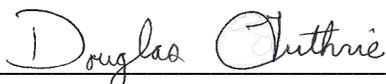


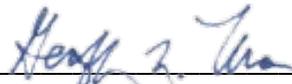
Report of the President & CEO

November 18, 2021

RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO EXECUTE TWO CONTRACTS FOR AS-NEEDED VACANT UNIT SECURITY BOARD-UP SERVICES PURSUANT TO AWARDS UNDER RFP HA-2021-156, EACH FOR AN INITIAL ONE-YEAR TERM WITH FOUR ONE-YEAR OPTIONS TO EXTEND, FOR A TOTAL COMBINED CONTRACTING AMOUNT NOT-TO-EXCEED \$1,764,000



Douglas Guthrie
President & Chief Executive Officer



Geoffrey Moen
Director of Development

Purpose: To authorize the President and CEO, or designee, to execute two contracts with: (1) Door and Window Guard Services, Inc. (“DAWGS”); and (2) Vacant Property and Security, LLC (“VPS”), to provide as-needed vacant unit steel board-up services for vacant units in the Housing Authority of the City of Los Angeles’ (“HACLA”) public housing and asset management portfolios.

Regarding: This is an initial action.

Issues:

Background: The Housing Authority of the City of Los Angeles (“HACLA”) and VPS entered a contract in December 2020, for vacant unit security steel board-up services at Jordan Downs for a not-to-exceed amount of \$250,000, using the small purchase procurement procedure. After a year of providing service at Jordan Downs, it became necessary to issue Request for Proposal HA-H2021-156 (“RFP”) for a multi-year contract that would include Jordan Downs, Rose Hill Courts and Rancho San Pedro, as well as the capacity to install at other housing sites on an as-needed basis.

Previous to the initial contract with VPS, vacant units were boarded by the standard plywood board-up system used at all the public housing sites. However, on sites with active redevelopment, staff found the larger number of vacant units was attracting people from outside of the public housing sites to break into units more frequently. Security bars and plywood were constantly being removed allowing easy entry to the vacant units. Identifying and implementing a system that is more tamper resistant to break-ins is critical to maintaining a safer and more secure property until buildings can be demolished or units can be turned and readied for future occupancy.

The board-up system proposed in response to the RFP, consists of steel window and door screens with specialized bracing and door locking systems making the units more difficult to access. The system is not completely foolproof and HACLA has seen the system jeopardized with tools such as grinders, saws, and welding tools. However, these steel-

based, bracing systems are still the most secure options available, and it will reduce the incidence of break-ins to a much lesser extent than would be possible with only plywood.

Procurement: On September 27, 2021, HACLA issued the subject RFP seeking qualified firm(s) for the installation, maintenance and removal of specialized tamper-resistant metal security doors and screens to be provided on an “as-needed” basis to secure various-sized windows and doors of vacant (i.e., unoccupied) units at HACLA’s public housing redevelopment sites as well as other housing sites. The RFP required proposers to demonstrate at least three (3) years’ experience performing substantially similar services. The RFP was posted on the City of Los Angeles’ Business Assistance Virtual Network (“BAVN”) website.

A total of two (2) proposals were received by the October 18, 2021 submission deadline. Each was scored by a three-member panel (“Panel”). Based on the Panel’s initial review followed by Best and Final Offer (“BAFOs”) rescoring, a consensus was reached that both proposals were best values and that each should be recommend for a contract award as follows.

Company	Contract Amount
1 Door and Window Guard Services, Inc.	\$705,600
2 Vacant Property Security, LLC	\$1,058,400
Total Contract Value	

Additional information regarding the proposals and their evaluations is included in the attached Summary of Procurement and Outreach.

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

Redeveloping aging public housing site through fully code compliant new construction with contemporary amenities that will mitigate health issues, address unit accessibility, and vastly increase the physical life of the housing stock. These services will mitigate risk to the public housing property and residents while undergoing this important redevelopment.

Funding: The Chief Administrative Officer confirms the following:

Source of Funds: The cost of securing the vacant units at the redeveloping public housing sites, Homekey Properties or other Asset Management properties will be paid by unrestricted funds that are available from proceeds realized through the acquisition/rehab of Pueblo del Sol I re-syndication and uncommitted Rent Subsidy proceeds. For vacant unit board-up services provided at the public housing sites, Public Housing Operating and/or Capital Funds will be utilized to pay for these costs.

