be completed thereafter, subject to all provisions of each JOC.

**Liquidated Damages:** Should a Contractor fail to substantially complete the work specified in the Job Order in accordance with the approved construction schedule, and provided the Contractor has not previously obtained a written extension of time from the Contracting Officer according to the General conditions, a sum appropriate with the following schedule may be deducted from each succeeding request for payment as liquidated damages on each Work Order if applicable.

SCHEDULE FOR LIQUIDATED DAMAGES – PROPOSAL PREPARATION

| Days Delinquent | Liquidated Damages per Day |
|---|---|
| 1-3 Business Days | $2,500 |
| 3+ Business Days | $5,000 |

SCHEDULE FOR LIQUIDATED DAMAGES – CONSTRUCTION

| Work Order Price | Liquidated Damages per Day |
|---|---|
| Up to $100,000 | $500 |
| $100,001 to $500,000 | $750 |
| Over $500,000 | $1,000 |

SCHEDULE FOR LIQUIDATED DAMAGES – CLOSE-OUT

| Days Delinquent | Liquidated Damages Per Day |
|---|---|
| 1-5 (Business Days) | $100 |
| 5-30 (Business Days) | $500 |
| Over 30 (Business Days) | $750 |

**JOC Value:** The maximum dollar value for each JOC is $4,600,000 for a 12-month contractual period. The total amount for both JOCs combined is $9,200,000.

**HOUSING AUTHORITY**
**of the County of Los Angeles**
700 W. Main Street • Alhambra, CA 91801
Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org



January 24, 2018

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**ADOPT RESOLUTION DECLARING INTENT TO ISSUE MULTIFAMILY HOUSING MORTGAGE REVENUE BONDS FOR MULTIFAMILY IN UNINCORPORATED COMPTON**
**(DISTRICT 2)**

**SUBJECT**

This letter requests that the Board adopt a Resolution declaring the intent to issue Multifamily Housing Mortgage Revenue Bonds to finance the acquisition, construction and development of Stanford Avenue Apartments, an 85-unit multifamily rental housing development to be located at 14733-14803 South Stanford Avenue in unincorporated Compton.

**IT IS RECOMMENDED THAT THE COMMISSION:**

1. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution, as required under Treasury Regulations, declaring an intent by Hollywood Community Housing Corporation L.P., a California Limited Partnership, to undertake bond financing in an amount not exceeding $25,000,000 to finance the acquisition, construction and development of Stanford Avenue Apartments, an 85-unit multifamily rental housing development to be located at 14733-14803 South Stanford Avenue in unincorporated Compton.

## PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to declare the intent to issue Multifamily Housing Mortgage Revenue Bonds in an aggregate amount not exceeding $25,000,000 to finance the construction and development of the Stanford Avenue Apartments.

## FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The bonds will be repaid solely through rent revenues collected by Hollywood Community Housing Corporation L.P. (Developer). The Developer will pay all fees and related costs.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Project, to be located at 14733-14803 South Stanford Avenue in unincorporated Compton, will 2 three-story apartment buildings, comprised of 46 one-bedroom units, 13 two-bedroom units and 26 three-bedroom units. Fifty-three of the units will be reserved for households with incomes that do not exceed 30% of the area median income and thirty of the units will be reserved for households with incomes that do not exceed 60% of the area median income for the Los Angeles-Long Beach Metropolitan Statistical Area, adjusted for household size, as determined by the U.S. Department of Housing and Urban Development (HUD). The affordability requirements will remain in effect for 55 years. All affordable units will be occupied by formerly homeless households with special need and mental illness. One two-bedroom unit and one three-bedroom unit will be set aside for the managers and will have no affordability requirements.

Adoption of the Resolution announcing the intent to issue Multifamily Housing Mortgage Revenue Bonds is required to establish a base date after which costs incurred by the Developer may be included in the construction and permanent financing obtained pursuant to issuance of the tax-exempt bonds.

The attached Resolution was prepared by Kutak Rock, Housing Authority Bond Counsel, and approved as to form by County Counsel.

## ENVIRONMENTAL DOCUMENTATION

This proposed action to adopt a Resolution declaring the intent to issue Multifamily Housing Mortgage Revenue Bonds is not a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378 (b) of the State CEQA Guidelines. The action is an administrative activity of government, which will not result in direct or indirect physical changes to the environment.

The County of Los Angeles, as Lead Agency, in accordance with the requirements of CEQA, adopted an Initial Study/Mitigated Negative Declaration for the Stanford Avenue Apartments Project on February 21, 2017.

An Environmental Assessment (EA) was prepared for the project pursuant to the requirements of the National Environmental Policy Act (NEPA). Based on the conclusions and findings of the EA, a Finding of No Significant Impact was approved by the Certifying Official of the Community Development Commission of the County of Los Angeles. Following the required public and agency comment periods, HUD issued a Release of Funds for the project on February 26, 2017.

