



# CITY OF POMONA COUNCIL REPORT

February 25, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Benita DeFrank, Neighborhood Services Director

Subject: **AWARD OF CONTRACT TO “HOUSING PROGRAMS” TO SERVE AS  
LEAD CONSULTANT FOR THE CITY’S VARIOUS HOUSING  
REHABILITATION PROGRAMS**

## **RECOMMENDATION:**

It is recommended that the City Council take the following actions:

- 1) Award a contract to Housing Programs as the Lead Remediation and Abatement Consult for the City’s various housing rehabilitation programs for a total amount of \$93,000;
- 2) The term of the Agreement to be 3 years, plus 2 additional option years;
- 3) Authorize the City Manager to execute the contract and amendments thereto, subject to review by the City Attorney.

**EXECUTIVE SUMMARY:** The City of Pomona operates several housing programs with the assistance of federal and state funding that requires compliance with lead safe housing regulations. To assist the City in meeting these regulations, staff is recommending an award of contract to Housing Programs, a company that will serve as the Lead Remediation and Abatement Program consultant for the City’s various housing rehabilitation programs. The amount of these services shall not exceed \$93,000 and funding is available until the end of November 2019.

**FISCAL IMPACT:** There is sufficient funding to cover contract cost with Housing Programs consultant and will be funded as follows:

Lead Education Awareness Control (LEAC) and Healthy Homes	Fund 229	229-1791-52285-58666	\$ 57,240
Community Development Block Grant (CDBG)	Fund 213	213-1791-52285-65103	\$ 28,608
Low Mod Housing Fund	Fund 131	131-6201-52285-00000	\$ 7,152

The Department of Housing and Urban Development (HUD) has funded the LEAC program until the end of November 2019 and the other sources of funding have been dedicated for the same time period, for a total amount of \$93,000. Future funding will depend on grant availability and will not exceed the approved annual budget.

**PUBLIC NOTICING REQUIREMENTS:** In accordance with Section 2-977 of the City's Purchasing Ordinance, a Request for Proposal was posted on PlanetBids on 12/3/18 and four responses were received on 1/3/19.

## **DISCUSSION**

On July 20, 2016, the City of Pomona received a Lead Hazard Control Grant from HUD in the amount of \$1,276,489 and a Healthy Homes Grant of \$400,000. The LEAC+HH Program provides the means to test homes built prior to 1978 for the presence of lead based paint, and remove or contain the lead hazard when it is found. Lead based paint can be found on wall or cabinet surfaces, doors, window casings, eaves and overhang. The program gives priority to families with children aged six years old and below, where lead poisoning can cause serious health issues. The Healthy Homes component allows the city to address additional health and safety hazards such as mold, smoke and carbon monoxide poisoning, pest infestation, fire and housing-related injuries. The program funding will expire in November 2019.

To operate the program, the City requires a consultant knowledgeable on lead and healthy homes regulations and inspections, who will oversee the work done by the lead inspector/risk assessor and the lead remediation contractors. The consultant will also undertake the healthy homes inspections for the City. From January 2019 to November 2019, the City goals are to clear lead hazards from 49 homes and to inspect and address other healthy home issues in 42 homes.

In addition to the LEAC+HH program, other Federal and State funded rehabilitation programs in pre-1978 homes costing \$5,000 or more require compliance with Title X and the Lead Safe Housing Rule. These include the City's Substantial Rehabilitation Loan Program and the Housing Improvement Program.

### Award of Contract

The Lead Remediation and Abatement Consultant will: (1) conduct visual inspection of properties for lead based paint hazards and healthy homes assessments; (2) review lead based paint inspections and scope of work specifications prepared by lead inspectors/risk assessors for compliance with HUD, other federal and state guidelines; (3) prepare healthy homes scopes of work and cost estimates for addressing all hazards; (4) monitor the work of certified lead abatement contractors; (5) facilitate contracting between the property owners and the contractors, among others.

In accordance with Federal requirements and the City's procurement ordinance, a Request for Proposal (RFP) for Lead Abatement/Remediation Program Consultant Services was posted on PlanetBids on December 3, 2018, and four responses were received on January 3, 2019. These proposals were received and evaluated. In evaluating the proposals, the City considered the following factors: relevant training, licenses and certifications; experience and qualifications; and, availability to perform service.

After careful consideration, staff is recommending award of contract to Housing Programs based on experience and qualification in providing similar services for other cities; and possession of certifications to perform the job effectively to include: lead safe worker; lead supervisor; and, lead inspector/risk assessor. Housing Programs performed the services for the City's Housing Division for the past 6 months, which allowed the City to successfully meet the completion numbers required by HUD. From July to December 2018, 16 housing units became "lead safe", 9 housing units received healthy homes intervention, and 2 housing rehabilitation projects were completed. Housing Programs also submitted a cost reasonable proposal at \$65 per hour.

Staff is further recommending that the term of the Agreement run for 3 years, plus 2 additional option years.

Prepared by: Maria A. Siacunco, Housing Grants Supervisor