



**City of Los Angeles
Housing and Community
Investment Department**



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Request for Proposals (RFP)

URGENT REPAIR PROGRAM (URP) CONSTRUCTION SERVICES

Release Date	Monday, November 3, 2014
RFP Submission Deadline	Monday, December 8, 2014 Proposals shall be accepted no later than 4:00 p.m. via hand delivery or courier to address listed below. If mailed, post marked no later than 11:59 p.m. and addressed to address listed below.
Submission Address	Los Angeles Housing and Community Investment Department Attn: Planning and Procurement Unit 1200 West 7 th Street, 6th floor Los Angeles, CA 90017
Mandatory Proposers' Conference	Wednesday, November 12, 2014 (10:00 a.m. – Noon) HCIDLA, 1200 W. 7 th St., 6 th floor Main conference room RSVP by November 10, 2014 via email to: hcidla.planning@lacity.org
Request for Technical Assistance Deadline	Monday, November 24, 2014 Submit by email only to: hcidla.planning@lacity.org All questions and answers will be available to all proposers on the LABAVN website at: www.labavn.org
Business Inclusion Program (BIP) and Outreach Deadline	Sunday, November 23, 2014 (See RFP page 19 and Attachment 4 for outreach instructions)

For more information on the City's business outreach opportunities, visit

www.losangelesworks.org

www.labavn.org

**City of Los Angeles
Housing and Community Investment Department
Request for Proposals
Urgent Repair Program**

Table of Contents

I.	BACKGROUND	PAGE
	A. Administrative Entity -----	1
	B. Overview -----	1
II.	RFP SPECIFICATIONS	
	A. Services Solicited -----	3
	B. Scope of Work -----	3
	C. Eligible Proposers -----	4
	D. Budget and Sources of Funds -----	4
	E. Contract Term -----	5
	F. Preliminary Schedule -----	5
	G. Mandatory Proposers' Conference -----	5
	H. Technical Assistance -----	5
	I. Deadline for Submission of Proposals -----	6
	J. Evaluation Criteria -----	6
	K. Proposal Review Process -----	8
	L. Proposal Appeal Process -----	9
III.	GENERAL RFP INFORMATION	
	A. General Proposal Conditions -----	10
	B. Statements Required with Proposal -----	13
	C. Contract Execution Requirements -----	18
	D. Contractor Evaluation Ordinance -----	21
IV.	PROPOSAL PACKAGE	
	A. General Preparation Guidelines -----	23
	B. Narratives -----	24
	C. Documents to be Completed -----	27
	D. Proposal Checklist -----	27

V. ATTACHMENTS

ATTACHMENT 1

Proposal Checklist – Table of Contents

ATTACHMENT 2

Proposer Workforce Information/Non-Collusion Statement

ATTACHMENT 3

Business Services Implementation Plan Collaborator Agreements

ATTACHMENT 4

Business Inclusion Program and MBE/WBE/OBE Outreach

ATTACHMENT 5

Iran Contracting Act of 2010 Compliance Affidavit

ATTACHMENT 6

Corporate Documents

ATTACHMENT 7

Living Wage Ordinance and Service Contractor Worker Retention Ordinance

ATTACHMENT 8

LWO Statutory Exemptions

ATTACHMENT 9

Child Support Obligations

ATTACHMENT 10

Proposed Specifications and Fee Schedule

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

The Los Angeles Housing and Community Investment Department's (HCIDLA) mission is to provide safe and livable neighborhoods through the promotion, development, and preservation of decent and affordable housing.

The HCIDLA proposes, develops and implements citywide affordable housing policy and assists the Affordable Housing Commission and the City Council in evaluating the effectiveness of housing-related public policies and programs. The HCIDLA administers the City's Rent Stabilization Ordinance, which protects tenants from excessive rent increases, while at the same time allowing landlords a reasonable return on their investments. The Department manages several City housing programs related to home rehabilitation, tax credit development, tax-exempt bond activity, and neighborhood stabilization. Additionally, the HCIDLA oversees the Systematic Code Enforcement Program (SCEP) – a program designed to prevent the development of dangerous, substandard and/or unsanitary and deficient conditions in multi-family, residential rental units through routine property inspections to ensure compliance with federal, state, and local housing and health codes.

On behalf of the City of Los Angeles (the City), HCIDLA will serve as the administrative entity for this request for proposals (RFP).

HCIDLA has been authorized to release this RFP pursuant to action(s) approved by the Los Angeles City Council and Mayor (City Council File No. XX-XXX).

