



# Rural Community Assistance Corporation

## Request for Proposals (RFP)

### For

## LABOR COMPLIANCE MONITORING ON-CALL SERVICES

### A. Purpose

Rural Community Assistance Corporation (RCAC) desires to select qualified labor compliance consulting firm(s) to provide Labor Compliance Monitoring On-Call Services associated with various construction projects and contracts. RCAC will hire up to two (2) firms to provide these services. The services will generally consist of performing labor compliance monitoring and reporting for capital improvement projects and contracts.

The projects, associated with labor compliance monitoring services will include, but are not limited to, multiple small and large water infrastructure construction projects. The specific number of projects and or contracts that may require these monitoring services is not known and will vary from year to year. The projects range in size and complexity. The project schedules may coincide, and the duration of each project varies.

Firm(s) must be familiar with and have experience with all the necessary and required forms for labor compliance reporting and monitoring for public works capital improvement projects. Consultants responding to this Request for Proposal (RFP) shall be prepared to provide full service to RCAC in a timely manner to enable RCAC to meet critical deadlines and schedules.

Successful firm(s) must have extensive experience monitoring and reporting prevailing wages, certified payrolls, on-site monitoring, investigations, payroll audits, labor laws, labor unions, apprentice program requirements, and other requirements to ensure compliance.

The funding source for these contracts may include but not be limited to Safe and Affordable Drinking Water (SAFER) funds, State Revolving Funds (SRF), bond funds, loans, grants, and RCAC Loan Funds. The successful firm(s) will ensure that Construction Contractors and all of their Subcontractors are meeting all requirements and following all rules and regulations related to or required by RCAC, the State of California, and Federal Davis-Bacon prevailing wage laws.

**Proposals shall be submitted to Jennifer Hazard, RCAC Regional Contracts Manager, via email at [jhazard@rcac.org](mailto:jhazard@rcac.org) no later than:**

**5 p.m. on January 8, 2021**

No consideration will be given to any proposals received after the above time and date.

## B. Description

The Rural Community Assistance Corporation (RCAC) desires to select qualified labor compliance consulting firm(s) to provide Labor Compliance Monitoring On-Call Services associated with various construction projects and contracts. These services will generally consist of performing labor compliance monitoring and reporting for capital improvement projects and contracts overseen by RCAC.

Selected labor compliance consulting firm(s) contracts will be for On-Call Services for a period of three (3) years. Contracted consulting firm(s) will be issued task orders to provide labor compliance monitoring services for a specific project or activity as needed for construction projects.

The projects requiring labor compliance monitoring services will include, but are not limited to, multiple small replacement and repair projects and large water and/or wastewater infrastructure construction projects. The specific number of projects and or contracts that may require these monitoring services is not known and will vary from year to year beginning January 2020. The project schedules may coincide, and the duration of each project varies.

## C. Scope of Work

The consultant is to provide federal, state and local labor monitoring services for contracts funded by grants, loans, enterprise funds, or other funds; projects may include construction of various types of public drinking water and wastewater systems infrastructure. Tasks to be performed will include, but not be limited to the following:

1. Prepare materials for and attend pre-bid and preconstruction meetings to explain labor standards requirements to contractors.
2. Assist in the review and responses to requests for information during bidding.
3. Evaluate submitted bids for accuracy and past prevailing wage violations by contractors.
4. Establish and maintain payroll files in conformance with standards established by RCAC and grantor agencies.
5. Perform forms collection, review and verifications; certified payroll review; apprenticeship program compliance oversight; on-site monitoring; field reviews and all related follow-up including assistance with electronic submissions of certified payroll and all related documents into the California Department of Industrial Relations (DIR).
6. Address labor compliance inquiries from contractors.
7. Provide technical guidance to contractors, as needed, to aid in contractor electronic registration process as well as completion and submission of electronic payroll forms.
8. Monitor receipt of "one-time" documents required by federal grant agencies, e.g. certificate of employee authorization and statement of fringe benefits and Apprentice programs.
9. Review, monitor and report weekly payrolls submitted by contractors and subcontractors.
10. Provide RCAC with a concise monthly report, mentioning specific work and tasks performed by the firm.
11. Follow-up and report on delinquent payrolls and wage underpayment in accordance with grant agency and RCAC requirements.
12. Interview one employee per trade, per month and verify interview results against submitted payrolls.

13. Respond to audit requests for information received from the State of California Department of Industrial Relations (DIR), the Federal Department of Labor (DOL) and other regulatory authorities.
14. Provide DBE and other Disadvantaged Business Enterprise Programs verification reports upon the request of RCAC, if needed.
15. Provide Title VI verification and reports upon the request of RCAC.
16. Review labor standard provisions of contract specifications upon the request of RCAC.
17. Provide technical assistance and training for RCAC staff to perform some or all of the monitoring functions as may be requested.
  - a. Prepare periodic report on status of labor compliance documents for construction and rehabilitation projects.
  - b. Meet with RCAC staff to review payroll files.
  - c. Meet with grantor agency and other government representatives and be prepared to respond to compliance issues, as needed.
18. Provide information on how any fees, fines and penalties that may be levied against any contractor or subcontractor by any federal, state or local agency as a result of these monitoring services is administered by your firm.

