



**REQUEST FOR PROPOSALS  
FOR CONSULTANT SERVICES TO ADMINISTER AND IMPLEMENT  
CITY OF SAN FERNANDO  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**CITY OF SAN FERNANDO  
FINANCE DEPARTMENT  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340  
(818) 898-7307  
August 19, 2021**

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## **I. Introduction**

The City of San Fernando is seeking proposals from qualified individuals and/or firms for the administration and implementation of the City's Community Development Block Grant (CDBG) Program for Fiscal Year 2021-2022. The term of the contract will be from September 20, 2021 through June 30, 2022. The City has included an option to extend the contract for an additional (4) years, in one-year increments, based on the consultant's performance and availability of funds. Services shall not exceed a total of five (5) years. Qualified consultants assigned to the position must have experience working with CDBG Program provided via the Los Angeles Community Development Commission (LACDC).

### **General Background**

The City of San Fernando participates in the U.S. Department of Housing and Urban Development's (HUD) CDBG program through the County of Los Angeles Community Development Commission (LACDC). For Fiscal Year (FY) 2021-2022, the City's allocation is approximately \$229,905. The proposed budget breakdown for FY 2021-2022 is as follows:

FY 2021-2022 CDBG PROGRAM		BUDGET
Water/Sewer Utility Assistance Program		\$45,980
Business Grant Program		\$183,925

The City is seeking the services of a professional consultant or consulting firm to provide assistance with CDBG project labor standards and enforcement. The assistance to be provided will ensure proper and timely completion and expenditure of the CDBG program funds.

## II. Scope of Services

The items to be included in the Scope of Services are indicated below. All work items will be carried out in conjunction with City staff direction, input, and review.

The selected consultant shall provide the City of San Fernando with contract administration, project management, and labor compliance responsibility for water/sewer utility assistance and business grant program funded under the CDBG Program as approved by the City Council on March 1, 2021, pursuant to City Council Resolution No. 8060. (See Attachment 1 to this RFP.) The City-approved, CDBG funded programs is noted as:

**Water/Sewer Utility Assistance Program (Funding Allocation: \$45,980)** Provide a Water/Sewer Utility Bill credit of up to \$500 per recipient for residents impacted by COVID-19 and provide financial counseling services from a third party firm (preferably a non-profit organization) to connect applicants with other available resources and programs (e.g., rent/mortgage assistance, credit card debt assistance, unemployment assistance, student loan debt assistance, food insecurity, etc.). This is considered a Public Service Project and is, therefore, capped at 20% of the total allocation.

**Business Grant Program (Funding Allocation: \$183,925)** Provide grants of up to \$5,000 per recipient to businesses impacted by COVID19 and provide financial counseling and/or technical assistance services from a third party firm (preferably a non-profit organization) to connect applicants with other available resources and programs (e.g., lease assistance, technical assistance for loan applications, technical assistance for shifting business model to online and accept credit cards, etc.). This is not considered a Public Service Project, therefore, there is no cap.

The selected consultant shall ensure that the City's CDBG-funded program complies with requirements of the source(s) of the funds being used and any other legal requirements that may apply. The consultant shall maintain the utmost accuracy in documentation and filing system that meets or exceeds the requirements of the funding source. The consultant shall manage program workflow to ensure the timely expenditure of funds. The consultant shall participate in any program reviews or audits.

### **Administrative Responsibilities:**

- Meeting agendas and minutes, records of conversations with key individuals;
- Respond to requests for information from LACDC staff.
- Submit quarterly performance reports to LACDC.

### **Project Management & Labor Compliance Standards Responsibilities:**

#### **Pre-Construction:**

- Assist City Public Work staff with preparation of Bid Documents;
- Obtain Affidavit of Publication from media of general circulation;
- Conduct a Section 3 Pre-Bid Presentation at the Pre-Bid Meeting;

- Verify Federal Wage Decision is current within 10 days of bid opening date;
- Assist City staff in evaluating contractor proposals; and
- Conduct contractor eligibility check before contract award.

