



CITY OF AVONDALE
Finance and Budget Department
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**INFORMAL REQUEST FOR PROPOSAL
FOR
LABOR COMPLIANCE SERVICES FOR
CONSTRUCTION PROJECTS NFS 21-040**

All responses due by April 1, 2021, 10:00 A.M., Local Time, Phoenix, Arizona. Please email your response to Jill Lin at jlin@avondaleaz.gov.

BACKGROUND: The City of Avondale (the “City”) Neighborhood and Family Service Department (“NFS”) and Parks and Recreation Department (“PR”) are seeking proposals from qualified firms to provide labor compliance services for its construction projects funded by including but not limited to Community Development Block Grant (“CDBG”) via U.S. Department of Housing and Urban Development (“HUD”) and Land and Water Conservation Fund via Department of Interior (“DOI”) for several housing, commercial rehabilitation and redevelopment programs and park improvement projects (“Construction Projects”).

The City currently does not have a full-time contract compliance officer dedicated to monitor labor compliance regulations as set forth by HUD to ensure that all onsite labor for Federally-funded projects are paid no less than Davis-Bacon prevailing wage for work performed and to be sure that appropriate notifications are displayed on the job site. In order to assure that the Federal Labor Standards are being met, the City wishes to outsource the labor compliance monitoring for its construction projects.

Section I – Project Information

- 1.1. The Purpose: The purpose of this Informal Request for Proposal (“RFP”) is to invite qualified labor compliance consulting firms to submit qualifications and fee proposals to provide labor compliance services in accordance with Federal Labor Standards, CDGR and other federal funding requirements. The selected Proposer (“consultant”) will report to Housing & Community Development Manager and/or authorized City Staff.
- 1.2. Scope of Work: Specific Labor Compliance and Monitoring services, although not all-inclusive, to be performed include:
 - 1.2.1. Schedule and/or conduct payroll “Preconstruction” meeting(s) with the property owner, contractor, and subcontractors to review labor compliance regulations. Prepare necessary documentation to be distributed at “Preconstruction” meeting (i.e., current wage determination, labor posters, agenda, forms, etc.).
 - 1.2.2. Report to Housing & Community Development Manager and authorized City Staff as needed. Typically, a weekly schedule is developed which correlates to receipt of original contractor payrolls. Notice of meetings or other appointments will be provided in advance.

- 1.2.3. Determine appropriate Davis-Bacon wage determinations and trade classifications for each project.
- 1.2.4. Complete and submit required [HUD DAVIS-BACON AND LABOR STANDARDS AND RELATED FORMS](https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/olrform) in a timely manner. Form source: https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/olrform
- 1.2.5. Complete and submit HUD Form 60001 in a timely manner
- 1.2.6. Complete and submit HUD Form 52158 in a timely manner
- 1.2.7. Receive, review and maintain Certified Payroll records and related documents to assure compliance with prevailing wage laws.
- 1.2.8. Review invoices submitted by the contractor and ensure all documentation has been received and work completed before authorizing payment.
- 1.2.9. Approve payrolls for payment.
- 1.2.10. Attempt to identify potential labor compliance claim issues before they arise and investigate probable violations and complaints of underpayment.
- 1.2.11. Verify the registration of apprentices in the craft or trade being performed.
- 1.2.12. Require proof of payment from employer of training fund contributions.
- 1.2.13. Conduct job site inspections and interview workers for labor compliance.
- 1.2.14. Provide monthly reports on the status of each project and recommend retention for delinquent and/or inadequate certified payroll records. The report shall be emailed to CDBG@avondaleaz.gov.
- 1.2.15. Assist property owner, contractor, and subcontractors with the training as may be needed for the successful completion of required labor compliance documentation and wage determinations.
- 1.2.16. Eligible Projects: The City may perform eligible activities under CDBG or other federal awarding agencies' guidelines and rules, including but not limited to acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements. Projects below may include these eligible activities; the City guarantees no minimum or maximum number of projects. The Consultant shall provide the labor compliance service upon the City's request.
 - 1.2.16.1. Revitalization of Rio Vista, Las Ligas, Cashion and/or Historic Avondale
 - 1.2.16.2. Construction and/or improvement of community parks within the Avondale city limit
 - 1.2.16.3. Continue repairs, renovations and/or improvements at various neighborhood parks
 - 1.2.16.4. Crystal Gardens Trail Improvements
 - 1.2.16.5. Multi-Modal Trail Development

1.3. Minimum Qualifications:

1.3.1.The Proposer must have an active registration in System for Award Management (SAM) to be eligible for participation in Federal assistance programs or activities.

1.3.2.The successful Proposer must have the background and skills in addressing section 1.2.

1.3.3.The successful Proposer must have knowledge in general construction, labor standard requirements, HUD section 3 requirements, and wage rate requirements.

1.4. Federal Clauses:

1.4.1.Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

1.4.2.Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

1.5. Waiver; Rejection; Reissuance: Notwithstanding any other provision of this informal Request for Proposal, the City expressly reserves the right to: (i) waive any immaterial defect or informality, (ii) reject any or all proposals submitted or portions thereof and (iii) reissue an informal Request for Proposal.

1.6. Project Proposal and Cost Estimate: Before commencing each project, the Consultant shall prepare a proposal with an estimated number of hours needed and a not-to-exceed price

1.7. Invoice Submission and Required Format:

1.7.1.Consultant shall email invoices along with activity statements monthly to Avondale Account Payable at accountspayable@avondaleaz.gov and the project manager(s).