B. OVERVIEW

As a component of the SCEP program, the HCIDLA receives federal funding to administer the Urgent Repair Program (URP) for the City.

The Urgent Repair Program (URP) was established by the City in 1997. The program was created to address critical habitability problems in multi-family buildings where landlords or property owners fail to correct cited code violations in a timely manner, subjecting their tenants to hazardous living conditions that threaten the immediate health, safety, and well-being of these residents. Through a pre-approved, licensed contractor, HCIDLA is able to intervene and make the necessary repairs to mitigate or resolve hazardous conditions to bring the unit into compliance. In most cases, making the immediate repairs eliminates the need to vacate tenants who are exposed to dangerous conditions such as collapsing ceilings or walls due to diminished structural integrity, faulty wiring, raw sewage spillage or lack of heat in the winter, and thereby decreases the need for relocation assistance fees borne by the City.

Los Angeles Housing and Community Investment Department
Urgent Repair Program (URP) Construction Services RFP

The Urgent Repair program has a profoundly positive impact on the residents of multi-family rental housing in the City by protecting them from unsafe and hazardous living conditions for extended time periods, and is a cost-effective means of preserving tenancy and preventing the vacation and relocation of tenants.

For more information on HCIDLA, visit: www.lacity.org/HCIDLA. For more information on CDBG, visit: www.hud.gov/offices/communitydevelopment/programs.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

This Request for Proposals (RFP) seeks to solicit qualified firms to provide construction services under the Urgent Repair Program to provide services including but not limited to the following:

Emergency response repair services such as the cleanup of excessive sewage, the restoration of hot water, roof and structural repairs, the repair of unsafe stairways and the provision of basic fire safety protections.

B. SCOPE OF WORK – Construction Services

The individuals(s) or firm(s) selected under the URP construction services program will be responsible for providing the following services upon receipt of the site address from HCIDLA:

- a. The Contractor shall provide a bid for the work to be performed at the designated site address within 24 hours of the site visit, detailing work to be performed, location, and cost per line item.
- b. The Contractor shall be available on a 24-hour basis involving 24-hour emergency cases, such as, the vacation of a building due to sewage overflow or dangerous electrical wiring. The contractor, or pre-qualified subcontractor, shall have the specialized equipment and training for performing the required work.
- c. The Contractor shall be willing and able to perform any of the repairs listed in Attachment 5, Specifications for Urgent Repairs, in a professional and timely manner, as well as, demonstrate competitive pricing of our specifications.
- d. The Contractor shall commence work within 24 hours of notification from HCIDLA acceptance of bid for 24-hour emergency cases and within 48 hours of notification from HCIDLA acceptance of bid for 48-hour emergency cases.
- e. The Contractor must be a State of California License A or B Contractor with the ability to subcontract work to continue urgent repairs to the property.
- f. The Contractor shall perform all construction work according to the Los Angeles Municipal Codes for Building, Plumbing and Mechanical installations, the Los Angeles Zoning and Electrical Codes, and the Los Angeles Housing and Community Investment Department requirements. Where applicable, work shall be in accordance with lead based-paint regulations.

- g. Contractor shall be fully responsible for obtaining all necessary permits and licenses as required by the State or Department of Building and Safety of the City of Los Angeles.

C. ELIGIBLE PROPOSERS

Proposals will be accepted from potential contractors that:

1. Have a minimum of five (5) years of direct and/or related experience in administering part or all of the services solicited.
2. Can demonstrate an ability to begin URP repairs immediately, as demonstrated by past performance.
3. Can demonstrate competitive pricing per our sampling of the most frequently required repairs.
4. Are qualified to conduct business in the State of California and in good standing with applicable regulatory oversight agencies;
5. If a corporation or limited liability company, the proposer must be in good standing with the California Secretary of State;
6. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
7. Have not been debarred by the federal government, State of California or local government;
8. If the proposer has contracted with the State of California or the City of Los Angeles, it does not have an outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented.

D. BUDGET AND SOURCES OF FUNDS

The funding source for this RFP is CDBG funding to commence April 1, 2015 through March 31, 2016. HCIDLA anticipates approximately \$285,000 in available funding for the Urgent Repair Program, subject to availability of funds and approval by the Los Angeles City Council and Mayor.

Total contract amount may vary according to the number of contracts awarded. The Agreement with the selected applicant(s) will be on a fee-for-performance basis.

E. CONTRACT TERM

The initial contract shall commence on or about April 1, 2015, for a one-year period with an option to extend for up to two additional one-year terms, subject to the availability of funds, contractor's continuing compliance with applicable Federal, State, and local government legislation, an evaluation of contractor's performance, and approval by the City Council and Mayor.