**Contract Award:**

- Ensure all required Federal provisions and CDBG contractual clauses are included in agreements;
- Compile and submit Notice of Contract Award Letter to Department of Labor;
- Schedules Pre-Construction meeting and notifies LACDC staff;
- Conducts Pre-Construction meeting;
- Issues Notice to Proceed to Contractor; and
- Obtains and submits LACDC reporting forms.

**Construction:**

- Establish and maintain contractor and subcontractor labor files for each contractor/subcontractor;
- Conduct employee field interviews and document filed posting compliance;
- Reconcile weekly certified payroll reports and supporting documentation; and
- Monitor contractors for Section 3 accomplishments.

**Post Construction:**

- Review contractors final payroll and Section 3 Economic Opportunity Report;
- File Notice of Completion;
- Compile and submit labor standards and related reports to CDC;
- Schedule labor compliance file review prior to release of retention funds; and
- Address and resolve any underpayment or deficiency issues.

**Program Administrative Support Services:**

The selected consultant will assist City staff with CDBG Fund Program reporting and preparation of quarterly reports to LACDC.

### **III. Specifications for Proposal Submittal**

Proposals shall be submitted in the format specified below:

- **Cover Letter** --Cover letter shall not exceed three (3) pages. The cover letter shall provide an executive summary of the proposal.
- **Table of Contents** shall list each section as required below with page numbers.
- **Section 1. Company Qualifications**  
This section shall not exceed four (4) pages. Provide your or your firm's general qualifications; office location from which services will be provided; licenses and certifications possessed by staff members and the firm scheduled to work on the project; and, type of entity (corporation, et cetera).

- **Section 2. Relevant Experience**  
Provide you and your firm's relevant experience. Describe work experience relevant to the services being requested, including a list of CDBG-funded construction projects administered.
- **Section 3. References**  
Provide a minimum of three (3) references including current contract information.
- **Section 4. Project Staff Qualifications**  
Provide résumé and relevant information regarding staff that will provide the services to the City.

The City is interested in knowing the applicable background and experience of project team members in working on the administration and implementation of similar public works projects and CDBG program administration and reporting, with emphasis on similarly CDBG funded projects as noted in the Scope of Services. Firms or individuals may provide brochures and descriptive materials that provide information of such experience. The City requests a list of client references, including descriptions of the work performed, dates of work performed, contact persons, and telephone numbers.

A project manager must be designated to be responsible for day-to-day progress and to serve as the City's contact.

- **Section 5. Approach and Schedule**  
The work plan should delineate the proposed approach of completing the tasks set forth in the Scope of Services. Proposals should indicate procedures and methods of analysis that will be used to properly implement the program. Firms or individuals should address any problems that they envision to be associated with the project, citing specific suggestions for avoiding these problems. In addition, the work plan should identify how you or your firm, if contracted, plans to interact with the public, applicants, City staff, Los Angeles Community Development Commission's Community Block Grant Funds administrative staff (i.e. office hours).
- **Section 6. Fee**  
Provide your proposed fee, including hours, hourly rates for various tasks, and any direct expenses that will be charged to the City. The proposal should include the proposed staff hourly rates, plus overhead, travel and additional project costs, along with a "not to exceed amount" for services rendered. Proposal content and price quotations must remain firm and irrevocable for 120 days following the submission date.

## **Questions and Responses**

For questions regarding this project, please contact via e-mail only:

Diego Ibanez, Director of Finance/City Treasurer

DIBANEZ@SfCity.Org

## **Deadline for Submittal**

All bid proposals shall be submitted via email to Diego Ibanez at [dibanez@sfcity.org](mailto:dibanez@sfcity.org) and the subject line of the email shall read, "City of San Fernando RFP – CDBG Services." Proposals must be received no later than Thursday, September 9, 2021 at 5:30 p.m. All proposals received after that time will not be accepted.

