

**City of Alhambra**  
*Public Works Department*

June 27, 2017



*Gateway  
to the  
San Gabriel Valley*

*111  
South First Street  
Alhambra  
California  
91801-3704*

**Subject: Request for Proposals – RFP2M17-9 Labor Compliance Services for the 2017 HUD Sidewalk and ADA Ramp Project, Phase II and 2017 HUD Street Improvement Project**

The City of Alhambra is requesting a proposal from your firm for labor compliance services for the Request for Proposals for Labor Compliance Services for the 2017 HUD Sidewalk and ADA Ramp Project, Phase II estimated at \$800,000.00 and the 2017 HUD Street Improvement Project estimated at \$2,000,000.00. A copy of the Request for Proposals (RFP), the City's Insurance Guidelines, and a Sample Contract Agreement are attached for your review and consideration.

Proposals are due by 4:00 PM on Friday, July 28, 2017. Please submit two (2) copies and one (1) original of the proposal to the City of Alhambra, Attn: Amanda Hamilton, Engineering Associate, City of Alhambra, 111 South First St., Alhambra, CA 91801.

If you should have any questions please feel free to contactor Amanda Hamilton, Engineering Associate (626) 570-5067. We are looking forward to having an opportunity to review your proposal.

**Proposals must be received no later than 4:00 p.m. on July 28, 2017.  
Cost proposal shall be submitted under a separate cover indicating on the envelope  
"Sealed Cost Proposal-Do Not Open with Regular Mail."**

Send or hand-deliver proposals to:  
*City of Alhambra – Public Works Department  
Attention: Amanda Hamilton  
111 South First Street  
Alhambra, California*

Very truly yours,



Mary Chavez  
Director of Public Works



# **Request for Proposals – RFP2M17-9 Labor Compliance Services for the 2017 HUD Sidewalk and ADA Ramp Project, Phase II and 2017 HUD Street Improvement Project**

## **GENERAL INFORMATION**

Award of contract by the City Council, if any, will be made in the best interest of the City and shall be based upon various factors, including but not limited to the following: proposer's qualifications, experience, reputation, responsiveness, and availability. The City of Alhambra reserves the right to accept or reject any or all Proposals, to be the sole judge of the merits and qualifications of the services and/or items offered and the ability of Proposer to responsibly perform. The City reserves the right to waive any irregularities or informalities in any Proposal submitted or in the procedure. An award of contract may be made to other than the firm offering the lowest costs. Proposal may not be withdrawn for a period of sixty (60) days after the time Proposals are due.

The successful bidder shall meet all insurance requirements of the City including, but not limited to, the provisions of personal and property liability including automobile coverage and Workers Compensation in the limits acceptable to the City. All required insurance shall name the City of Alhambra as Additional Insured.

## **DESCRIPTION**

The 2017 HUD Sidewalk and ADA Ramp Project, Phase II and the 2017 HUD Street Improvement Projects are estimated to begin construction in September/October of 2017. These two projects will include the installation of 165 new ADA Ramps, replacement of 40,400 square feet of broken and off grade sidewalk, new concrete alleyways, and the rehabilitation of 12 street segments. The labor compliance services will ensure the compliance with all Federal, State, County laws, regulations and policies that are required by the Community Development Block Grant (CDBG) funding.

## **PROPOSED SCHEDULE**

The City anticipates the project schedules to be as follows:

2017 HUD Sidewalk and ADA Ramp Project, Phase II – start construction 09/2017 and be completed by 12/2017.

2017 HUD Street Improvement Project – start construction 10/2017 and be completed by 03/2017

The City of Alhambra reserves the right to adjust this schedule as necessary.

