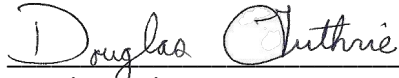


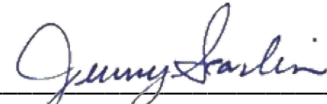
Report of the President & CEO

February 25, 2021

RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO EXECUTE A CONTRACT WITH ACCESS PACIFIC, INC., FOR THE INSTALLATION OF A MODULAR STRUCTURE AND RELATED SITE IMPROVEMENTS IN CONJUNCTION WITH THE RELOCATION OF THE HOUSING AUTHORITY'S WORKSOURCE UNIT AND ITS LOS ANGELES/WATTS WIOA WORKSOURCE CENTER PURSUANT TO AWARD UNDER IFB HA-2021-14-NF FOR A TOTAL AMOUNT NOT-TO-EXCEED \$1,853,055



Douglas Guthrie
President & Chief Executive Officer



Jenny Scanlin
Chief Strategic Development Officer

Purpose: To authorize the President & CEO, or designee, to execute a contract with Access Pacific, Inc. ("Access Pacific"), pursuant to award under IFB HA-2021-14-NF, for the construction of all improvements necessary for the installation and utilization of an approximately 8,620 sq. ft. modular structure to serve as the permanent location for the Watts/LA WIOA WorkSource Center ("Center" or "WorkSource Center").

Regarding: This action is tied to the Housing Authority of the City of Los Angeles ("HACLA") Board of Commissioners ("BOC") Resolution 9538, authorizing an agreement with Mobile Modular for the purchase of an approximately 8,620 sq. ft. modular structure that will serve as the WorkSource Center permanent location.

Issues:

Background:

The Watts/LA WIOA WorkSource Center/One Stop (the "Center" or "WorkSource Center") is currently headquartered in two (2) locations, one in a temporary trailer on Jordan Downs and the other in four (4) converted ground floor public housing units at Imperial Courts. Over the course of the year staff has been working on obtaining local jurisdiction approvals for to create a main location for the Center that will provide more square footage, dedicated parking and the ability to allow additional partners to co-locate making it easier for clients to access services.

The Imperial Site is approximately 1.6 acres in size and composed of three parcels located within the Willowbrook Area of the County of Los Angeles in District 2 (Assessor Parcel Nos. 6150-015-901, 6150-016-901, 6150-017-901). This undeveloped property has been under HACLA ownership since 1989 and is located on the south side of Imperial Highway, directly south of HACLA's Imperial Courts Public Housing site. The site is zoned Commercial within the Imperial Highway Corridor in the County of Los Angeles Willowbrook Transit Oriented District Specific Plan. HACLA executed a short-term Ground Lease with the City of Los Angeles in December 2018 allowing the City to use approximately two-thirds of the site as Bridge Housing, with 100-bed shelter.

The WorkSource Center is currently operating in approximately 4,500 square feet of space between Jordan Downs and Imperial Courts and the planned modular development will not only almost double their operating space and create improved access for clients. The WorkSource

Center is one of sixteen (16) Centers across the City and serves the regional economic interests of the City’s workforce development initiatives for the State’s Department of Labor Workforce Innovation and Opportunity Act contract and the new headquarters location has been approved by EWDD and the City is pleased to see the growth in space available for programming, training and partnerships.

The Center currently serves over 2,000 clients annually which includes youth and adults with multiple barriers to employment entry. The Center has grown from its WorkSource-only model and has garnered additional contracts in recent years serving specialized populations, like re-entry clients. The Center also runs one of the City’s largest Summer Youth Employment Programs and is also running place-based programs, like Nickerson Garden’s Jobs Plus grant. The move to the larger location allows the Center to play a larger role in assisting the homeless, re-entry and veteran populations. Recently, the HACLA WorkSource Center was designated by the Los Angeles World of Airports as the lead recruiter for the LAX Expansion Plan and will serve as the team to recruit and refer clients for jobs at LAX and surrounding areas. The team also serves a major role in referring Section 3 local hires for permanent jobs at the new commercial center at Jordan Downs and all of HACLA’s redevelopment sites.

Procurement:

On January 8, 2020, HACLA issued an Invitation for Bid (“IFB”) No. HA-2021-14-NF, for site preparation and the construction of improvements necessary for the installation of the 8,620 sq. foot modular structure on HACLA property that will serve as the permanent location for the WorkSource Center. The 26,702 sq. ft. property is located at 2316 E. Imperial Highway, Los Angeles, CA 90059. The scope of this project includes onsite and offsite improvements necessary for the installation of the modular building, including the completion of a parking lot, landscaping, electrical and plumbing components.

Staff enlisted the services of three of the professional firms seated on HACLA’s Architect/Engineering panel to assist with the IFB: Steven Fader Architects, prepared preliminary site plans, architectural plans, and a professional construction cost estimate; J.C. Chang provided MEP and Civil Engineering plans; and Land Images provided Landscape plans. These collective professional plans comprise the project’s Scope of Services.