## **Selection Schedule**

The City intends to follow, but will not be bound by, the following selection timeline:

- |  |                    |
|--|--------------------|
| • Issuance of RFP:                                 | August 19, 2021    |
| • Questions re RFP by proposers due to City by:    | August 26, 2021    |
| • Responses to Questions:                          | September 2, 2021  |
| • Proposals shall be submitted to City by:         | September 9, 2021  |
| • Consultant Selection at City Council Meeting on: | September 20, 2021 |

## **IV. Evaluation Process and Criteria**

### **Selection Criteria**

Evaluation of proposals shall be based upon a competitive selection process. Chosen firm or individual will be based on responsiveness to this Request For Proposals (RFP) and the firm or individual that is most advantageous to the City of San Fernando. In reviewing and evaluating the submitted proposals, the City will consider the following criteria:

1. Eligibility to participate in a contract award funded with Federal funds.
2. Background, experience, and qualifications of the consultant and project team members in the administration and implementation of CDBG funded programs and projects, specifically public works projects similar to the one proposed by the City for FY 2015-2016.
3. Familiarity with the City of San Fernando.
4. Thoroughness of understanding of the Scope of Services.
5. Proposed approach and understanding to provide needed services in an efficient and effective manner and in compliance with applicable standards and requirements of the Los Angeles Community Development Commission's Community Development Block Program and any applicable City standards and requirements.
6. Proposed work plan, time frame, and approach for completing the project.
7. Capabilities and demonstrated technical proficiency of staff.
8. References.
9. Demonstrated ability to perform similar project tasks in a timely and efficient manner.
10. Completeness of the proposal and compliance with required format while providing proposed work plan, time frame, and approach for completing the project..
11. Cost.

The review committee shall be made up of City staff. The most qualified individual or firm, as evidenced by the submitted proposals, and as judged by the review committee, will be selected with the final terms and scope of the contract to be determined on the basis of negotiations between the City and the selected firm or individual. An oral interview may be required. After the selection, all other firms or individuals will be notified of the decision.

Prior to the award of any work, the City and the selected consultant firm or individual shall enter into a Professional Services Agreement (See Attachment No. 3 for draft Professional Services Agreement).

### **General Conditions**

1. All proposals will remain the property of the City and will not be returned.
2. This solicitation for proposals is not construed as a contract of any kind.
3. The City reserves the right to request additional information from any and all applicants.
4. The City reserves the right to reject any or all proposals and/or to withdraw this RFP at any time without prior notice. Any award of contract for services will be made to the proponent that is best qualified and responsive in the opinion of the City.



5. All late or incomplete proposals will not be considered. The City shall have sole discretion in determining the completeness of each proposal. The City reserves the right to reject any and all proposals. The City expressly reserves the right to postpone the opening of submittals for its own convenience and to reject any and all submittals responding to this RFP.
6. The City reserves the right to waive any minor and/or technical submittal requirements if it is in the City's best interest to do so.
7. The City is not responsible for any pre-contractual expenses incurred by firm or individuals responding to this RFP, nor shall any proponent include such expenses as part of the proposed cost.
8. Unless specifically prohibited in the proposal, the City may contact past clients for references.
9. The terms and scope of the contract will be determined based on negotiations between the City and the prospective consultant. If the City and prospective consultant fail to reach a contractual agreement, the City may negotiate with any other top-selected consultant.
10. After selection of the consultant, all applicants will be notified of the City's decision.
11. The selected individual or firm must comply with all existing Federal and State labor laws including those applicable to equal opportunity employment provisions.
12. Consultant, its agents, and employees shall comply with all laws, ordinances, rules and regulations of the Federal and State governments, the County of Los Angeles, the City of San Fernando and all governing bodies having jurisdiction applying to work done under the agreement.
13. Consultant is required to have in full force and affect all licenses and permits required by all applicable laws. Consultant shall obtain a City of San Fernando Business License during the term of the contract.
14. All responses to this RFP shall become the property of the City of San Fernando and will be retained or disposed of accordingly.
15. No amendments, additions, or alternates shall be accepted after the submission deadline.
16. All documents, records, designs, and specifications developed by the Consultant in the course of providing services to the City of San Fernando shall be the property of the City. Anything considered to be proprietary should be so designated by the Consultant.
17. Acceptance by the City of any qualification submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services.
18. The City reserves the right to issue written notice to all interested parties of any change in the qualification submission schedule should the City determine, in its sole discretion, that such changes are necessary.