## **SUBMITTAL DEADLINE AND PROPOSAL CONTENTS**

The entire proposal package must be returned in its entirety with all requested information completed. Proposals shall be delivered in a sealed envelope via regular mail, overnight or other carrier, or hand delivered not later than **4:00pm on July 28, 2017** at the following location: City of Alhambra, Public Works Department, 111 S. First Street, Alhambra, CA, 91801. **Indicate on the Sealed Envelope – Do Not Open with Regular Mail.**

Copies of the cost proposal shall be submitted under a separate cover, in a sealed envelope, properly labeled as stated under Item 11 under "Proposal Elements", and shall be delivered or mailed to the same address shown above on the same day and time with the project Proposal. Facsimile or e-mail submittals will not be accepted. The proposing firm should provide the City with an original and three (3) copies of the proposal and the cost proposal.

All responses must be completed as required, signed by an official of the firm who is authorized to enter into a binding agreement with the City on behalf of the company, and must be received in the place and by the time designated in this document.

### **QUALIFYING EXPERIENCE**

The labor compliance consultant selected to perform the above-described work shall demonstrate proven experience in labor compliance services that ensure the compliance with all Federal, State, County laws, regulations and policies that are required by the Community Development Block Grant (CDBG) funding. The firms to be considered for this work effort shall have completed at least three (3) labor compliance projects of similar size and complexity within the last five (5) years.

## PROPOSAL ELEMENTS

In order to assist the selection committee in making a determination, the City requires that all Proposers adhere to the response format outlined below. Firms failing to meet this requirement will be negatively evaluated. Missing sections or inadequate information presented may mean disqualification of the company from consideration. Responses shall be simply prepared, brief and to the point. Needlessly lengthy documents filled with extraneous material will not be favorably received.

Responses to this *Request for Proposal* shall include the following in this order:

1. Cover Letter.
2. Table of Contents.
3. Introduction/Executive Summary. Highlight the company's unique qualifications and relevant experience.
4. Consultant understanding of the project and approach to the work. Include scope of work listing tasks, descriptions, methods, and techniques.
5. A staffing chart by job description or title. Indicate which staff are in-house and which are sub-consultants.
6. References Form. A listing of a minimum of three (3) clients for whom similar work has been performed in the last five (5) years, including individual contact person, address and phone number who is familiar with the project.
7. Proposer Information Form.
8. A description of the firm's and any sub-consultant's experience relating specifically to labor compliance.
9. Cost Proposal Form. Shall be provided in a separate sealed envelope marked "Cost Proposal - City of Alhambra **RFP2M17-9 Labor Compliance Services for the 2017 HUD Sidewalk and ADA Ramp Project, Phase II**". The cost proposal shall be prepared on an hourly rate not-to-exceed basis. Include a time and materials reimbursement schedule and an hourly rate for each position.
10. Acceptance of Conditions Statement. This will be a statement offering the proposer's acceptance of all conditions listed the Request for Proposals document. Any exception on the contractor's behalf must be stated in the proposal including any exemptions to provisions in Sample Contract.
11. Additional Data. This section may contain material not specifically requested for the evaluation, but which the proposer wishes to submit. This may include brochures, pictures, a general narrative, and a statement of additional services the proposing firm may wish to provide.
12. Appendix/Attachments.

## **SELECTION CRITERIA**

The City intends to retain the labor compliance firm whose proposal it believes is most advantageous to the City. Evaluation of the proposal will be based on qualifications of the respondents. The City wishes to hire a firm with significant professional credentials. Selection will be made on the following factors:

1. Qualifications of the project team, including personnel and sub consultants.
2. Relevant recent project experience, particularly in the region.
3. Project references.
4. Soundness of technical approach.
5. Ability to meet required timelines.
6. Quality of proposal response and adherence to required format.

## **DISCRETION AND LIABILITY WAIVER**

The City reserves the right to reject all proposals or to request and obtain, from one or more of the labor compliance firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria contained herein. The City is not liable for the costs incurred by the proposers for the preparation of the proposals.

The consultant, by submitting a response to this Request for Proposal, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this Request for Proposal.

All proposals shall be binding for a period of sixty (60) days after the delivery date and may be retained by the City for examination and comparison.

