



# City of Carson Report to Mayor and City Council

December 18, 2012  
New Business Consent

**SUBJECT: CONSIDER APPROVAL OF A CONSULTANT RETAINER AGREEMENT WITH COMPREHENSIVE HOUSING SERVICES, INC., TO MONITOR LOCAL HIRING**

Submitted by Clifford W. Graves  
Director of Community Development

Approved by David C. Biggs  
City Manager

## THIS IS A COMPANION AGENDA ITEM

### I. SUMMARY

Staff issued a Request for Qualifications (RFQ) for local hire monitoring services for all capital improvement projects (CIP), Housing Authority and Successor Agency projects. Staff recommends entering into an agreement with Comprehensive Housing Services, Inc. (CHS) to be funded from the budget of each project being monitored.

### II. RECOMMENDATION

TAKE the following actions:

1. APPROVE a consultant retainer agreement with Comprehensive Housing Services, Inc., in an amount not to exceed \$100,000.00 to monitor local hiring for a period of one year, with an option to extend the agreement for an additional one year period at the discretion of the City.
2. AUTHORIZE the Mayor to execute the agreement following approval as to form by the City Attorney.

### III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

### IV. BACKGROUND

The City has entered into a project labor agreement (PLA) with the local boiling trade council for various projects. Among its provisions, the PLA calls for an employment goal of 30% Carson residents. Tracking progress on that goal has been problematic. Available data has suggested actual local hire rates have not met the goal. To better measure progress, the City is seeking to use a consultant to work with each project and gather accurate data. The Request for Qualifications (Exhibit No. 1) sought a firm that could assist in this effort.

The City received responses from three firms: Padilla & Associates (Santa Ana), The Solis Group (Pasadena), and CHS (Costa Mesa). The team reviewing the

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proposals unanimously selected CHS based on the thoroughness of the proposed methodology and the quality of the team. CHS has provided inspection and prevailing wage compliance services for Carson's Neighborhood Stabilization Program for some time, and there have been no issues with the work performed.

**V. FISCAL IMPACT**

Funds for this service come from the project budget for each individual project being constructed.

**VI. EXHIBITS**

1. Request for Qualifications, Local Hire Initiative. (pgs. 3-11)

M:\Agenda Titles & Recommendation\2012\Local hire selection.docx

Prepared by: Barry Waite, Business& Employment Development Manager

TO: Rev09-04-2012

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

**Action taken by City Council**

Date\_\_\_\_\_ Action\_\_\_\_\_

**CITY OF CARSON**  
**LOCAL HIRE INITIATIVE**



**REQUEST FOR QUALIFICATIONS (RFQ)**  
**EMPLOYEE DATA COLLECTION SERVICES**  
**Thursday, August 23, 2012**

City of Carson  
Office of the City Clerk  
701 E. Carson Street  
Carson, CA 90745

August 23, 2012

**Subject: REQUEST FOR QUALIFICATIONS FOR EMPLOYEE DATA COLLECTION SERVICES**

Dear Applicant:

The City of Carson is seeking a firm to perform employee data collections of publicly funded and or financed projects for the local hire initiative. The City intends to use a firm for assessment of the outreach and monitoring the number of locally hired individuals utilized on projects which have public funding or financing.

For some projects, the City has elected to use a project labor agreement (PLA) to encourage local hiring. There are many issues related to tracking and coordinating these agreements. Due to the relationship to the local hire program, the City is seeking a PLA coordinator as part of this RFQ. The selected organization should be able to handle all facets of the local hire and PLA coordination as described in this document.

The City's Community Development and Public Works/Engineering Departments invite your organization to submit a response to this request for employee data collection services and PLA coordination. The enclosed Request for Qualifications (RFQ) includes detailed information on submittal requirements and the selection process.

If your organization is interested in this opportunity, please be sure to submit your response no later than **5:00 P.M., Thursday, September 20, 2012** to:

**City of Carson  
Office of the City Clerk  
RE: Local Hire Initiative  
701 E. Carson Street  
Carson, CA 90745**

All proposals should be completed based upon the submission requirements outlined in Section III of this RFQ.

