

## NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

### **CONSULTANT SERVICES TO ADMINISTER AND IMPLEMENT CITY OF SAN FERNANND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

In strict accordance with the Specifications on file in the office of the SAN FERNANDO FINANCE DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at <https://ci.san-fernando.ca.us/rfps-rfgs-nibs-nois/>

One (1) original and one (1) electronic copy at [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org) of the proposal must be submitted to the CITY CLERK'S OFFICE in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, not later than **5:30 p.m. on Tuesday, October 19, 2021**. In lieu of providing an original copy, proposals will also be accepted via email and must be received prior to the deadline indicated above. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: \_\_\_\_\_  
Julia Fritz, City Clerk

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## REQUEST FOR PROPOSALS



The Finance Department is requesting proposals for:

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

**RELEASE DATE: September 24, 2021**

**RESPONSE DUE: October 19, 2021**

## **GENERAL INFORMATION**

The City of San Fernando is interested in contracting with an experienced professional services firm for the administration and implementation, project management, and labor compliance of the City's Community Development Block Grant (CDBG) Program for Fiscal Year 2021-2022. The term of the contract is three (3) years, with options for two one-year extensions at the City's discretion. Qualified consultants assigned to the position must have experience working with CDBG Program provided via the Los Angeles County Development Authority (LACDA). The required services and performance conditions are described in the Scope of Services.

## **BACKGROUND**

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with six departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 125 full-time employees from a total Adopted Budget for fiscal year 2021-2022 of \$63.9 million, which includes a General Fund budget of \$22.5 million. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City of San Fernando participates in the U.S. Department of Housing and Urban Development's (HUD) CDBG program through the Los Angeles County Development Authority (LACDA). For Fiscal Year (FY) 2021-2022, the City's Allocation is approximately \$225,607, which has already been allocated to the programs described in the Scope of Service section of this RFP.

The City is interested in receiving responsive and competitive proposals from experienced and qualified firms 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.

## **INSTRUCTIONS TO SUBMITTING FIRMS**

### **A. Examination of Proposal Documents**

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

**B. Questions/Clarifications**

Please direct any questions regarding this RFP to Sonia Garcia, Interim Director of Finance, via e-mail at [sgarcia@sfcity.org](mailto:sgarcia@sfcity.org). Questions must be received by 5:30 p.m. on **Thursday, October 7, 2021**. All questions received prior to the deadline will be collected and responses will be posted to the City's website by close of business on **Tuesday, October 12, 2021**.

**C. Submission of Bid Proposals**

All bid proposals shall be submitted via email to City Clerk, Julia Frit at [jfritz@sfcity.org](mailto:jfritz@sfcity.org) and the subject line of the email shall read, "City of San Fernando RFP – Consultant Services to Administer and Implement Community Development Block Grant Program." Proposals must be received no later than Tuesday, **October 19, 2021 at 5:30 p.m.** All proposals received after that time will not be accepted.

**D. Withdrawal of Proposals**

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

**E. Rights of City of San Fernando**

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

**F. Contract Type**

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

## G. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## SCOPE OF SERVICE

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 Program, Business Assistance Program, and Pico Street & San Fernando Road Improvements Project funded under the CDBG Program. The City-approved, CDBG funded programs are noted as:

**Water/Sewer Utility Assistance Program (Funding Allocation: \$45,900)** 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 Assistance Program (Funding Allocation: \$179,707)** 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.

**Pico Street & San Fernando Road Improvements FY 2019-2020 Project (Funding Allocation: \$490,000)** This ongoing project includes street paving, sidewalk repairs, curb and gutter repairs, driveway approach repairs, access ramp upgrades, striping, and pavement markers at the following locations in CT 3203.00 BG 2 which serve a primarily residential, low and moderate-income area. 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 and Implementation Responsibilities:**

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

**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 LACDA staff;
- Conducts Pre-Construction meeting;
- Issues Notice to Proceed to Contractor; and
- Obtains and submits LACDA 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 LACDA.

## **PROPOSED TERM OF CONTRACT**

The proposed term of the contract is **three years, with options for two one-year extensions at the City's discretion.**

## **SCHEDULE FOR SELECTION**

RFP Available:	September 24, 2021
Deadline for submittal of Questions:	October 7, 2021
Response to Questions:	October 12, 2021
Deadline for submittal of Proposal:	October 19, 2021
Agreement Presented to Council for Review & Approval:	November 1, 2021

**This schedule is tentative and subject to change at the City's sole discretion.**

## **METHOD OF SELECTION AND NOTICES**

The Director of Finance will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Responsiveness to City's issues.
- Potential to benefit the City.
- Experience of the firm providing similar services to other municipalities.
- Cost effectiveness.
- Quality of proposed staff.

## INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email.
2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

2. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the Firm's adherence to the schedule and budget for each project.

3. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's objectives and work requirements and the Firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).



4. Include a *Project Staffing* Section

In this section, discuss how the Firm would propose to staff this project. Firm's key project team members shall be identified by name, specific responsibilities on the project and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the Finance Director. **There can be no change of key personnel once the proposal is submitted, without prior approval of City.**

5. Include a *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.