## D. Responses

The proposal shall include at a minimum the information listed herein; incomplete or unclear information may be grounds for rejection. The proposal shall be organized as follows:

### Cover Letter

The proposal shall be submitted with a cover letter. The letter accompanying the proposal must provide the name, title, address, telephone number and signature of the individual(s) authorized to negotiate and bind the consultant contractually. The cover letter constitutes certification by the consultant, under the penalty of perjury that the consultant complies with nondiscrimination requirements of the state and federal government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected. The cover letter should contain a description of the relationship between the Respondent, subsidiaries, professional advisors, and other members of the professional consulting team.

### Project Approach

Provide an introduction of the proposal, including a statement of understanding of the requested services. Describe your basic approach and methodology that would be used to provide labor compliance monitoring services. Identify any supplemental tasks or processes that you may see as necessary, or any special or innovative considerations that should be part of the services which may improve the monitoring and reporting process.

### Team and Firm Experience

Provide a list of at least three (3) assignments within the last five (5) years in which the Respondent has performed services similar to those outlined in this solicitation. The list should include:

- Name of client
- Location (City and State)
- Duration of assignment
- Respondent's role in project

- Reference contact information (phone number and email address)

## Qualifications

Describe the firm's qualifications and experience to perform labor compliance monitoring services as it relates to the services outlined in this solicitation. The summary should include the following:

- a. A description of the firm's qualifications and experience, mentioning specific, similar, or related work pertinent to various types of monitoring and reporting on projects similar to what would be expected when working for a public agency.
- b. Identification of staff who would be assigned to do these monitoring and reporting assignments, include the proposed responsibilities. A brief résumé of staff who would provide these services, highlight special qualifications relevant to what could be included in the various projects. An organizational chart (org chart).
- c. A description of the staff's present activities and his/her availability to accomplish these required services.
- d. Identification of all staff that will be directly, indirectly, or periodically involved in any task, citing their responsibilities. This section should identify key personnel assigned to RCAC projects.
- e. Identification of any subconsultants, resumes of key/participating staff proposed for these various project tasks, and how the tasks would be carried out.
- f. A brief history of the firm.

## Level of Effort

Provide a preliminary sample scope of work for a large project (up to 250 construction personnel), a pipeline project (up to 30 construction personnel), and a small project (up to 10 construction personnel) similar to the services requested in this solicitation. Provide an estimate of monthly labor hours expended for labor compliance services separated by key personnel in your firm for each size of project. The labor hours shall be based upon standard task of work for similar type of activities based on experience with working for a public agency on these types of monitoring and reporting activities. No cost estimate is required with the submission of the proposal.

## Fee Schedule

In a separate sealed envelope, provide a current fee schedule. Include at a minimum, staff who would be assigned to these monitoring and reporting assignments. Provide a standard labor rate schedule.

## Insurance and Other Requirements

When requested, only the selected Consultant will be expected to provide Certificates of Insurance. For submittal purposes, provide a statement that the Respondent is able to meet standard liability insurance requirements.

## Licensures/Certifications

Provide a list of licensures and/or certifications held by the Respondent.

## Quality Assurance/Quality Control

Provide a brief description of in-place and proposed QA/QC practices applicable for these services.

## E. Communication

### Restrictions on Communications

Respondents or their representatives are prohibited from communicating with any RCAC employees not expressly noted in this RFP. This communication restriction applies from the time the Public Notice is published until any Contract Award has been approved or there has been a rejection of all RFPs or this RFP has been canceled.

Violation of this provision by the Respondent and/or their agent may lead to disqualification of the Respondent's RFP from consideration.

## F. Questions

Respondents may submit questions concerning the intent of any part of the Request for Proposals by submitting a written request for an interpretation or correction to Jennifer Hazard at [jhazard@rcac.org](mailto:jhazard@rcac.org).

No inquiries/questions regarding this RFP will be accepted after 5 PM (PST) on December 18, 2020. Verbal questions are not permitted other than as described by this section and during interviews, if any.

All timely requests for interpretation or correction, submitted in writing will receive a written response from RCAC. Responses to questions that may impact or cause amendment to this RFP will be summarized and provided to Respondents by December 23, 2020. All interested firms should make every effort to ensure they have all the latest information prior to their submittal of proposals.

RCAC reserves the right to contact any Respondent for clarification after responses are received if such is deemed desirable by RCAC.