Thank you for your interest in the Local Hire Initiative RFQ. If you have any questions, please contact **Charlotte Callegari at 1-310-830-7600, ext. 4883.**



## **SECTION I SUMMARY OF CONTRACT OPPORTUNITY**

### **Background**

The City of Carson seeks to determine the extent to which Carson residents are employed in publicly-funded or financed construction projects. The City is seeking a firm to collect and analyze employee data for these construction projects, and provide periodic reports. This will be done by examining payroll records, interviews, and on-site monitoring.

Through this request for qualifications process, the City will identify the most responsive and responsible firm and enter into a one year term agreement with an option to renew for an additional year.

### **Submittal Deadline**

**5:00 P.M. Thursday, September 20, 2012**

### **Contact Information**

City of Carson  
Office of the City Clerk  
RE: Local Hire Initiative  
701 E. Carson Street.  
Carson, CA 90745  
(310) 830-7600

## **SECTION II SUBMISSION REQUIREMENTS**

Proposals submitted in response to this RFQ shall include the information and materials listed below in the following order and format. Proposals that do not address all topic areas adequately will be deemed incomplete and ineligible.

### **A. Employee Data Collection Entity**

1. Provide the employee data collection service entity's name, address, and phone number, and description of the employee data collection service entity's business and length of operation.
2. Describe the type of legal entity, i.e., corporation, joint venture, partnership, sole proprietor or other. If the corporation, identify when and where incorporated and list any other DBA's.
3. List the officers, partners or owners of the employee data collection service entity and percent ownership. Indicate the individual in charge of negotiations along with those in decision making roles.

4. Provide resumes for all principals and key individuals who will be involved in the contract.
5. Describe the organizational structure and management approach to the employee data collection service entity including lines of responsibility (provide an organizational chart).

#### **B. Relevant Experience**

1. Describe two projects or contracts completed by the employee data collection service entity with the last five years that most closely resembles the type of project proposed (include client name, phone number, and dates of contract).

#### **C. Contract Management**

1. State the time and personnel commitment the employee data collection service entity proposes to commit to the implementation of the project. Identify the anticipated management structure of the proposed contract.
2. Provide a listing of at least three current references that have relevant knowledge concerning the employee data collection service entity's ability to manage such a project. References should be able to address project management and the ability of the respondent's company to deliver the proposed services.

### **SECTION III          SELECTION PROCESS AND EVALUATION CRITERIA**

#### **A. Selection Process**

An employee data collection service entity will be selected to enter into an agreement for local hire initiative employee data collection services of publicly funded and or financed projects based on the submittals received in connection with this RFQ.

1. The selection process will consist of two steps:

##### Step 1

An evaluation of the proposals by a team of City staff and outside consultants with specialized expertise will be conducted. As a result of the evaluation process, a short list of the most responsive and qualified employee data collection service entities will be created.

##### Step 2

The short list of employee data collection service entities will be evaluated to determine the most qualified and responsible bidder.



## **B. Evaluation Criteria**

The following criteria will be used to evaluate and rank proposals based on the information submitted in each of the categories listed in the SUBMISSION REQUIREMENTS section of the RFQ. Consideration will also be given to the overall responsiveness of the employee data collection service entities relevant to the submittal requirements:

1. Qualifications
2. Employee data collection service team experience
3. Project management
4. Responsiveness to RFQ submittal requirements
5. Hourly rates for persons on this engagement

## **SECTION IV SCOPE AND LEVEL OF SERVICE**

### **LOCAL HIRE**

At the direction of the Contract Administrator, or his designee, Consultant shall assist with the city of Carson's local hire initiative. The City of Carson local hire initiative requires developers that receive financial assistance from the City to create employment and business opportunities for residents of the city of Carson. Through a project labor agreement, the City has a goal of 30% local hires for its own construction projects.