On January 8, 2021, the IFB was advertised on the LA-BAVN website, where 125 vendors viewed the IFB. In addition, a notice of the IFB was emailed to nine (9) additional vendors from a list provided by the Department.

Bidders were required to substantiate having a minimum of five years’ experience performing on projects of similar scope and work. A detailed summary and background information of the procurement process is provided in Attachment 2 (Summary of Outreach Activities).

HACLA received two (2) bids by the submittal deadline of February 3, 2021, as follows:

Bidder	Bid Amount
1. Access Pacific, Inc.	\$1,853,055.00
2. Birdgroup Construction	\$2,239,587.55

General Services has determined that Access Pacific, Inc. (“Access Pacific”), fulfilled all the solicitation requirements and submitted the lowest, responsive and responsible bid.

Request:

Access Pacific's bid amount is higher than the project's construction cost estimate and Development Services and Access Pacific have engaged in discussions to identify opportunities for costs reductions. As of the date of this Board Report, such negotiations continue but initial discussions with Access Pacific suggest that such costs can be reduced further through value engineering and other means. To ensure the project is timely commenced in April of 2021, Development Services request that the Board of Commissioners authorize the President and CEO, or designee, to execute a contract with Access Pacific at this time in an amount not exceeding its bid of \$1,853,055 while discussions continue. The final contracting amount including contingency funds will not exceed this amount.

Management

& Operations: The approximately 8,620 square foot semi-permanent modular building will provide various small classrooms, conference rooms, offices, a large multi-purpose space, a dedicated business center and is fully ADA accessible. Dedicated parking will include twenty-six (26) dedicated onsite parking spaces. The modular building comes with a one-year factory warranty and has a projected life cycle is in excess of ten years when properly maintained. HACLA's Facilities Management staff will address any routine maintenance and/or janitorial needs, and the facility will have onsite security. Although operating as a stand-alone building, the Center benefits from the 24-hour operations of the neighboring Bridge Housing property operated through Salvation Army.

If the recommendations included in this Board Report are approved, it is expected that site preparation and construction will begin in April 2021 and the project will be completed in the third quarter of 2021.

Vision Plan: **People Strategy 7; Action #1-3 – Enhance resident access to education opportunities, workforce readiness training, and skill development**

HACLA will build on its current efforts to assist residents in enhancing their quality of life through asset-building strategies that promote education, training, career-building and workforce placement. HACLA will leverage its existing relationships to align its efforts more strategically with county and statewide outcomes. The relocation of the WorkSource center will allow an increase to the number of residents participating in existing programs, create new partnerships and offer families greater opportunity to pay their monthly bills and build financial assets.

Funding: The Chief Administrative Officer confirms the following:

Source of Funds: This one-time expense for the offsite and onsite improvements associated with the installation and utilization of the modular building will not exceed \$1,853,055 and will be funded using LA LOMOD unrestricted reserves.

Budget and Program Impact: Ongoing operation of the Center will be budgeted annually within the Facilities Management Operating Budget and funded by allowable grants to the WorkSource Center and /or the revenues of the non-public housing portfolio.

Environmental Review:

The Imperial Site is located in the unincorporated County of Los Angeles and is an allowable use under the Willowbrook Transit Oriented District Specific Plan. Since no discretionary actions are required, HACLAs as Lead Agency for purposes of California Environmental Quality Act (CEQA) has determined that the proposed construction of up to 8,620 square feet on 2316 East Imperial Highway is categorically exempt from the provision of the California Environmental Quality Act (CEQA) pursuant to Article 19, Section 15303, Class 3(c) (d), and Section 15332, Class 32(a)-(e).

Section 3: Access Pacific has submitted an Economic Opportunity Plan (EOP) in conformity with the requirements of the HACLAs Section 3 Guide and Compliance Plan. Under its EOP, Access Pacific committed to hiring three (3) Section 3 Residents as laborers.

Attachments:

1. Resolution
2. Summary of Outreach

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO EXECUTE A CONTRACT WITH ACCESS PACIFIC, INC., FOR THE INSTALLATION OF A MODULAR STRUCTURE AND RELATED SITE IMPROVEMENTS IN CONJUNCTION WITH THE RELOCATION OF THE HOUSING AUTHORITY'S WORKSOURCE UNIT AND ITS LOS ANGELES/WATTS WIOA WORKSOURCE CENTER PURSUANT TO AWARD UNDER IFB HA-2021-14-NF FOR A TOTAL AMOUNT NOT-TO-EXCEED \$1,853,055

WHEREAS, the Housing Authority of the City of Los Angeles ("HACLA") owns certain parcels of land adjacent to the Imperial Courts public housing community ("Imperial Courts") located at 2316 East Imperial Highway ("Site");

WHEREAS, HACLA desires to develop portions of the Site for the relocation and expansion of the LA/Watts WorkSource Center;

WHEREAS, by Resolution 9538, the Board of Commissioners previously authorized the purchase of an approximately 8,620 square feet modular structure that will serve as the WorkSource Center on the Site;

WHEREAS, installation and utilization of the modular structure upon the Site requires onsite and offsite improvements, including the completion of a parking lot, landscaping, electrical and plumbing components (the "Project");

