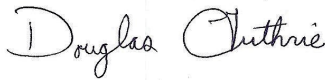


**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO EXECUTE A CONTRACT WITH OVERLAND, PACIFIC & CUTLER, LLC FOR AN INITIAL ONE-YEAR TERM WITH FOUR ONE-YEAR OPTIONS TO EXTEND, TO PROVIDE RESIDENT RELOCATION PLANNING SERVICES ASSOCIATED WITH PHASE I AND II OF THE ROSE HILL COURTS REDEVELOPMENT PROJECT PURSUANT TO A CONTRACT AWARD UNDER RFP HA-2020-98 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$450,000**



Douglas Guthrie  
President & Chief Executive Officer



Jenny Scanlin  
Chief Development Officer

**Purpose:** To enter into a contract with Overland, Pacific & Cutler, LLC (“OPC”) in order to implement the Relocation Plan (the “Plan”) for Rose Hill Courts, adopted by the Housing Authority of the City of Los Angeles (the “Authority”) in November 2019, and facilitate and manage the orderly relocation of Rose Hill Courts residents (“Residents”), as part of the redevelopment in accordance with the requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (“URA”) and Title 25 of California Code of Regulations, Division 1, Chapter 6, Subchapter 1.

**Regarding:** On November 26, 2019, the Board of Commissioners (“BOC”), by Resolution 9544, approved the Plan for Rose Hill Courts Redevelopment Project (“Project”), prepared in accordance with the requirements of the URA, and corresponding relocation requirements in 49 CFR part 24, (Housing Urban Development) HUD handbook 1378, California Government Code 7260, and Title 25 of the California Code of Regulations.

On November 26, 2019, by Resolution 9543, the BOC certified an environmental impact report for the Project, adopting environmental findings of fact under the California Environmental Quality Act, a statement of overriding considerations, and a mitigation monitoring and reporting program and approving the Project.

On September 28, 2017, the BOC, by Resolution 9832, authorized the Authority to enter into a second amended and restated Exclusive Right to Negotiate a Disposition and Development Agreement (“ERN DDA”) between the Authority and Related Companies of California (“Related-CA”) for the Project to extend the term of the original agreement and expand development options to include new construction, in addition to, substantial rehabilitation.

## **Issues:**

*Background:* The Authority has partnered with Related-CA to preserve and create additional affordable housing by a redevelopment Rose Hill Courts.

The Authority and Related-CA are proposing to demolish Rose Hill Courts' existing 100 units and replace them with up to 185 newly built affordable housing units. The new units will be built in two phases; Phase I will consist of the construction of up to 89 units to accommodate all existing Residents currently living on-site. Phase II will consist of the construction of up to 96 additional units and provide newly built affordable family housing units.

The Authority has committed to a "Build First" strategy, to the extent feasible, under which it will ensure that most replacement housing units are available to tenants before their current units are demolished. However, prior to the commencement of Phase I construction, up to twelve (12) currently occupied units, within the footprint of the Phase I buildings, will be required to temporarily relocate. If possible, Residents will be moved on-site to vacant units. If there are no vacant units available, Residents will be required to move off-site using Section 8 Vouchers or Relocation Assistance Payments. Demolition and construction of Phase I will take approximately 18 months and is expected to commence in early 2021.

Since Phase I construction will extend longer than 12 months, according to the URA regulations, relocated households must be offered permanent relocation benefits and the option to stay at their new relocated site rather than returning to the redeveloped Rose Hill Courts.

At the completion of Phase I, the relocated Residents and the Residents residing on-site will have the initial option to move into one of the newly constructed units, if they so choose.

Phase II construction will not start until all households have been relocated to the newly constructed Phase I units or have chosen an alternative housing option off-site.