## **V. Additional Information**

The following documents have been attached to this document:

1. City Council Resolution No. 8060

**RESOLUTION NO. 8060**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,  
CALIFORNIA, APPROVING PROJECTS FOR FORTY-SEVENTH PROGRAM  
YEAR (2021-2022) COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

**WHEREAS**, on August 22, 1974, the President of the United States signed into law the Housing and Community Development Act of 1974 (Act); and

**WHEREAS**, the primary goals of Title I of the Act are the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income; and

**WHEREAS**, the City of San Fernando has received notification of the estimated availability of \$229,905 in federal Community Development Block Grant (CDBG) funds to further the attainment of these goals during Fiscal Year 2021-2022; and

**WHEREAS**, project proposals have been requested for the programming of these funds; and

**WHEREAS**, the City has published information regarding eligible activities under the Act and has duly noticed and conducted a public hearing to solicit comments and suggestions from the community for the utilization of these funds.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1:** That the City of San Fernando desires to fund eligible Community Development Block Grant Projects with 47<sup>th</sup> Program Year Funds.

**SECTION 2:** That City staff is hereby directed to submit to Los Angeles County, through this document, the City's intent to approve and fund the listed project.

**SECTION 3:** That City staff is hereby directed to prepare and submit documentation required for the approval and implementation of approved 47<sup>th</sup> Program Year Community Development Block Grant Fund projects as may be amended and as may be necessary.

**SECTION 4:** That the City Manager is directed and authorized to submit the City's final list of proposed updated projects for Fiscal Year 2021-2022 to the County of Los Angeles, reflecting the funding allocations set forth herein, as indicated in Exhibit "A". Should the City's final allocation vary from the allocated figures contained herein, the City Manager is authorized to allocate the variance in an amount not to exceed 10% of the approved project allocations.

**SECTION 5:** That the City Manager is directed and authorized to execute all documentation required for CDBG program and project implementation for Fiscal Year 2021-2022 as may be necessary.

**SECTION 6:** The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and this certification to be filed in the Office of the City Clerk, and said copy to be submitted to the County of Los Angeles.

**PASSED, APPROVED, AND ADOPTED** this 1<sup>st</sup> day of March 2021.

CITY OF SAN FERNANDO, CA

  
\_\_\_\_\_  
Sylvia Ballin, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8060 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 1<sup>st</sup> day of March, 2021, by the following vote of the City Council:

**AYES:** Montañez. Pacheco, Mendoza, Ballin - 5

**NAYS:** None

**ABSENT:** Rodriguez - 1

**ABSTAINED:** None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 2<sup>nd</sup> day of March 2021.

  
Julia Fritz, City Clerk

CITY OF SAN FERNANDO  
FORTY-SEVENTH PROGRAM YEAR (FY 2021-2022)

COMMUNITY DEVELOPMENT BLOCK GRANT  
APPROVED PROJECTS- UPDATED

SUBMITTING ORGANIZATION	PROJECT TITLE	FY 2021-2022 CDBG Allocation
CITY OF SAN FERNANDO Community Development	Water/Sewer Utility Assistance Program	\$45,980
CITY OF SAN FERNANDO Community Development	Business Grant Program	\$183,925
TOTAL		\$229,905