WHEREAS, HACLA determined that the most effective and feasible manner for developing the Project is obtaining qualified general construction services;

WHEREAS, on January 8, 2021, HACLA issued Invitation for Bid Number No. HA-2021-14-NF ("IFB"), seeking firm fixed-price bids for the Project;

WHEREAS, following review of the bids received in response to the IFB, as detailed in the Report of the President and CEO of the same date herewith, it was determined that Access Pacific, Inc. ("Access Pacific"), submitted the lowest, responsive and responsive bid; and

WHEREAS, HACLA desires to enter into a contract with Access Pacific for the Project pursuant to award under the IFB following the completion of discussions on possible Project cost reductions which may occur through value engineering or other means acceptable to the President and CEO, or designee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the President and Chief Executive Officer, or designee, to continue negotiations with Access Pacific on reducing Project cost and to execute a contract with Access Pacific in a total contracting amount not-to-exceed \$1,853,055.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

APPROVED AS TO FORM:
JAMES JOHNSON

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

BY: _____
GENERAL COUNSEL

BY: _____
CHAIRPERSON

DATE ADOPTED: _____

Summary of Outreach

**IFB No. HA-2021-14-NF
SITE CONSTRUCTION FOR THE IMPERIAL WORKSOURCE**

A. Funding Source

Federal Non-Federal Mixed Funding

B. Advertisement; Minority/Women Outreach

General Services advertised the Invitation For Bid (“IFB”) on the City of Los Angeles’ Business Assistance Virtual Network (LA-BAVN) website starting on January 08, 2021 until the submission deadline on February 3, 2021, for a total of 27 days. A total of one-hundred twenty-five (125) vendors viewed the IFB on the LA-BAVN website. Additionally, the IFB notice was emailed to nine (9) vendors from a list provided by Development Services and from our vendor database.

In support of HACLA’s policy to contract with Minority Business Enterprises (MBEs), Women’s Business Enterprises (WBEs) and Labor Surplus Area (LSAs) businesses for the delivery of goods and services to the extent possible, on January 8, 2021, notice of this IFB was also provided to the List of Recognized Minority- and Women-owned Business Organizations maintained by HACLA, and to the local office of the U.S. Small Business Administration (SBA).

C. Pre-Bid Conference

A pre-bid conference is not mandatory. A pre-proposal conference was not held due to COVID-19 restrictions.

D. Pre-Bid Site Visits

On January 13, 2021, a pre-bid site visit was held. A total of five (5) firms attended the site visit.

E. Addenda

On January 26, 2021, Addenda No. 1 was posted on LA-BAVN.

F. Receipt of Bids

Bids were due on February 3, 2021. A total of two (2) bids were received by the submission deadline.

Company Name
1. Access Pacific, Inc.
2. Birdgroup Construction

G. Review of Bids for Responsiveness and Contractor Responsibility

The Contract Administrator determined the bid from Access Pacific, Inc was considered responsive. The bid from Birdgroup Construction was deemed non-responsive due to insufficient project experience.

H. Recommendation for Award

Development Services recommends Access Pacific, Inc. for contract award.

I. Workforce Profile

Access Pacific, Inc. submitted a Workforce Profile that revealed the following workforce composition:

<u>Company</u>	<u>Employees</u>
Access Pacific, Inc.	Total: 12 11 minorities = 92% 5 women = 42%

**HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
MBE/WBE ORGANIZATIONS MAILING LIST**

1	Asian American Architects and Engineers Association
2	Asian Business Association of Los Angeles
3	Asian Business League of Southern California
4	Asian Pacific Islander Small Business Program
5	Korean American Chamber of Commerce
6	Pacific Asian Consortium in Employment (PACE) Business Center
7	Black Business Association
8	Greater L.A. African American Chamber of Commerce (GLAAACC)
9	Regional Black Chamber of Commerce of San Fernando Valley
10	US Black Chambers
11	Southern California Black Chamber of Commerce
12	National Black Contractors Association
13	Young Black Contractors Association
14	California Hispanic Chamber of Commerce
15	LA Metropolitan Hispanic Chamber of Commerce
16	Latin Business Association (LBA)
17	Los Angeles Latino Chamber of Commerce
18	National Latina Business Women Association (NLBWA-LA)
19	Regional Hispanic Chamber of Commerce
20	American Indian Chamber of Commerce
21	Build Plus Community Marketplace
22	Greater San Fernando Valley Chamber of Commerce
23	Los Angeles Area Chamber of Commerce
24	Los Angeles Minority Business Enterprise Center USC (MBDA)
25	National Association of Minority Contractors
26	National Association of Women Business Owners Los Angeles
27	Pacific Coast Regional Small Business Development Corp (SBDC)
28	Small Business Majority
29	Southern California Minority Supplier Development Council
30	The New Ninth Business Resource Center
31	US Small Business Administration
32	US Veteran Business Alliance
33	Valley Economic Development Center/Women's Business Center
34	Vermont Slauson Economic Development Corporation
35	Vernon Networking Committee
36	City of LA Bonding Program: Merriwether & Williams Insurance Services, Inc