

MDG
ASSOCIATES • INC.

City of Carson

PROPOSAL

**Residential & Commercial Inspection and
Project Coordination and Appraisal Services**

RFP 18-007

May 2018

Corporate Headquarters
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730

Telephone ■ (909) 476-9696

Fax ■ (909) 476-6086



May 29, 2018

City of Carson
City Clerk's Office
Attn.: Donesia Gause-Aldana
701 East Carson Street
Carson, CA 90745

**Subject: Proposal for Residential and Commercial Inspection and Project Coordination,
and Appraisal Services**

Dear Ms. Gause-Aldana:

MDG Associates, Inc. (MDG) is pleased to submit a proposal to provide inspection and project coordination services and appraisal services in association with the City's Residential Rehabilitation and Commercial Rehabilitation Programs. MDG, along with its affiliate LDM Associates, Inc. (LDM), have been providing high-quality community development consulting services to municipal agencies and private clients for over 27 years. MDG specializes in the provision of grant management services with an emphasis on U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) funded programs. In addition to grants management services, MDG also provides administration and implementation services of housing and commercial rehabilitation programs, labor compliance monitoring, urban planning/architectural design and project management services.

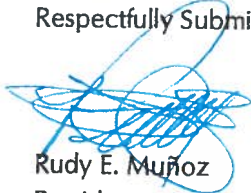
Our consulting team is comprised of highly qualified professional staff with expertise in all aspects of CDBG Program administration and implementation. The team's emphasis and capabilities are in the management (administrative and financial) of grants funded through HUD's Community Planning and Development (CPD) Programs. These programs include Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) in addition to one-time entitlement grants such as the Neighborhood Stabilization Programs, Homelessness Prevention and Rapid Rehousing Program (HPRP), and Community Development Block Grant - Disaster Recovery (CDBG-DR).

As requested in the RFP, you may contact me at the following address, telephone number or e-mail:

MDG Associates, Inc.
Rudy E. Munnoz, President
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-9696
rmunoz@mdg-ldm.com

We hope this proposal conveys our firm's ability to provide consulting services to assist you in meeting your needs.

Respectfully Submitted,



Rudy E. Muñoz
President

Enclosure: Proposal

CITY OF CARSON
PROPOSAL
RESIDENTIAL AND COMMERCIAL INSPECTION AND PROJECT COORDINATION, AND
APPRAISAL SERVICES

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**CITY OF CARSON
AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION**

I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.



Signature

5/29/18

Date

Rudy E. Munoz

Printed Name

President

Title

SECTION II. DESCRIPTION OF FIRM, QUALIFICATIONS, AND EXPERIENCE

MDG Associates, Inc. (MDG) was established in 1991 and has undergone steady growth since its inception. MDG is a corporation registered in the State of California. MDG is a registered Minority Business Enterprise (MBE) and a Small Disadvantaged Business (SDB/DBE). In response to our clients' needs, MDG and its affiliate LDM Associates, Inc. (LDM) provide a wide variety of Community Development consulting services including, but not limited to grants management; project management; urban planning/architectural design; Urban Planning; and labor compliance monitoring.

MDG Associates, Inc. is comprised of individuals with a wide variety of expertise including the services specifically requested by the City. Currently, MDG has 28 staff members. Thirteen (13) of the staff members are knowledgeable and experienced in the administration of HUD CPD programs, such as CDBG, in addition to programs funded explicitly under these Programs.

MDG provides administrative and management services to cities that are seeking a consultant that can act as an extension of their staff and look after the best interest of the City.

Grants Management:

MDG currently provides administration and implementation services for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Community Development Block Grant-Disaster Recovery (CDBG-DR), and Neighborhood Stabilization Programs (NSP). MDG has managed other grants such as State grants (Parks and Recreation, CalHOME, State HOME, Prop. 40, etc.), CDBG - Recovery grant, Homeless Prevention and Rapid Rehousing (HPRP) grants. In addition, MDG implements activities funded under the aforementioned programs such as Residential Rehabilitation, Commercial Rehabilitation, and First-Time Homebuyer, Economic Development, and Labor Compliance Monitoring and Enforcement Services.

