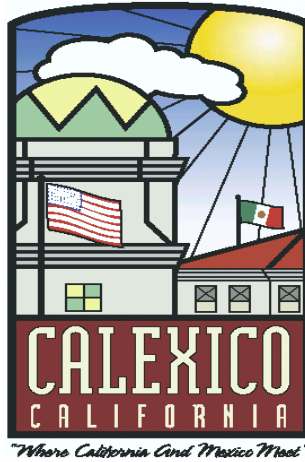


CITY OF CALEXICO



**REQUEST FOR PROPOSALS
FOR CONSULTANT SERVICES TO
DEVELOP AND MANAGE
CITY OF CALEXICO
COMMUNITY DEVELOPMENT BLOCK GRANT
AND CARES ACT PROGRAMS (CDBG-CV)**

**Planning and Building Services Department
608 Heber Avenue
Calexico, CA 92231
760-768-2105
www.calexico.ca.gov**

April 15, 2022

**CITY OF CALEXICO
PLANNING AND BUILDING SERVICES DEPARTMENT**

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 (CDBG-CV)**

I. Introduction

The City of Calexico Planning and Building Services Department is requesting proposals from qualified firms to develop and manage CDBG and CDBG-CV projects. This dedicated employee and/or consultant will manage any current CDBG and CDBG-CV projects and address all outstanding HCD project monitoring findings. Responses should be submitted based on the information and guidelines provided in this Request for Proposals (RFP).

The contract will be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code.

II. Project Description

The City of Calexico (City) is seeking proposals from qualified firms to provide consulting services for the development and management of Calexico’s CDBG and CDBG-CV projects. This dedicated consultant will manage any current CDBG and CDBG-CV projects and address all outstanding HCD project monitoring findings

The City intends to select one (1) firm to provide professional services for the development and management of Calexico’s CDBG and CDBG-CV projects. It is anticipated that the City and the selected firm will discuss and define a detailed scope of work and negotiate a contract for the project.

Project must be completed within 120 days from the date of the notice to proceed.

PROPOSED SCHEDULE OF EVENTS	
Issue Request for Proposal	April 15, 2022
Proposal Deadline	May 6, 2022 at 2:00p.m.
Consultant Interview/Selection	Week of May 9-13, 2022
Award Contracts	May 20, 2022 at 6:30p.m.
Kick-Off Meeting	TBD

III. Scope of Work

The respondent shall perform or provide any and all professional services related to the development and management of the CDBG and CDBG-CV projects. Respondents must comply and ensure that all tasks will be performed in accordance with generally acceptable professional standards and further represent that the advice and consultation provided shall be within its authority and capacity as a professional. Respondent will comply with the regulations, laws, ordinances and requirements of all governmental requirements applicable to assigned CDBG and CDBG-CV projects.

CDBG AND CDBG-CV PROJECTS SCOPE OF WORK

- 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 Calexico with contract administration, project management, and labor compliance responsibility for the business grant program, the rehabilitation project for Fire Station #2 and the rehabilitation project for the 1st Street restroom project funded under the CDBG Program
- The City is seeking the services of a professional consultant or consulting firm to provide assistance with CDBG project labor standards, management, development, and enforcement. The assistance to be provided will ensure proper development, management, timely completion and expenditure of the CDBG and CDBG-CV program funds.
- 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 the public and any State or Federal representatives.
- Submit quarterly performance reports to HCD, administrative staff, city council, and public.

Project Management & Labor Compliance Standards Responsibilities:

Pre-Construction:

- Assist City Planning and Building Services 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 City and HCD staff;
- Conducts Pre-Construction meeting;
- Issues Notice to Proceed to Contractor; and
- Obtains and submits City and HCD 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 reports to HCD and city council.

IV. Proposal Content and Information

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, and the CA Housing and Community Development 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.

Consultant must submit five (5) copies of their proposal with original Consultant signature. Please include tab dividers for easy access to each section of the proposal. Additional supplemental information may be submitted, under separate cover, in order to aid in firm selection. This information may include staff resumes, descriptions of similar municipal projects, project references, and a description of the conceptual approach to meeting the project requirements. The firm may also submit, under separate cover, an example of a project previously completed at another municipality that is similar in size and scope to the work described above.

V. Questions and Responses

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

Lisa Tylenda, Director of Planning and Building Services
Email: ltylenda@calexico.ca.gov

-AND-

Roni Luna, City Manager's Office
Email: rluna@calexico.ca.gov

VI. Deadline for Submittal

All proposals shall be submitted in hard copy and USB/(PDF) to the City Clerk:

**Gabriela T. Garcia
City Clerk
City of Calexico
608 Heber Avenue
Calexico, CA 92231
760-768-2102
Email: ggarcia@calexico.ca.gov**

Proposals must be received no later than Friday, May 6, 2022 at 2:00 p.m. All proposals Received after that time will not be accepted.

VII. Selection Schedule

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

- Issuance of RFP: April 15, 2022
- Questions re RFP by proposers due to City by: April 22, 2022
- Responses to Questions: April 29, 2022
- Proposals shall be submitted to City by: May 6, 2022
- Consultant Selection at City Council Meeting on: May 20, 2022

VIII. 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 Calexico. 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.
3. Familiarity with the City of Calexico.
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 Community Development Block Grant and CV Grant Programs and any applicable City, State, and Federal 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

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 Imperial, the City of Calexico 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 Calexico Business License during the term of the contract.
14. All responses to this RFP shall become the property of the City of Calexico 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 Calexico 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.