Budget and Program Impact: The costs are anticipated in the FY2021 Development Services budgets and will be included in HACLA's Annual Budgets for Development Services, Housing Services and Asset Management on an as needed basis.

Environmental Review:

CEQA: The proposed board-up services are categorically exempt from CEQA review under Title 14 of the California Code of Regulations, section 15301 (Class 1) because they consist of the minor alteration of existing public or private structures or facilities involving negligible or no expansion of an existing or former use. They are intended to improve health and safety. The proposed board-up services are also categorically exempt under Title 14 of the California Code of Regulations, section 15303 (Class 3) because they consist of the construction and location of limited numbers of new, small facilities or structures or installation of small new facilities in small structures where only minor modifications are made to the exterior of the structure.

NEPA: Pursuant to 24 CFR Part 58, the City of Los Angeles, through its Housing Department ("LAHD"), serves as the entity responsible for compliance with the National Environmental Policy Act. HACLA believes that the proposed board-up services are categorically excluded from NEPA review under 24 CFR 58.35 as they relate to minor health and safety improvements to existing facilities that will be retained for the same use without change in size or capacity.

Section 3: Vacant Property Security, LLC and Door and Window Guard Services, LLC have both submitted Economic Opportunity Plans in conformity with HACLA's Section 3 Policy and Compliance Plan requirements. Each vendor has committed to hiring one to two Section 3 workers. Additional hiring may be possible as these are as-needed services at various sites, and such hiring will be coordinated with the Section 3 Administrator.

Attachments:

1. Resolution
2. Summary of Procurement and Outreach

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE PRESIDENT AND CEO, OR DESIGNEE, TO EXECUTE TWO CONTRACTS FOR AS-NEEDED VACANT UNIT SECURITY BOARD-UP SERVICES PURSUANT TO AWARDS UNDER RFP HA-2021-156, EACH FOR AN INITIAL ONE-YEAR TERM WITH FOUR ONE-YEAR OPTIONS TO EXTEND, FOR A TOTAL COMBINED CONTRACTING AMOUNT NOT-TO-EXCEED \$1,764,000

WHEREAS, the Housing Authority of the City of Los Angeles (“HACLA”) requires as-needed vacant unit security board-up services for vacant public housing units at public housing sites under redevelopment as well as in its general portfolio;

WHEREAS, HACLA has determined that the most effective and feasible manner of obtaining qualified security board-up services is by contracting for such services;

WHEREAS, on September 27, 2021, HACLA issued Request for Proposal HA-2021-156 (the “RFP”), seeking qualified contractors for the installation, maintenance and removal of specialized tamper-resistant metal security doors and screens to be provided on an “as-needed” basis to secure various-sized windows and doors of vacant housing units (the “Services”);

WHEREAS, two proposals were received by the October 18, 2021 submission deadline and evaluated by a panel with subject matter expertise using the criteria stated in the RFP;

WHEREAS, as detailed in the Report of the President and CEO of the same date herewith, it was determined that both Door and Window Guard Systems, Inc. and Vacant Property and Security, LLC were responsive to the RFP and represent best values to HACLA; and

WHEREAS, HACLA desires to award and enter into contracts with Door and Window Guard Systems, Inc. and Vacant Property and Security, LLC to provide the Services, each for an initial one-year term with four (4) one-year options to extend.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes the President and CEO, or designee, to execute contracts with Door and Window Guard Systems, Inc. and Vacant Property Security, LLC, for a total combined not-to exceed amount of \$1,764,000 and an initial one-year term with four (4) one-year options to extend, to perform as-needed vacant unit security board-up services, pursuant to awards under RFP No. HA-2021-156.