1.7.2.All invoices must include a statement. At a minimum, the statement must show each qualified activity, date, number of hours, and the contract fee charged (see sample below)

Activity Statement (Sample)					04/01/2020 through 04/30/2020
Date:	Project Number:	Qualified Activity	Hours	Hourly Rate	Subtotal
04/01/2020	NFS 20-038	Pre-Bid Meeting	1.5	\$70.00	\$105.00
04/04/2020	PR 20-054	Pre-Construction Meeting	2	\$70.00	\$140.00
04/09/2020	NFS 20-038	Site Visit	1	\$70.00	\$70.00
04/13/2020	PR 20-054	Site Visit	2	\$70.00	\$140.00
04/20/2020	NFS 20-038	Payroll Meeting	2	\$70.00	\$140.00
04/22/2020	NFS 20-038	Site Visit	2	\$70.00	\$140.00
04/25/2020	PR 20-054	Certified Payroll	2	\$70.00	\$140.00
04/28/2020	PR 20-054	Section 3 Administration	3	\$70.00	\$210.00
Grand Total:					\$1,085.00

Section II – Instructions and Conditions

- 2.1. Quantities: The City reserves the right to adjust the quantities as necessary to meet its needs.
- 2.2. Preparation/Submission:
 - 2.2.1. Reference (name, address, email and telephone number) from at least three federally funded projects of a similar nature, completed within the last five years, with a brief description of the project and the product.
 - 2.2.2. A complete resume of all the key positions that will be involved in this project.
 - 2.2.3. A summary of the levels of staff support and data to be provided to the City of Avondale.
 - 2.2.4. Completed and signed Exhibit A and page 5 of this RFP.
- 2.3. All proposals must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
- 2.4. Evaluation: The City will evaluate the proposal in accordance with the criteria below. The evaluation of the responses will be on combination of price proposal and qualifications or expertise with respect to labor compliance monitoring and regulations and shall be within the sole judgment and discretion of the Selection Committee. Contractor may be required to submit additional information to clarify their proposals at any time throughout the evaluation process.
 - 2.4.1. Experience of Firm (maximum 60 points)
Evaluation will include relevant experience and qualifications, key personnel, record of past performance (including references), quality of recently completed projects, including adherence to schedules, deadlines and budgets and experience with similar projects.
 - 2.4.2. Price Proposal (maximum 40 points)
The lowest responsive price proposal shall receive the full 40 points. The next lowest responsive price proposal shall receive a portion of the full 40 points equivalent to the percentage between the lowest and next lowest price proposal (i.e., if Proposal X submits the lowest responsive price proposal of \$80 and Proposal Y submits the next lowest responsive price proposal of \$100, Proposal X receives 40 points and Proposal Y receives 40 points x (\$80/\$100) or 32 points).
- 2.5. Award will be made to the Contractor whose proposal is the most advantageous to the City.

2.6. Please submit your response to Jill Lin, Senior Buy at jlin@avondaleaz.gov.

2.7. Upon request, Contractor shall provide the Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration ("OSHA"), American National Standards Institute and National Institute for Occupational Safety and Health standards. If, in the Contractor's sole determination, the Services to be provided do not require a safety plan, Contractor shall notify the City, in writing, describing the reasons a safety plan is unnecessary. The City reserves the right to request a safety plan following such notification.

2.8. If you need additional information or have questions please contact Jill Lin by email jlin@avondaleaz.gov or Marsha Chavez or by email mchavez@avondaleaz.gov

Section III – Price Proposal:

- 3.1. Enter the price on the Price Proposal Sheet, Exhibit A. Price Proposal shall be firm fix price. Price shall be F.O.B Destination to City of Avondale Neighborhood and Family Services.
- 3.2. The City intends to award this contract to the Proposer that it considers will provide the best overall approach to providing the labor compliance services.
- 3.3. All responses shall be considered firm for a period of 90 calendar days, commencing the day following the date of the request for proposal due date. Any responses specifying any time less than 90 calendar days shall be deemed non-responsive.

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting a proposal to the City of Avondale, the authorized agent agrees (i) he/she has read the City's Standard Terms and Conditions, dated March 16, 2021, as set forth on the City of Avondale website ([http:// https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms](http://https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms)), which are incorporated into and become a part of the company's proposal offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16, 2021. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company's offer by the City, it will have entered into a binding agreement. The offer shall be considered held open for 90 days from the quotes due date set forth above.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Telephone No. _____

Proposals for amounts exceeding \$50,000 will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

City of Avondale, an Arizona municipal corporation

Charles Montoya, City Manager

Date: _____

EXHIBIT A
TO
INFORMAL REQUEST FOR PROPOSAL
FOR
LABOR COMPLIANCE SERVICES FOR
CONSTRUCTION PROJECTS 21-040
[Proposer's Price Proposal]

(See following page(s).)

EXHIBIT A

PRICE PROPOSAL

NFS 21-040
LABOR COMPLIANCE SERVICES FOR
CONSTRUCTION PROJECTS

NOTE: Pricing shall be all-inclusive such as permits, overhead, profit, design, taxes, equipment, labor and material. Per subsection 2.2 and 2.6. please submit your response to Jill Lin, Senior Buy at jlin@avondaleaz.gov by April 1, 2021 10:00 AM.

Item	Per Subsection 1.6 and 1.7	Quantity/Unit	Total Price
1	Hourly Rate	1/Hour	\$ /Hour

Company Name: _____

Authorized Signature: _____ Date: _____