## **INSURANCE REQUIREMENTS**

Upon Award of Contract by the City Council, the consultant shall provide the City with required Certificates of Insurance evidencing minimum coverage of \$1,000,000 in Professional Liability, Contractual General Liability and Automobile Liability coverage, naming the City of Alhambra as Additional Insured. The insurance requirements are clearly described in the **Sample Agreement for Consultant Services** included herein.

## **BUSINESS LICENSE REQUIREMENT**

Upon Award of Contract, the consultant shall obtain a City of Alhambra Business License and maintain one throughout the term of the contract.

## **GENERAL REQUIREMENTS**

**Purpose** - The purpose of the Request for Proposals (RFP2M17-9) is to solicit proposals from qualified labor compliance consulting firms with extensive, proven experience in design, engineering, preparation of plans and specifications, project and construction management services.

**City Option to Reject all Proposals** - The City may, at its sole discretion, reject any and all proposals submitted in response to this RFP. The City will not be liable for any costs incurred in connection with the preparation and submittal of any proposal. The City reserves the right to waive any irregularities in a submitted proposal.

**Contract Sum** - All proposals will include a specific cost proposal in a not-to-exceed amount, based upon the description of services and scope of work to be performed.

**Contract Payment** - Payment to contractor will be made in arrears on a monthly basis for services performed, provided that the contractor is not in default under any provisions of this agreement.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Compliance with the prevailing rates of wages and apprenticeship employment standards established by the State Director of Industrial Relations will be required.

**Equal Opportunity Clause** - Contractors shall ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex or religion will be required.

The City of Alhambra hereby ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

**Equal Opportunity Employment Compliance** - Proposer certifies that it has sought out and considered minority business enterprises for those portions of the work to be subcontracted, and has fully documented such actions that said documentation is open to inspection, and that said action will remain in effect for the life of any contract awarded hereunder.

Furthermore, Proposer certifies that all steps will be taken to meet all equal employment opportunity requirements of the contract documents. Proposer certifies that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

**Legal Responsibilities** - All proposals must be submitted, filed, made, and executed in accordance with State and Federal laws relating to proposals for contracts of this nature whether the same or expressly referred to herein or not. Any company submitting a proposal will by such action thereby agree to each and all of the terms, conditions, provision, and requirements set forth, contemplated, and referred to in the Request for Proposal, and other contract documents, and to full compliance therewith.

This project is subject to the requirements of SB 854. No prime contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. No prime contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The bid proposal must include a print out from the DIR registration website showing that the prime contractor and each subcontractor is currently registered.

No bid proposals will be accepted nor any contract entered into with a prime contractor without proof of registration as required above. [Unless within the limited exceptions from this requirement for bid proposals only under Labor Code Section 1771.1(a)]

**Interpretation of Documents** - A person in doubt as to the meaning of any part of the contract documents, or finds discrepancies, in, or omissions, may submit to the City a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the contract documents will be made only by addendum duly issued and a copy of such addenda will be emailed to each person receiving a set of the contract documents. No oral interpretation of any provision in the contract will be made to any Proposer.

**Discrepancies and Misunderstandings** - Contractors and consultants must satisfy themselves by personal examination of the work site, specifications, and other contract documents, and by any other means as they may believe necessary, as to the actual physical conditions, requirements and difficulties under which the work must be performed. No contractor or consultant will at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies called to the attention of the City of Alhambra will be clarified by the City in writing to all proposers prior to the submission of proposals.

**Proposer Interested in More than One Proposal** - No person, firm, or corporation will be allowed to make or file, or be interested in more than one proposal for the same work unless alternate bids are specifically called for. No proposal will be accepted from a consultant who has not been licensed in accordance with the provisions of the State Business and Professional Code.

**Listing Sub-contractors, Vendors and Sub-consultants** - Each Proposer will submit a list of the proposed subcontractors of this project as required by the Subletting and Subcontracting Fair Practice Act (Govt. Code Sec 4100 et seq.) Forms for this purpose are furnished herein.