MDG staff maintains an excellent relationship with the local HUD offices as well as at the headquarters level (Washington D.C.). MDG staff currently provides technical assistance (TA) to grantees throughout the country on behalf of HUD Headquarters through the OneCPD and Community Compass Programs. The technical assistance is provided to states, counties, cities and other HUD-funded grantees in conjunction with the CDBG, HOME, and NSP programs as well as the IDIS and DRGR HUD reporting systems.

Our staff has been tasked by HUD Headquarters to provide national training on their behalf to grantees and HUD Staff. The training has been in the areas of "Basically CDBG," Assessment of Fair Housing (AFH), Disaster Recovery Grant Reporting (DRGR), eCon Planning Suite, CPD Maps, and the Integrated Disbursement Information System (IDIS). Our staff is also tasked with providing assistance to grantees through the HUD Resource Exchange Ask a Question (AAQ) program in the areas of CDBG, HOME, and DRGR.

MDG and its affiliate LDM are currently under direct contract with 18 cities and two (2) counties throughout the western United States with funds from HUD totaling approximately 28.5 million dollars. The services are primarily for the day-to-day implementation of their CPD Programs. For others, MDG provides services on specific tasks such as IDIS input, project monitoring, federal labor standards (Davis-Bacon) compliance, monitoring CDBG/HOME and ESG grants, preparation of Consolidated Plan/Action Plan, and the preparation of Consolidated Annual Performance and Evaluation Report (CAPER).

As HUD CPD program management consultants, MDG assists with the day-to-day administration of the programs, including the preparation of Five-Year Consolidated Plans, One-Year Action Plans, and CAPERs. We conduct the monitoring of public service activities and capital improvement projects for compliance with the CDBG, OMB (2 CFR Part 200), Davis-Bacon Act requirements, and other cross-cutting requirements.

The day-to-day services include, but are not limited to setting up budgets based on the adopted Annual Action Plans; assist in preparing agreements and purchase orders; reviewing invoices and supporting documentation for compliance with applicable requirements (e.g., procurement, contracts, and Davis-Bacon compliance, etc.). We assist in setting up draws in the IDIS system upon reconciliation of grantees general ledger; completing conducting programmatic and financial monitoring of subrecipients and City Departments to assure activities are compliant with the agreement/MOU and all applicable requirements. We assist in inputting quarterly accomplishments in IDIS; conducting annual reconciliations of City's accounts as compared to the data in IDIS; tracking accounts/budgets for any carryovers or unexpended funds upon activity close-out; monitor and maintain program income and or loan portfolio. We also assist the City during the single-audit process, providing requested information to the auditor.

Housing Rehabilitation:

MDG along with its affiliate LDM are currently under contract with 16 cities for the management and implementation of their housing rehabilitation programs or inspection services for their programs. Last year, the firm processed and completed the rehabilitation of approximately 225 residential dwellings for 15 different cities. This includes the use of CDBG funds, HOME funds, State HOME funds and CalHome funds.

Commercial Rehabilitation Program Administration and Implementation Experience:

During the past 15 years, our firm has been assisting cities in the administration and implementation of their Commercial Rehabilitation Programs. During the past five (5) years, we have assisted eight (8) Cities with the rehabilitation of approximately 55 commercial buildings. These included the Cities of Carson, El Monte, Hawthorne, Lawndale, Paramount, Redlands, Rialto and Upland in the implementation of their Commercial Rehabilitation Programs. The level of service requested by each City differs, however in most cases MDG provides the administration and implementation services including inspection, design services, project management and Davis-Bacon Compliance monitoring.

Labor Compliance (Davis-Bacon Act):

We are currently under contract to provide Labor Compliance services to the cities of Azusa, Corona,

Duarte, Fontana, Irvine, Lawndale, Newport Beach, Paramount, Rialto, Torrance, Walnut and Upland. Our typical scope of work includes preparation and review of bid documents for compliance with Federal labor standards and requirements including Davis-Bacon and Related Acts, Section 3, and DOL regulations; attend pre-construction meeting and present information on Davis-Bacon and Section 3 requirements; review submitted bid documents for compliance; establish and maintain contractor and subcontractor labor files; conduct employee field interviews and document posting compliance; reconcile weekly certified payroll reports and supporting documentation; monitor contractors for Section 3 accomplishments; compile and submit labor standards and related reports to CDC; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

Section 3:

Our staff is experienced in the implementation of the Section 3 employment, contracting and training requirements. Currently, MDG, along with its affiliate LDM, monitors labor compliance activities on 15 projects with a combined construction value of over \$12.5 million. Of these projects, ten (10) are Section 3-covered projects with contracts in excess of \$100,000.