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

APPROVED AS TO FORM

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

By: _____
James Johnson, General Counsel

By: _____
Cielo Castro, Chairperson

DATE ADOPTED: _____

Summary of Procurement and Outreach

**RFP No. HA-2021-156
As-Needed Vacant Unit Security Board-Up Services**

A. Funding Source

Federal Non-Federal Mixed Funding

B. Advertisement; Minority/Women Outreach

On September 27, 2021, the Contracts and Procurement Unit/General Services advertised Request for Proposal HA-2021-156 (the “RFP”) on the City of Los Angeles’ Business Assistance Virtual Network (“BAVN”) website seeking qualified firm(s) for the installation, maintenance and removal of specialized tamper-resistant metal security doors and screens to be provided on an “as-needed” basis to secure various-sized windows and doors of vacant (i.e., unoccupied) units at HACLA’s public housing sites. The RFP required proposers to demonstrate at least three (3) years’ experience performing substantially similar services. Proposals were due by October 18, 2021, for a total advertisement period of twenty-five (25) days. A total of forty-seven (47) vendors viewed the RFP on the BAVN website.

In support of HACLA’s policy to contract with Minority-Owned Business Enterprises (“MBEs”), Women-Owned Business Enterprises (“WBEs”) and Labor Surplus Area (“LSAs”) businesses for the delivery of goods and services to the extent possible, notice of the RFP was provided to the businesses identified on HACLA’s List of Recognized MBE’s/WBE’s, listed below, and to the local office of the U.S. Small Business Administration (“SBA”) for their further dissemination.

C. No Job Walk or Pre-Proposal Conference

Staff did not conduct a job walk or pre-proposal conference for this procurement.

D. Addenda

Staff issued two addenda for this solicitation in response to questions received prior to the October 4, 2021 deadline for the submission of questions. Both were posted on BAVN.

<u>Addendum No.</u>	<u>Issued Date</u>
Addendum No. 1	October 7, 2021
Addendum No. 2	October 12, 2021

E. Proposals Received and Opened

The following two (2) proposals were received by the proposal submittal deadline of October 18, 2021:

<u>Company</u>
1. Door and Window Guard Systems, Inc.
2. Vacant Property Security, LLC

F. Panel Review

The Evaluation Panel (“Panel”) was comprised of three (3) subject matter experts. The Panel met on October 21, 2021, resulting in the following initial scoring. The Panel determined that interviews were not necessary.

Pre-BAFO Evaluation Scores

<u>Company</u>	<u>Score</u>
Vacant Property Security, LLC	92.83
Door and Window Guard Systems, Inc.	87.33

G. Best and Final Offers

On October 22, 2021, HACLA requested a Best and Final Offer (“BAFO”) from the two (2) proposers, in an effort to provide them a final opportunity to: (i) propose their best and final pricing and/or cost structures(s); and (ii) provide any other improvements to their proposals including those related to qualifications and staffing. In response to the BAFO requests, both proposers reduced their pricing. As required by the RFP, both proposers submitted window screen samples, which the Panel accepted as conforming to requirements. The Panel re-scored both proposals based on the BAFOs and screen samples, which resulted in the following final consensus scoring:

Post-BAFO Evaluation Scores

<u>Company</u>	<u>Score</u>
Vacant Property Security, LLC	98.17
Door and Window Guard Systems, Inc.	90.00

The above scores reflect the consensus rating, confirmed by the Contract Administrator.

H. Workforce Profile

Vacant Property Security, LLC and Door and Window Guard Systems, Inc. submitted a Workforce Profile that revealed the following workforce composition:

<u>Company</u>	<u>Employees</u>
Vacant Property Security, LLC	Total: 36 26 minorities = 72% 3 women = 8%
Door and Window Guard Systems, Inc.	Total: 33 24 minorities = 73% 4 women = 12%

I. Recommendation for Award

Staff has determined that Vacant Property Security, LLC and Door and Window Guard Systems, Inc. were responsive to the RFP and represent best values to HACLA.

Staff is therefore requesting that the Board of Commissioners authorize contracts with both Vacant Property Security, LLC and Door and Window Guard Systems, Inc., for a combined amount not to exceed \$1,764,000. The total recommended contract award is comprised of the following sums:

<u>Company</u>	<u>Contract Amount</u>
Vacant Property Security, LLC	\$1,058,400
Door and Window Guard Systems, Inc.	\$705,600

Both proposers were notified of the contract award recommendations and the date of the Board of Commissioners meeting where award of the contracts will be considered.

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.