### *Relocation Plan*

In 2016, the Authority initiated Relocation Plan activities for Rose Hill Courts. Resident interviews were conducted between October and December of 2016. Resident surveys were conducted between May through October of 2019. Of the 89 households, 73 were interviewed. A draft Relocation Plan was published for comments in October of 2019 and a final Relocation Plan was submitted and adopted by the BOC in November of 2019 (Resolution 9544). Residents were also provided with General Information Notices and Rental Assistance Demonstration Information Notices ("GIN/RIN"), either through certified mail or during personal interviews. All new Residents will receive GIN/RIN at the time they execute a lease with the Authority.

As part of OPC's scope of work, the Relocation Plan will be updated to ensure compliance with relocation regulations, which require that the Plan be completed within a year and ensure that all COVID-19 related procedures are followed. Under

the Plan, Residents will not be involuntarily displaced and all Residents who are in “good standing” under their current lease and are not evicted or terminated from housing assistance, will be afforded the right to return. Residents will be given the option to: a) move into new units once the new construction has been completed; or b) choose to move off-site into another public housing development if an appropriately sized unit is available; or c) receive a tenant-based Section 8 Voucher under the Housing Choice Voucher (HCV) program to move to another community of their choice. The Authority will request Tenant Protection Vouchers (TPV) from HUD to supply the vouchers for relocating residents.

Because the Plan is both a RAD conversion and a Section 18 disposition, the Authority has adopted the policy of following RAD guidelines and providing relocation assistance as required under the URA to all Residents, regardless of whether or not they are designated to move into a RAD unit. The Authority’s policy, adopted as part of its FY 2017 Agency Plan and Section 8 Administrative Plan includes the Residents’ right to: a) return to Rose Hill Courts; b) avoid background checks or re-screening; c) relocation assistance; and d) first consideration to choose their replacement housing in the newly developed Rose Hill Courts.

**Procurement:**

In order to fulfill the Authority’s Resident relocation obligations under the Project Plan and in light of Phase I scheduled to begin construction in 2021, the Authority issued a Request for Proposal (“RFP”) No. HA-2020-98 seeking proposals from qualified relocation contractors to provide required resident relocation assistance.

The RFP was advertised on the City of Los Angeles’ Business Assistance Virtual Network (“LA-BAVN”) website starting on June 9, 2020 and ending June 30, 2020, (the advertised deadline for submission), for a total of twenty-two (22) days. A total of one hundred and eighteen (118) vendors viewed the RFP No. HA-2020-98 on the LA-BAVN website. In addition, the referenced RFP notice was emailed to six (6) vendors from a list provided by the Authority’s Development Services. A detailed summary and background information of the procurement is found as Attachment 1 (Summary of Outreach Activities).

**COVID-19**

The Authority and Related-CA are continuing to monitor the COVID-19 pandemic and its impact. Delays in the relocation of the Residents and construction may be required if the health guidelines prevent the relocation of the Residents and/or to account for delays in construction or funding due to COVID-19.

Furthermore, OPC’s Relocation Consultant must comply with COVID-19 procedures and guidelines and ensure these are communicated to the Residents. This includes the use of Personal Protective Equipment (“PPE”) for all individuals that come in contact with any of the Residents and property. Additional precaution and protections will be taken by the moving companies handling personal property and we will also provide extensive cleaning of all sites prior to Residents moving in. In addition, all vendors that come in contact with Residents or property must provide and communicate, in advance, all COVID-19 protocols and include it in the Relocation Plan update.

**Vision Plan: Place Strategy #1: Stabilize the physical and financial viability of the conventional public housing portfolio.**

Redeveloping the aging Rose Hill Courts public housing site through fully code-compliant new construction with contemporary amenities that will completely mitigate lead, asbestos and termite issues and vastly increase the physical life of the housing stock. Conversion to a more financially stable Section 8 platform with long-term contracts will allow for leveraging the necessary resources for the development and on-going maintenance and upkeep of the property.

**People Strategy # 6. Expand and strengthen agency-to-resident communication about critical issues**

Significant resident outreach was conducted to ensure Residents were informed regarding the planned re-development of Rose Hill Courts. Residents were provided an opportunity to ask questions and provide input. During community meetings, translation was provided in Spanish and Vietnamese. The handouts and the Relocation Plan were also translated into both languages. In addition, the Relocation Plan was available to view on-line and paper copies were available in the Rose Hill Courts management office.