INSPECTION SERVICE ENTITY

As requested in the Request for Proposal (RFP), the resumes of the principal and key individuals that will be involved in the contract are provided in the resume section of this proposal.

Contact Information: Rudy Muñoz, President
10722 Arrow Route, Suite #822
Rancho Cucamonga, CA 91730
Phone: (909) 476-9696 ext. 103
Fax: (909) 476-6086
Email: rmunoz@mdg-ldm.com

As it relates to the oversight of the contract, Mr. Munoz will be the contact person and will be responsible for the overall management of the contract with the City. Mr. Clint Whited, Vice President will provide the Integrated Disbursement Information System (IDIS) reporting system training and will assist in other administrative tasks as needed. Mr. Art Gomez, Senior Associate, will be the on-site staff member assigned to manage the day-to-day functions of the contract and will contact the appropriate MDG staff as needed to perform that tasks requested by the City. In addition, Mr. Gomez will be responsible for the day-to-day inspection and project coordination services for the Housing Rehabilitation Program and assisting Mr. Ramirez as needed on the Commercial Rehabilitation Program. Mr. Ramirez responsibility will be assisting the City with the inspection and project coordination functions of the Commercial Rehabilitation Program. Miguel Ramirez, Senior Associate, providing the assistance in the Commercial Rehabilitation Program. MDG has additional staff members that are qualified and available to assist the City as requested.

CONTRACT MANAGEMENT

MDG proposes to have the Residential Rehabilitation Programs staffing levels as requested by the City. Currently our staff is on site on a full-time basis (40- hour workweek). As future need changes, we will work with the City to adjust the staffing levels to correspond to the budget levels for the program(s). MDG proposes to have the following staff members perform the Residential Rehabilitation services as noted in the RFP. Art Gomez, Senior Associate, will be the project coordinator, the senior inspector and the City's primary contact. Mr. Gomez will assist in coordinating the project and conducting inspections or reviewing documents as needed and he will be the person implementing the day-to-day activities under the Housing Rehabilitation Program. MDG will provide the City with alternate staff members should the City request the services of alternate inspectors.

MDG proposes to have the following staff members perform the Commercial Rehabilitation services as noted in the RFP. Mr. Miguel Ramirez, Senior Associate, will be the project coordinator and the City's main contact. Mr. Gomez will also be available to assist on an as needed basis to address any urgent matters on days that Mr. Ramirez is not available. Mr. Ramirez will be the principal staff person assigned and will be responsible for conducting inspections or reviewing documents as needed and he will be responsible for the implementation of the day-to-day activities under the Commercial Rehabilitation Program to include Davis-Bacon Act (Labor Compliance) review, bid document preparation, and other tasks associated with the Program. MDG will provide the City with alternate staff members should the City request the services of alternate inspectors.

Mr. Gomez will report directly to the City's assigned staff person. Any issues with the MDG assigned staff members would be reported to Mr. Rudy Muñoz. Mr. Muñoz will work with the City to assure that all staff members meet its needs.

MDG proposed to have Clint Whited perform the IDIS Training and other Administrative Tasks as requested by the City.

The resumes of the aforementioned individuals are included as part of this proposal.

Time and Personnel Commitment:

As required in the Request for Proposal, the following is a list of personnel that MDG will commit for the completion of this contract. Note that if awarded the contract, the City will be given the first opportunity to establish the number of hours required for each individual to assure that their services are being provided in accordance with the needs of the City. Adjustments can then be made throughout the contract period in accordance with the City's needs.