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	Monday, November 3, 2014
Mandatory Proposers' Conference Business Inclusion Program (BIP)	Wednesday, November 12, 2014
Outreach Deadline	Sunday, November 23, 2014
Proposal Submission Deadline	Monday, December 8, 2014

G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. City staff will not provide assistance regarding a proposer's individual project design. All proposers must attend the conference. **BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Please contact the Planning and Procurement Unit at (213)744-9078 seventy-two (72) hours prior to the date of the conference to ensure proper accommodations.

H. TECHNICAL ASSISTANCE

With the exception of the Mandatory Proposers' conference, all technical assistance questions must be submitted by e-mail to hcidla.planning@lacity.org. **Please identify the RFP title on the email subject line to ensure prompt attention from the appropriate City staff.** To ensure a fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document available on the Los Angeles Business Assistance Virtual Network (LABAVN) website at: www.labavn.org. No individual answers will be given. The Q&A document will be updated on a regular basis to ensure the prompt delivery of information.

I. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals must be hand or courier-delivered in a sealed package to the address listed on the front cover of this RFP by 4:00 p.m. PST by the submission deadline or delivered via U.S. Certified Mail postmarked no later than 11:59 p.m. PST on the submission date. A cover letter accompanying the proposal package must be addressed to:

Planning and Procurement Unit
Los Angeles Housing and Community Investment Department
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90017

Persons who hand-deliver proposals will have their original proposal date and time stamped and will be issued a "Notice of Receipt of Proposal." Proposers are encouraged to submit proposals well in advance of the proposal due date and time to ensure that proposals receive a time and date stamp of 4:00 p.m. or earlier. Please allow sufficient time for traffic, parking, and security checks when entering the building.

Proposers using the U.S. Mail are required to obtain a "Proof of Mailing Certificate" stamped by the Postal Service as evidence that the proposals were mailed not later than 11:59 p.m. on the submission deadline date.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. **All proposals hand delivered after 4:00 p.m. PST on the submission deadline or postmarked after 11:59 p.m. PST on the submission deadline will be returned unopened to proposers.**

J. EVALUATION CRITERIA

The HCIDLA will review and score each complete and fully responsive proposal. Proposals shall be evaluated based on the quality of proposer responses to the RFP and reasonableness of the proposer's costs relative to other proposers and in relation to the value as compared to services proposed. A minimum score of 70 is required to be considered qualified and eligible for a contract. Proposals shall be evaluated based on the following measures:

EVALUATION CRITERIA	NUMBER OF POINTS	MAXIMUM SCORE
Demonstrated Effectiveness and Capacity		40
Program Operations	10	
Ability	10	
Quality	10	
Timeliness	10	
Home Repairs Service Experience	30	30

Program Design		30
Repair Work Operations Plan	15	
Cost	15	
TOTAL POSSIBLE POINTS		100

1. Demonstrated Effectiveness and Capacity (40 points)

- Proposed program is a logical extension of the proposer’s existing operations. Or, if not, proposer presents convincing rationale for the addition of program activities to proposer’s current operations.
- Proposer is financially solvent and capable of handling a contract of the size of the proposed on a reimbursement basis.
- Proposer’s current scale of operations suggests it will be able to manage a contract and workforce of the size and scope of work proposed.
- Availability of adequate staffing, including support and backup staff, and the experience and technical expertise of assigned staff.
- Proposer demonstrates ability to provide services described in the scope of work for the program.
- Proposer’s background and experience relate to the scope of work.
- Proposer has the requisite licensing and certification to perform the duties.
- Proposer demonstrates timeliness in completion of work.

2. Home Repairs Service Experience (30 points)

- Successful performance providing property repairs and improvements of similar size and scope of proposed program.
- Successful performance handling a high volume of work with short turnaround times.
- Successful performance determining work needed at a property, communicating with clients about work and handling change orders.
- Successful performance in maintaining good quality workmanship of repairs and improvements.
- Successful performance ensuring client satisfaction and having few or no complaints.
- Successful performance resolving client complaints.
- Successful performance resolving repair issues (vs. issues referred to other contractors for resolution, if applicable).
- Successful performance completing projects on time and on budget if applicable.

3. Program Design (30 points)

- Efficiency and effectiveness of proposed program design in addressing the scope of work and achieving the objectives of the solicited services.
- Sufficient detail in narratives and exhibits to evaluate the proposed program’s efficiency and effectiveness.