**IMPACT ON CURRENT PROJECT**

The proposed action is a necessary step to provide bond financing for the Project, which will increase the supply of affordable multifamily housing in the County with long-term affordability.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Acting Executive Director

Enclosures

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES OFFICIAL DECLARATION OF INTENT TO UNDERTAKE THE FINANCING OF A MULTIFAMILY HOUSING PROJECT AND RELATED ACTIONS

WHEREAS, the Housing Authority of the County of Los Angeles (the "Authority") is authorized and empowered by the provisions of Chapter 1 of Part 2 of Division 24 of the Health and Safety Code of the State of California (the "Act") to issue and sell mortgage revenue bonds or notes as part of a plan of financing for the purpose of making loans or otherwise providing funds to finance the acquisition, construction, rehabilitation and development of multifamily residential rental housing projects, including units for households meeting the income limits set forth in the Act; and

WHEREAS, Stanford Avenue Apartments L.P., (or an affiliate or assign thereof) (the "Borrower"), has requested that the Authority issue and sell its mortgage revenue bonds or notes pursuant to the Act to provide financing (including reimbursement of Borrower's expenditures) for the acquisition, construction, development and rehabilitation of a scattered-site multifamily rental housing development consisting of 85 units located at 14733-14803 South Stanford Avenue, located in unincorporated Compton in Los Angeles County (the "Project"); and

WHEREAS, this Board of Commissioners of the Authority (the "Board") hereby finds and declares that it is necessary, essential and a public purpose for the Authority to finance multifamily housing projects pursuant to the Act, in order to increase the supply of multifamily housing in Los Angeles County available to persons and families within the income limitations established by the Act; and

WHEREAS, as an inducement to the Borrower to carry out the Project, this Board desires to adopt this resolution (this "Resolution") and to authorize the issuance of mortgage revenue bonds by the Authority to finance the Project (the "Bonds") in a principal amount not to exceed $25,000,000; and

WHEREAS, the Authority, in the course of assisting the Borrower in the financing of the Project expects that the Borrower has paid or may pay certain expenditures (the "Reimbursement Expenditures") in connection with the Project within 60 days prior to the adoption of this Resolution and may incur additional Reimbursement Expenditures within 60 days prior to the adoption of this Resolution and prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis; and

WHEREAS, Section 1.142-4 and Section 1.150-2 of the Treasury Regulations require the Authority to declare its reasonable official intent to reimburse prior expenditures for the Project with proceeds of a subsequent borrowing; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986 limits the amount of multifamily housing mortgage revenue bonds that may be issued in any calendar year by entities

within a state and authorizes the governor or the legislature of a state to provide the method of allocation within the state; and

WHEREAS, Chapter 11.8 of Division 1 of Title 2 of the Government Code of the State of California (the "Government Code") governs the allocation of the state ceiling among governmental units in the State of California having the authority to issue multifamily housing mortgage revenue bonds; and

WHEREAS, Section 8869.85 of the Government Code requires a local agency to file an application with the California Debt Limit Allocation Committee ("CDLAC") prior to the issuance of multifamily housing mortgage revenue bonds; and

WHEREAS, this Board hereby finds and declares that this resolution is being adopted pursuant to the powers granted by the Act.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The above recitals, and each of them, are true and correct.

2. This Board hereby determines that it is necessary and desirable to provide a plan of financing for the Project by the issuance and sale of mortgage revenue bonds or notes (herein "Bonds") pursuant to the Act and hereby authorizes the issuance and sale of the Bonds in one or more series from time to time by the Authority in aggregate principal amounts not to exceed $25,000,000. This action is taken expressly for the purpose of inducing the Borrower to undertake the Project, provided that nothing contained herein shall be construed to signify that the Project complies with the planning, zoning, subdivision and building laws and ordinances applicable thereto or to suggest that the Authority or any officer, agent or employee of the Authority will grant any approval, consent or permit which may be required in connection with the acquisition and construction or rehabilitation of the Project or the issuance of the Bonds.

3. The issuance and sale of the Bonds shall be upon such terms and conditions as may be agreed upon by the Authority and the Borrower and the initial purchasers of the Bonds; provided, however, that the Bonds shall not be sold or issued unless specifically authorized by the subsequent resolution of this Board.

4. This Resolution is being adopted by the Authority for purposes of establishing compliance with the requirements of Section 1.142-4 and Section 1.150-2 of the Treasury Regulations. In that regard, the Authority hereby declares its official intent to use proceeds of indebtedness to reimburse the Reimbursement Expenditures. Notwithstanding the foregoing, this resolution does not bind the Authority to make any expenditure, incur any indebtedness, or proceed with the Project.

5. The Executive Director, or designee, is hereby authorized to file an application with CDLAC and directed to apply to CDLAC for a private activity bond allocation for application by the Authority to the issuance the Bonds in one or more series from time to time for the Project in an amount not to exceed $25,000,000, to collect from the Borrower an amount equal to the performance deposit required by CDLAC and to

certify to CDLAC that such amount has been placed on deposit in an account in a financial institution.

6. The Executive Director, or designee, of the Authority is hereby authorized and directed to take whatever further action relating to the aforesaid financial assistance may be deemed reasonable and desirable provided that the terms and conditions under which the Bonds are to be issued and sold shall be approved by this Board in the manner provided by law prior to the sale thereof.

7. This Resolution shall take effect immediately upon its adoption.

[Remainder of page intentionally left blank]

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles, State of California, this ____ day of January, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By: _____
Chair of the Board of Commissioners

ATTEST:

LORI GLASGOW,
Chief Executive Officer-Clerk
of the Board of Commissioners

By: _____
Deputy

APPROVED AS TO FORM:

MARY C. WICKHAM,
County Counsel

By: _____
Deputy