The Consultant will measure employment opportunities made available for local workers by developers and contractors within the city of Carson and for City funded capital improvement projects. The City of Carson will have up to twelve active projects during the first year of the contract.

The Consultant shall collect data from developers and contractors by reviewing payroll documents, conducting interviews (via e-mail, phone or in-person), conducting on-site visits and performing additional research necessary to complete the scope of work. Consultant shall provide written and oral reports to the Contract Administrator on all assigned projects as requested by the Contract Administrator. Written and oral reports should contain the following information:

1. Number of total employees in each project
2. Number of employees residing within the City of Carson
3. Number of new hires each reporting period
4. Number of new hires that are Carson residents

5. Summary of all hours worked
6. Salary/hourly wage of each local hire
7. Length of employment (start and end date) for each local hire
8. Other data as requested by the Contract Administrator

Consultant shall present an invoice to the City itemizing the duties performed and the amount of time relating to each task per the agreed upon scope of services, including any reasonable authorized reimbursable costs. City shall compensate Consultant only upon presentation of such itemized invoice within a reasonable time.

In connection with performance of this agreement, the City's Project Manager shall be Charlotte Callegari.

The City's Contract Administrator shall be Clifford W. Graves, Economic Development General Manager of the City of Carson.

## **PROJECT LABOR AGREEMENT COORDINATOR**

The role of the PLA Coordinator is to ensure that standard application and enforcement of the Project Labor Agreement is continuing on all already covered projects and promote the exchange of information between the unions and the contractors, facilitate pre-bid and preconstruction meetings, support the dispute resolution, and otherwise maximize labor harmony and stability through the duration of the projects. The PLA Coordinator will advise both unions and contractors as to the appropriate manner for each party's implementation of the Project Labor Agreement. Outlined below are the required steps/activities required to administer the Project Labor Agreement:

### **A. Develop Project Labor Agreement Administrative Structure**

- a. Prepare and Issue Labor Relations Guidelines:
  - i. Manual on interpretation and application of the PLA for Contractors to use as a guide
  - ii. Brief synopsis and major components of PLA
- b. Establish reporting communication lines for the program with:

#### Carson Career Center (CCC)

- i. Pre-paid and pre-construction meetings held with CCC project staff and bidding contractors
- ii. Assist CCC with contract language relations to the PLA (as-needed)
- iii. Status on routine labor relations issues; grievances; safety issues, manning, etc.

#### CONTRACTORS

- i. PLA interpretations relevant to jobsite operations at Bidders Conference
- ii. Questions and answers to issues arising on the jobsite
- iii. Establish pre-job conference with unions





- iv. Prepare PLA materials for bid packages and pre-bid meetings
- v. Structure for contractors to obtain answers to "Frequently-Asked Questions"
- vi. Attend pre-bid meetings to receive questions, provide overview of PLA and issue a handout
- vii. Issue PLA contract interpretations and clarifications
- viii. Maintain log of PLA interpretations and clarifications
- ix. Maintain grievance log and status
- x. Provide advice to contractors on how the PLA applies to particular facts as situations arise.

#### UNIONS

- i. Establish initial meetings with Carson Building and Construction Trades
- ii. Set schedule and agenda for monthly Labor-Management meetings
- iii. Attend Building Trades Council meetings as required to discuss any safety issues or labor-management developments
- iv. Establish pre-job conferences with contractors

#### **B. Implement Project Labor Agreement Administration**

- a. Provide guidance to contractors on the PLA and its operation. Assure contractor compliance with obligations under the PLA
- b. Establish monthly labor-management meetings
- c. Oversee grievance activity. Serve as advisor to contractors in responding to grievances, jurisdictional disputes, or jobsite controversies.

