



Los Angeles County Department of Regional Planning

Planning for the Challenges Ahead



Amy J. Bodek, AICP
Director of Regional Planning

Dennis Slavin
Chief Deputy Director,
Regional Planning

January 7, 2020

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE A CONTRACT TO PREPARE THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT DOCUMENTATION
FOR THE LOS ANGELES COUNTY HOUSING ORDINANCES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Award an eighteen-month contract to Impact Sciences, Inc. (Contractor) to prepare the California Environmental Quality Act (CEQA) documentation for the Los Angeles County (County) Inclusionary Housing Ordinance, By-Right Housing Ordinance, Interim and Supportive Housing Ordinance, and Affordable Housing Preservation Ordinance (Ordinances).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the Contract is exempt from CEQA, pursuant to Section 15378 (b) (4) of the CEQA Guidelines.
2. Approve and instruct the Chair to sign the attached eighteen-month contract, effective the day after your Board's approval, with six (6) month-to-month renewal options, at the Maximum Contact Sum (MCS) of \$500,000 including \$20,490 contingency.
3. Authorize the Director of Regional Planning (Director) or her designee to approve and execute amendments to incorporate necessary changes to the contract that do not significantly affect the scope of work or exceed the MCS of

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\$500,000 including \$20,490 contingency; and to suspend work if, in the opinion of the Director, it is in the best interest of the County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On February 20, 2018, the County of Los Angeles Board of Supervisors initiated the preparation of the Ordinances with the intention to increase housing choice, housing stock, and affordability and livability in the County's unincorporated areas. The Contractor will assist the County in preparing the mandatory environmental analyses in compliance with CEQA for the ordinance adoption in conformance with all applicable federal, state and County standards, regulations, guidelines, policies and procedures.

Implementation of Strategic Plan Goals

The approval of this contract supports the County's 2016-2021 Strategic Plan Goal II, Foster Vibrant and Resilient Communities, Strategy II.2, Support the Wellness of Our Communities by increasing housing choice, housing stock, and affordability and livability in the County's unincorporated areas.

FISCAL IMPACT/FINANCING

The MCS of the contract is \$500,000 including \$20,490 contingency, which is based on the work outlined in the Statement of Work and the price quoted by the Contractor. The cost of the contract is 100% funded by the Department of Housing and Community Development SB 2 Planning Grants Program.

This contract does not include provisions for Cost-of-Living Adjustments throughout its term.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County is authorized by Government Code Section 31000 to contract with private businesses. The contract is consistent with all applicable Board mandated provisions, including those pertaining to hiring qualified County employees targeted for layoffs, contractor responsibility and debarment, Child Support Program, GAIN/GROW participants, Safety Surrender Baby Law, and the provisions of Paid Jury Service time for the Contractor's employees.

This is a Non-Prop A contract because the project is highly professional and on an as needed basis. Consequently, there are no departmental employee relations issues and the contract will not result in a reduction of County services. Furthermore, Department of Regional Planning (DRP) evaluated and determined that the Living Wage Program does not apply because the Living Wage program only applies to Prop-A contracts and cafeteria services contracts.

The Contractor was selected based on selection criteria established in the Request for Proposals (RFP) without regard to race, creed, gender, or color.

DRP will not require the Contractor to perform services that exceed the Board-approved contract sum, scope of work, and/or contract term.

County Counsel has approved the Contract as to form.

ENVIRONMENTAL DOCUMENTATION

The services provided through this contract will not have an effect on the environment and therefore, this contract is exempt from CEQA, pursuant to Section 15378 (b) (4) of the CEQA Guidelines.

CONTRACTING PROCESS

Union Notification

Consistent with the provisions of the Memorandum of Understandings between the County and unions, Service Employees International Union Local 721 and California Association of Professional Employees were consulted prior to the release of the RFP and had no objections to move forward with the solicitation.

Solicitation Outreach

The RFP was released on September 25, 2019, to all registered County vendors offering similar services through the County of Los Angeles Internal Services Department's registered vendor system. DRP also advertised on its website and promoted consistently on its social media platforms. In addition, DRP promoted the RFP on the websites of the American Planning Association and its Los Angeles Chapter to reach out to professional planning and environmental consultants.

Proposal Evaluation

One proposal from the Contractor was received by the November 13, 2019 deadline and was deemed complete. A five-member evaluation committee (Committee) comprised of subject-matter experts from DRP, Department of Public Works, and Los Angeles County Development Authority reviewed the proposal. Using the Informed Averaging method, the Committee objectively evaluated the proposal according to the evaluation criteria outlined in the RFP and took into consideration qualifications, project management, work approach, references, and costs. The proposal exceeded the minimum requirements and met the project needs.

The Contractor is a Local Small Business Enterprise as well as a Women's Business Enterprise.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees. Upon approval of this contract by your Board, DRP will move forward to initiate the preparation and ensure the completion of the Environmental Impact Report(s) and/or other documentation required for the adoption of the ordinances in compliance with CEQA.

CONCLUSION

If you have any questions, please contact Hsiao-Ching Chen at (213) 974-6559 or via email at hchen@planning.lacounty.gov.

Respectfully submitted,



AMY J. BODEK, AICP
Director of Regional Planning

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Attachment

c: Executive Office, Board of Supervisors
Chief Executive Office (Christine Frias)
County Counsel