**Funding:** The Chief Administrative Officer confirms the following:

*Source of Funds:* The cost of the Relocation Consultant and relocation activities will be paid by earmarked funds that are available from proceeds realized through the acquisition/rehab of the 2013 Harbor Village re-syndication and uncommitted Rent Subsidy proceeds.

*Budget and Program Impact:* The Relocation Consultant fees are anticipated in the project budget and will be allocated over a three-year period. The initial expenditure will be for implementation planning, resident outreach and the relocation of the initial twelve households in the footprint of Phase I. The following fiscal year will include the Relocation Plan update, resident outreach, and follow-up of relocated residents. The final allocation of funds will be for the relocation of the final residents in the Phase II footprint. We anticipate all funds will be expended in four years.

**Environmental Review:**

**CEQA** The Authority is the lead agency for the Rose Hill Courts redevelopment for purposes of the California Environmental Quality Act (“CEQA”). On November 26, 2019, the Authority certified the Environmental Impact Report (SCH 2018091035) and Errata, dated November 2019 for the Rose Hill Courts Redevelopment Project and approved the Redevelopment Project.

The relocation activities are consistent with the certified Environmental Impact Report (“EIR”).

No further environmental review is required for the Authority’s recommended actions because there has been no change to the Rose Hill Courts redevelopment or substantial changes in circumstances or new information that would warrant

subsequent environmental analysis in accordance with CEQA, including but not limited to Public Resources Code section 21166 and State CEQA Guidelines sections 15162, 15163 and 15164.

**NEPA** The Housing & Community Investment Department of the City Los Angeles (“HCID/LA”), the Responsible Entity, completed a Part 58 National Environmental Policy Act (“NEPA”) review for the Project through an Environmental Impact Statement and culminating in the approval of the Environmental Review by HUD. This approval allows the Authority to carry out the relocation activities.

**Section 3:**

OPC submitted an Economic Opportunity Plan (“EOP”) in conformity with the requirements of the Housing Authority’s Section 3 Guide and Compliance Plan. OPC, in partnership with Year Up, a national training program for youth ages 18-24, will provide a customized training for at least two interns per year, followed by a six-month internship at OPC where they will shadow staff and learn. After their six-month internship, OPC will offer full time employment to those interested in continuing to serve their neighborhoods. In addition to this internship program, OPC will hire a Section 3 resident in an administrative/clerical capacity during the relocations.

**Attachments:**

1. Resolution
2. Summary of Outreach

**ATTACHMENT 1**

**RESOLUTION**

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO EXECUTE A CONTRACT WITH OVERLAND, PACIFIC & CUTLER, LLC FOR AN INITIAL ONE-YEAR TERM WITH FOUR ONE-YEAR OPTIONS TO EXTEND, TO PROVIDE RESIDENT RELOCATION PLANNING SERVICES ASSOCIATED WITH PHASE I AND II OF THE ROSE HILL COURTS REDEVELOPMENT PROJECT PURSUANT TO A CONTRACT AWARD UNDER RFP HA-2020-98 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$450,000**

**WHEREAS**, the Housing Authority of the City of Los Angeles (the "Authority") requires resident relocation services associated with the Phase I and Phase II of the Rose Hill Courts Redevelopment Project; and

**WHEREAS**, the Authority has determined the most effective and feasible manner of obtaining qualified relocation services for Phase I and Phase II of the Rose Hill Courts Redevelopment Project is by contracting for such services; and

**WHEREAS**, on June 9, 2020, the Authority issued a Request for Proposal ("RFP") No. HA-2020-98, seeking professional and qualified relocation contractors to provide required resident relocation assistance; and

