CITY OF EL CENTRO

Department of Economic Development for the City of El Centro

Request for Proposals
LABOR COMPLIANCE CONSULTING SERVICES for the El Centro Town Center Street Improvement Project

Requested By:
City of El Centro
Department of Economic Development
1249 W Main St
El Centro, CA 92243
Phone: (760) 337-4543
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Marcela Piedra, Director of Economic Development
CITY OF EL CENTRO
REQUEST FOR PROPOSALS FOR
LABOR COMPLIANCE CONSULTING SERVICES

1.0 PURPOSE

The CITY, through the City of El Centro Department of Economic Development, is soliciting competitive proposals from qualified experienced individuals or firms to provide Labor Compliance Consulting Services for a project funded by the U.S Department of Commerce Economic Development Administration (EDA), and developer impact fees. This contract is specific to the El Centro Town Center Street Improvement Project, further referred to as PROJECT.

All communications relating to this RFP must be directed to the contact person named below and only through email or written correspondence. In no instance is a respondent to discuss cost information, quality of responses, names of additional respondents, or any other information requested by or contained in a proposal with the point of contact or any other staff prior to proposal evaluation. Failure to comply with this section may result in the CITY's disqualification of the proposal. The respondent is responsible for ensuring the response is received by the CITY before the deadline. Copies or faxed responses will not be accepted. CITY assumes no responsibility for lost or misrouted mail.

2.0 CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Proposals published</td>
<td>February 7, 2012</td>
</tr>
<tr>
<td>Deadline for City to receive written questions</td>
<td>March 2, 2012</td>
</tr>
<tr>
<td>Package, References, and other documentation must be received by City on or before</td>
<td>March 9, 2012</td>
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<tr>
<td>Presentation to the El Centro City Council for recommendation of award</td>
<td>April 3, 2012</td>
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<tr>
<td>Execution of final contract</td>
<td>April, 2012</td>
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3.0 SCOPE OF SERVICES

The individual or firm will perform these services under the supervision and direction of the Director of the Economic Development Department. The CITY wishes to contract with an individual or firm for the following services associated with the PROJECT:

3.1 The Consultant shall be responsible for assisting the CITY with activities needed to ensure that workers employed by the CITY's contractors and their subcontractors are hired and paid in compliance with all applicable labor standards.

3.2 The Consultant shall serve as the primary contact person for the CITY's contractors and their subcontractors for issues related to labor compliance standards. The Consultant shall attend pre-construction meetings to provide contractors and their subcontractors with informational materials and requirements regarding labor compliance standards and to review the labor compliance standards applicable to the PROJECT.

3.3 The Consultant shall immediately inform the CITY of any changes or developments regarding issues of federal or California compliance.
3.4 Prior to each bid advertisement, the Consultant shall obtain the most current and applicable wage decisions information and provide this in a timely manner to all prospective contractors and subcontractors. Thereafter, the Consultant shall immediately inform the contractors and their subcontractors of any changes or developments regarding issues of labor compliance, relevant to their contract performance for Imperial County.

3.5 Prior to commencement of contractors’ or subcontractors’ work, the Consultant shall provide verification that their licenses are current and active with the California State Contractor’s License Board and they are not on a federal debarment list.

3.6 The Consultant shall provide the CITY and its contractors and their subcontractors with all required labor compliance standards contract language for inclusion in all applicable contracts to be executed by the CITY and its contractors.

3.7 To minimize the downtime associated with interviewing of employees at the work sites, the Consultant shall coordinate employee interviews with the contractors and their subcontractors.

3.8 The Consultant shall respond promptly to all Requests for Information by the CITY and its contractors and their subcontractors for information pertaining to federal and California labor compliance standards.

3.9 The Consultant shall immediately inform the CITY whenever a contractor or subcontractor is found to not be in compliance with applicable labor standards.

3.10 The Consultant shall assist the CITY with contractors’ applications for progress payments.

3.11 The Consultant shall promptly review the Certified Payroll Reports (CPRs) as received and notify the prime contractor of any deficiencies in wages, overtime compensation, incomplete or inaccurate CPRs, and/or incomplete or inaccurate Statements of Compliance.

3.12 The Consultant shall maintain all original documentation in an organized, manageable and current status and make it available to the CITY for review at any time.

3.13 At the conclusion of the project, the Consultant shall provide to the CITY, all CPRs and all other documentation and correspondence related to the project.