#### **C. CCC Interface and Reporting**

- a. Provide reports to CCC on issues and developments under the PLA (as requested). Address issues that have been raised by the unions.
- b. Provide any other information or communications on progress under the PLA to the CCC
- c. All reports will be reviewed with the Contractor to assure complete CCC requirements
- d. Attend CCC meetings as directed

#### **D. Daily Construction Site Labor Relations Activities**

- a. Initial briefing and coordination with contractors
- b. Perform daily jobsite reviews
  - i. Monitor union and contractor relationships, working conditions and contractor practices
  - ii. Escort union representatives during on-site visits
  - iii. Confer with contractors
  - iv. Anticipate needs and issues, e.g., manpower, jurisdictional assignments, disputes, and referral questions, etc.
  - v. Advise contractor site representatives on PLA provisions
- c. Attend local Building Trades Council meetings, as required
- d. Attend and Co-Chair Labor-Management meetings

**E. Monitor Safety Issues on Project and Compliance with Project Labor Agreement**

- a. Interface with safety support on-site (as-needed)
- b. Coordinate safety issues in PLA with CCC, Contractor and Organized Labor
- c. Establish and co-chair the Labor-Management Safety Committee

**F. Work Assignment Issues and Jurisdictional Dispute Processing**

- a. Familiarize contractors with PLA work assignments rules and assure contractor understanding and adherence to appropriate jurisdictional practices and rules
- b. Advise contractors on work assignments
- c. Assist contractors in meetings with disputing unions. Consult or involve International Union representatives, where necessary and appropriate
- d. Assist contractors and participate, where appropriate, in the National Impartial Board hearings and arbitration proceedings

**G. Labor Management Meeting Activities**

- a. Co-Chair Labor-Management meetings
- b. Develop meeting agenda with the Union's input
- c. Assign or perform necessary follow-up on action items from the meeting
- d. Report to CCC on Labor-Management meeting activities

**H. Work Disruption Response**

- a. Maintain no strike provisions of PLA
- b. Maintain lines of communication with unions, international unions, attorneys, and CCC of potential work disruption

**I. Miscellaneous Matters**

- a. Prepare reports of activities to CCC as requested (cases on Project Labor Agreement's jurisdictional or grievance decisions, OSHA, inspections, citations, National Labor Relations Board cases, etc.)
- b. Monitor craft availability and skill levels for forecasting program requirements (as needed)
- c. Maintain open and regular communications with local representatives, and regional representatives

**J. Community Outreach**

- a. Assist in establish information/outreach centers
- b. Establish coordinating relationship with local public agencies and community base organizations
- c. Determine resources needed for implementation
- d. Identify availability of local workers and apprentices
- e. Identify capacity of local community based organizations and technical assistant organizations
- f. Coordinate with CCC to size bid packages to match local capacity

- g. Identify opportunities for Small Business Development Program
- h. Coordinate with community and Outreach efforts, and their interface with the PLA
- i. Review craft apprenticeship programs – apprentice levels, training progress, access of community groups, for the purpose of maximizing the participation to the program of local residents

**K. Home Office Administration**

The contractor's home office labor relations support staff roles and responsibilities are as follows:

- a. Primary point of contact for CCC
- b. Provide home office technical support, as needed, to the Program
- c. Overall responsibility for negotiating and administering the PLA
- d. Establish labor relations procedures and policies for CCC construction projects covered by the PLA
- e. Interface with the National Building Trades Council and the General Presidents of International Unions signatory to the PLA
- f. Establish and act as direct liaison in all communications with organized labor
- g. Monitor the contract between CCC and Contractor

**MISCELLANEOUS PROVISIONS**

**A. Conflict of Interest**

Inspection service entities must disclose any conflict of interest. A conflict of interest is defined as the employee data collection service entity having a known financial interest in connection with the purchase of the site and the implementation of the project with a member of the City's governing body or any officer or employee of the City who exercises any function or responsibility in connection with the project.

**B. Equal Opportunity and Fair Housing**

- 1. Consultant must take affirmative action to assure that small, women, minority businesses are utilized when possible as contractors for supplies, equipment, construction, and services regardless of dollar amount.
- 2. Consultant must not deny the opportunity for employment in any program or activity on the basis of race, color, religion, age, ancestry, marital status, physical ability, national origin, sex, medical condition, or any arbitrary basis. Where discriminatory actions have been found as a result of a compliance review or court action.