**Non-Collusion Affidavit** - Proposer declares that the only persons or parties interested in this proposal as principals are those named herein; that no officer, agent, or employee of the City of Alhambra is personally interested, directly or indirectly, in this proposal; that this proposal is made without connection to any other individual, firm, or corporation making a bid for the same work and that this proposal is in all respects fair and without collusion or fraud.

## **SCOPE OF SERVICES**

The following is a general outline of the scope of work for the CDBG labor compliance services for Davis Bacon Act for the 2017 HUD Sidewalk and ADA Ramp Project, Phase II and 2017 HUD Street Improvement Project. The scope as presented is considered comprehensive, and will be utilized to evaluate the proposals received as the baseline for comparison. The proposal should contain the cost associated with designing and preparing the following:

- Project administration and monitoring of labor compliance issues
- Attend preconstruction meetings and other meetings as it pertains to labor compliance
- Review and approve documentation relating to labor compliance
- Maintain documentation of same and files in order
- Provide technical assistance, and

- Provide guidance and professional advice.

The labor compliance services will be conducted and reported in a manner that complies with all applicable Federal, State, and County laws, regulations and policies



**PROPOSER INFORMATION**

Proposer certifies that the following information is true and correct:

Firm Name:

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Proposer's Name:

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Form of Legal Entity (i.e., individual, partnership, corporation, etc.)

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If a Corporation, State of Incorporation (i.e., Calif.) \_\_\_\_\_

Business Address:

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Engineer's License No.: \_\_\_\_\_

Original Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint ventures, and/or corporate officers having a principal interest in this proposal:

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The date of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal are as follows:

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**REFERENCES**

The following are the names, addresses, and telephone number for three AGENCIES for which proposer has performed similar engineering consulting work for within the past three (3) years.

1. \_\_\_\_\_

*Name and address*

\_\_\_\_\_  
Name and telephone number of person familiar with project

\_\_\_\_\_  
Contract amount

Type of work

Date completed

2. \_\_\_\_\_

*Name and address*

\_\_\_\_\_  
Name and telephone number of person familiar with project

\_\_\_\_\_  
Contract amount

Type of work

Date completed

3. \_\_\_\_\_

*Name and address*

\_\_\_\_\_  
Name and telephone number of person familiar with project

\_\_\_\_\_  
Contract amount

Type of work

Date completed

The following are the names, addresses, and telephone numbers for all brokers and sureties from whom bidder intends to procure insurance bonds:

\_\_\_\_\_  
\_\_\_\_\_

**COST PROPOSAL FORM**

Pursuant to and in compliance with your Request for Proposals and the other documents relating thereto, the undersigned proposer, having familiarized himself/herself with the work as per the paragraph, "Discrepancies and Misunderstandings," contained in the "INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS" section, and with the terms of the contract, the local conditions affecting the performance of the contract, and the cost of the work at the place where the work is done, and specifications and other contract documents, hereby proposed and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools expendable equipment, and all applicable taxes, utility and transportation services necessary to perform, the contract and complete in a workmanlike manner all of the work required in connection with **RFP2M17-9 Labor Compliance Services for the 2017 HUD Sidewalk and ADA Ramp Project, Phase II and 2017 HUD Street Improvement Project**, all in strict conformity with the specifications and other Contract Documents on file at the office of the City Clerk of the City, for the following lump sum bid:

BASE BID

The furnishing of all labor, supplies and materials, methods, processes, tools, implements, machinery, transportation, insurance and bonds for or incidental to providing the City's Professional Labor Compliance Services. ;lk

Cost Proposal Form shall be provided in a separate sealed envelope marked "Cost Proposal - City of Alhambra **RFP2M17-9 Labor Compliance Services for the 2017 HUD Sidewalk and ADA Ramp Project, Phase II and 2017 HUD Street Improvement Project**."

The cost proposal shall be prepared on an hourly rate not-to-exceed basis and should include a time and materials reimbursement schedule and an hourly rate for each position.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Proposer's Name: \_\_\_\_\_

Proposer's Title: \_\_\_\_\_

Proposer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_