3.14 If requested, the Consultant shall participate in Labor Compliance monitoring conducted by the EDA, at a time and place specified by the CITY and the EDA.

4.0 MANDATORY PROPOSAL ELEMENTS

Proposals must address each of the elements in this section.

4.1 A brief history and summary of the firm’s qualifications, including an indication if the firm is a small business and/or a minority or woman-owned business.

4.2 The specific experience of the firm in performing labor compliance monitoring for EDA projects.
4.3 Services shall be performed by qualified personnel. All proposals must be accompanied with the name(s), title(s) and resume(s) of the individual(s) who will be performing the services should the contract be awarded. The statement should also identify for each member of the project team, their area of expertise, role in the project, and experience with similar or related projects as well as their availability to perform the work should the contract be awarded.

4.4 All parties submitting proposals shall include with their proposals at least three (3) current references, including name, address, and telephone number.

4.5 Firm’s proximity to PROJECT.

4.6 A prospective Consultant should indicate an understanding of the requested services as described in Section 3, Scope of Services, and describe how it proposes to service the CITY in these aspects.

4.7 A brief statement of your policy regarding affirmative action.

5.0 COST OF PROPOSED SERVICES

The cost of the Labor Compliance Services shall be based on the fee schedule, proposed and work authorized. Provide your proposed fee schedule along with a “not to exceed” cost of the requested services for the term of the contract.

6.0 SUBMISSION REQUIREMENTS

Please submit an original and four (4) copies of the Proposal by 5:00 p.m. on Friday, March 9, 2012 to the Economic Development Department, 1249 W. Main Street, El Centro, California, 92243. For further information, contact Stacy Cox, Community Development Specialist I, at (760) 335-3538 or by e-mail at scox@cityofelcentro.org.

7.0 MODIFICATIONS

Any modification of any proposals submitted must be in writing and received by CITY prior to the closing time for proposals. Modifications may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Postal Service or other delivery services such as FedEx or United Parcel Service. Any qualifications or modifications received after the scheduled closing time for receipt of statement of qualifications will be returned to the consultant unopened.

8.0 ERASURES

Proposals submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by putting in the margin immediately opposite the correction the surname or surnames of the person or persons signing the statement of qualifications.

9.0 WITHDRAWAL OF PROPOSALS

Respondents may withdraw their proposals either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.
10.0 SELECTION PROCESS

The CITY will review the qualifications based on the selection criteria and 100-point scale as follows:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Points</th>
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<tbody>
<tr>
<td>General firm and individual experience</td>
<td>15</td>
</tr>
<tr>
<td>Specific experience as it pertains to US Department of Commerce, Economic Development Administration grant programs</td>
<td>10</td>
</tr>
<tr>
<td>Specific experience as it pertains to the Scope of Work above mentioned in Item 3.0</td>
<td>20</td>
</tr>
<tr>
<td>Capacity to perform the Scope of Work and ability to conclude the work in a timely manner</td>
<td>15</td>
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<tr>
<td>Quality of staff and their availability</td>
<td>15</td>
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<tr>
<td>Cost of Services</td>
<td>15</td>
</tr>
<tr>
<td>Woman or minority owned business</td>
<td>5</td>
</tr>
<tr>
<td>Overall quality of proposal, especially thoroughness</td>
<td>5</td>
</tr>
<tr>
<td>Total Value:</td>
<td>100</td>
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</tbody>
</table>

Additional questions may be asked of respondents and formal interviews may be conducted as well. Respondents will be notified of any additional required information or interviews after written proposals have been evaluated.

The CITY reserves the right to reject any and all qualifications submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the qualifications and review process.

11.0 REVIEW OF PROPOSALS

Proposals will be reviewed by a committee designated by the Director of the Economic Development Department. Qualifications including references, fees and familiarity with services requested will be evaluated. The committee will determine which proposal best meets the needs and requirements of the CITY. The proposal(s) that is determined to best meet the needs and requirements of the CITY may not be the lowest priced proposal.

The CITY reserves the right to award an agreement without further competition based on the responses received to this RFP.

The CITY reserves the right to reject any all proposals received for any reason, regardless of whether the RFP will be reissued, revised, or completely abandoned.

The CITY reserves the right to contact references not provided in the submittals.

The Consultant selected will be required to sign the CITY’s Consultant Services Agreement prior to City Council approval. The City Council has final authority in the selection of the consultant.