## G. Proposal Evaluation

Significant criteria to be used in the evaluation process may include, but not be limited to:

- Understanding of the scope of work for monitoring and reporting services.
- Approach to performing these types of typical services.
- Familiarity with City, County, State and Federal Grant laws and requirements.
- Familiarity with Labor, Wage, Apprentice, DBE programs & Title VI requirements.
- Demonstrated professional skill and credentials.
- Related experience and references.
- Quality of proposal

## H. Consultant Selection

The selection process shall be in accordance with the established RCAC Procurement Policy. This solicitation for a RFP does not commit RCAC to enter into a contract or to pay any costs incurred in the preparation of the RFP.

RCAC reserves the right to accept or reject any and all RFPs, and to negotiate with any qualified Consultant, or to cancel in part or in its entirety this solicitation for RFPs.

The scope of work for this project may be task based, phased, increased, decreased, or modified by RCAC to bring it into its budgetary capabilities.

RCAC reserves the right to accept any qualification submittal received, to reject any or all qualification submittals, in whole or in part, to waive irregularities and/or formalities as deemed appropriate, to request clarification of any qualification submittal, and to negotiate with the preferred firm(s) to provide the requested services and study. If contract negotiations with the preferred firm are at an

impasse as deemed by RCAC, and RCAC reserves the right to contact subsequent firms to negotiate a contract to provide the requested services.

RCAC hereby notifies all Consultants that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, or status as a disabled veteran or veteran of the Vietnam era.

## I. Submission of Responses

The proposal must be submitted via email to [jhazard@rcac.org](mailto:jhazard@rcac.org) with the subject title "Request for Proposals, Labor Compliance Monitoring On-Call Services." All proposals must be received by RCAC by **5:00 PM (PST), January 8, 2021**. Late proposals will not be accepted.

- a. Proposals shall not exceed 25 pages (single sided) of written material. RFPs failing to comply with the page limitation will be considered non-responsive to the submittal requirements and disqualified from the selection process and will not be evaluated. The page limitation includes any written, photographic, or graphic material contained in the body of the RFP and any appendices, brochures, or pamphlets.
- b. The page limitation does not include the cover of the proposal, title page, table of contents, resumes, blank pages, or required exhibits.
- c. By submission of a response, the Respondent acknowledges that it has read and thoroughly understands the Scope of Service, agrees to all terms and conditions stated herein, and acknowledges that it can perform all tasks, as required.
- d. Submittal will not be opened publicly.
- e. Quotes must include all Required submittal Items:
  - Exhibit A – Scope of Work
  - Exhibit B – Price Sheet

## J. Schedule:

Request for Proposals Available	December 1, 2020
Deadline for inquiries	December 18, 2020
<b>Proposals Due by 5:00 p.m.( PST)</b>	<b>January 08, 2021</b>
Consultant Interviews	Week of February 1, 2021
Consultant Selection	February 15, 2021
Consultant Negotiations – Phase 1	Week of February 15, 2021

## K. Award

Award will be made to the responsive, most qualified, consultant with the lowest total cost as provided on Exhibit B, Price Sheet.

## L. Reservation of Rights

1. RCAC reserves the right to:
  - a. Reject all RFPs received.
  - b. Issue a subsequent RFP.
  - c. Cancel the entire RFP.
  - d. Remedy technical errors in the RFP process.
  - e. Negotiate with any, all, or none of the Respondents to the RFP.
  - f. Waive informalities and irregularities.
  - g. Accept multiple responses.
  - h. Request additional information or clarification.
  - i. All responses and their contents will become the property of RCAC.
2. RCAC will not reimburse Consultants or subconsultants for any costs associated with any travel and/or per diem incurred in any presentations or for any costs in preparing and submitting the responses.
3. RCAC Preserves the right to end, in its sole discretion, negotiations at any time with any and/or all Consultants. This RFP does not commit RCAC to enter into a contract, nor does it obligate it to pay any costs incurred in the preparation and submission of responses or in anticipation of a contract.

## M. Exhibits

List of Attachments	Required Submittal Items
Exhibit A – Scope of Work Exhibit B – Price Sheet	Exhibit A – Scope of Work Exhibit B – Price Sheet

**Exhibit A**  
**Scope of Work (for services)**



## Exhibit B Price Sheet

This Price Sheet must be submitted with your quote, whether the submission is manual or electronic.

Name of Contractor: \_\_\_\_\_

Provide your TOTAL COST [use unit pricing/fully burdened hourly rates/etc. as appropriate to the purchase] for services, meeting the Scope of work/specifications outlined in **Exhibit A**. Your TOTAL COST must be fully burdened to include all costs associated with providing services meeting the required minimum specifications in Scope of Work.

TOTAL COST for Services:      \$ \_\_\_\_\_

or provide a cost structure/table for unit prices and extended prices, as appropriate

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

Contact Name/Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_