**WHEREAS**, following review of all proposals received in response to the RFP No. HA-2020-98, as detailed in the Report of the President and CEO of the same date herewith, the evaluation panel unanimously concluded that the proposal received from Overland, Pacific & Cutler, LLC is the best value and most advantageous to the Authority and is being recommended for contract award; and

**WHEREAS**, the Authority desires to award and enter into a one-year contract with four (4) one-year options to extend, with Overland, Pacific & Cutler, LLC to provide required resident relocation assistance to the Phase I and Phase II of the Rose Hill Courts Redevelopment Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners authorizes the President and CEO, or designee, to execute a contract with Overland, Pacific & Cutler, LLC for an initial one-year contract term with four (4) one-year options to extend, for a total contract amount not to exceed \$450,000, to provide resident relocation assistance for Phase I and II of the Rose Hill Courts Redevelopment Project.

**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 BEN BESLEY

DATE ADOPTED: \_\_\_\_\_

**ATTACHMENT 2**

**SUMMARY OF OUTREACH**



## Summary of Outreach

RFP No. HA-2020-98  
Relocation Plan Implementation for Rose Hill Courts

### A. Funding Source

Federal     Non-Federal     Mixed Funding

### B. Advertisement; Minority/Women Outreach

General Services advertised the Request for Proposal (“RFP”) on the City of Los Angeles’ Business Assistance Virtual Network LA-BAVN) website starting on June 9, 2020 until the submission deadline on June 30, 2020, for a total of 22 days. A total of one hundred and eighteen (118) vendors viewed the RFP on the LA-BAVN website. Additionally, the RFP notice was emailed to six (6) vendors from a list provided by Development Services.

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 June 9, 2020 notice of this RFP was also provided to the List of Recognized Minority- and Women-owned Business Organizations maintained by the Authority, and to the local office of the U.S. Small Business Administration (SBA).

### C. Pre-Proposal Conference

No pre-proposal conference was held due to the closure of our offices to the public stemming from the COVID-19 outbreak.

### D. Addendum

On June 19, 2020, Addendum No. 1 was posted on LA-BAVN.

### E. Receipt of Proposals

Proposals were due on June 30, 2020. A total of five (5) proposals were received by the deadline. The proposal from The Row Company was received after the deadline.

Company Name
Overland, Pacific & Cutler, LLC
Del Richardson & Associates Inc.
Paragon Partners Ltd
The Bernard Johnson Group, Inc.
Stardust Realty
The Row Company <i>Late Submission</i>

### F. Review of Proposals for Responsiveness and Contractor Responsibility

The Contract Administrator determined the five proposals received by the deadline were responsive and the five contractors were responsible.

**G. Panel Review**

The evaluation panel was comprised of three (3) panelists with subject matter expertise. The Panel met as a group on July 8, 2020 which led to the following consensus scoring.

<b>Company Name</b>	<b>Score</b>
Overland, Pacific & Cutler, LLC	94.33
Del Richardson & Associates Inc.	81.00
Paragon Partners Ltd	80.33
The Bernard Johnson Group, Inc.	57.50
Stardust Realty	37.83

These scores are reflected in the Consensus Rating Form signed by each panelist; the scores have been confirmed by the Contract Administrator. The Panel elected not to schedule interviews.

**H. Best and Final Offers**

On July 13, 2020, the Housing Authority requested a Best and Final Offer (“BAFO”) from the top three (3) ranked proposers with requests for clarification on questions and pricing. All three (3) shortlisted proposers timely responded to the BAFO requests and lowered their pricing. The panel then re-evaluated and rescored the proposals determining that Overland, Pacific & Cutler, LLC is the best value based upon all the RFP factors, and should be recommended for contract award.

**I. Recommendation for Award**

The Panel recommends Overland, Pacific & Cutler, LLC for contract award.

**J. Workforce Profile**

Overland, Pacific & Cutler, LLC submitted a Workforce Profile that revealed the following workforce composition:

<b>Company</b>	<b>Employees</b>
Overland, Pacific & Cutler, LLC	Total: 110 58 minorities = 53% 52 women = 47%

**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