Staff Availability

Program	Staff	Position	Hourly Rate	Hrs./ Wk.*	Hours per 50 Wks. *	Total Fees (50 Wks) *
Commercial Rehabilitation	Miguel Ramirez	Senior Associate	\$95.00/Hr	As needed up to 10 hrs.	500 Hrs. or as needed	Depending on Need
Housing/Commercial Rehabilitation	Arthur Gomez	Senior Associate	\$95.00/Hr	As needed up to 40 hrs.	2,000 Hrs. and as needed	\$190,000*
HUD IDIS Training & Administrative Tasks	Clint Whited	Vice President	\$105.00/Hr	As needed	As needed	Depending on Need
	Rudy Muñoz	President	\$115.00/Hr			

**The number of hours noted depict the number of hours in which each individual is available to the City. The actual number of hours required to implement the programs shall be those determined by the City.*

Based on our prior experience, we believe that having Mr. Gomez on site 40 hrs. a week to implement the Residential Rehabilitation Program is sufficient. Due to the different fluctuating staffing needs of the Commercial Rehabilitation Program, it is difficult to know the actual staffing needs. However, an average of 10 hours per week average is what we have budgeted under the proposal.

In addition, the appraisal services will be provided on a per Unit basis and billed at a lump sum – of \$380.00 each

RESIDENTIAL AND COMMERCIAL INSPECTIONS SERVICES AND PROJECT COORDINATION - SCOPE OF WORK

MDG will perform the suggested tasks in the Request for Proposal, but not limited to:

1. **Initial Inspection of the Property:** Identify rehabilitation items eligible under current CDBG and/or HOME (as applicable) program guidelines.
2. **Description of Work:** Based on the results of the initial inspection, a description of work will be created summarizing the items identified in the initial inspection including a construction cost estimate utilizing the City of Carson Inspection and Project Services Checklist.
 - Abatement of health and safety concerns regarding the foundation, structure, and the garage (where there is one).
 - An evaluation of deficiencies within the property that will include the following:
 - Code violations, and health and safety issues;
 - Roofing;
 - Plumbing;

- Electrical;
- Heating;
- Pest infestation;
- Interior and exterior painting window replacement;
- Lead-based paint and asbestos abatement;
- Interior carpet; and
- Foundation.

(Including all items per the City of Carson Residential Rehabilitation Standards checklist and the program guidelines under the program)

3. Bid Procedure: Compile information for projects that will be used to implement the bid process.
4. Coordination of Pre-Construction Meetings and Job Walks.
5. Coordination and Monitoring of Job Progress: Conduct inspections to determine work progress. Keep written log of inspections and comments.
6. Recommend/Request Payments: Based on results of inspection(s) of work performed, recommend progress and final payments to the contractor.
7. Case File Completion: Complete all paperwork needed to complete and close out project. Case file shall include a completed check-off list.
8. Compliance Monitoring: Monitor compliance with State of California prevailing wage requirements and Federal Davis-Bacon and Related Acts (DBRA) provisions.
9. Section 3 Compliance: Monitoring compliance with Section 3 of the Housing and Community Development Act of 1968, which states that HUD-funded jobs and contracts are to be directed, to the greatest extent possible, to local low-income residents and the businesses that employ them.
10. Administrative Tasks:
 - Training on the HUD IDIS system for employees responsible for administrating the federal and state grant programs
 - Preparation of City Council staff reports for the commercial improvement program on as needed basis
 - Preparation of grant programs NOFA funding applications
11. Appraisal Evaluation Services:
 - Prepare interior and exterior evaluations of subject properties
 - Provide a summary appraisal report, photographs, sketches, comparable photographs, comparable property locations and a signed statement of limiting conditions specifically for the HOME program

Additional services are available upon request:

Notary Services: Perform notary services. MDG's staff members hold a current notary commission.

SECTION III. REFERENCES

HUD Entitlement Cities:

City of Corona – Cynthia Lara, Administrative Services Manager

Services Provided: CDBG Program Administration and HOME Technical Assistance including all aspects of the CDBG Program as well as assistance with affordable housing projects and Davis-Bacon Compliance Monitoring.

Date of Contract: 2010 to Present

Phone Number: (951) 739-4963; email address: Cynthia.Lara@ci.corona.ca.us

City of Fontana – David Edgar, Deputy City Manager

Services Provided: CDBG/HOME/CDBG-R/NSP Program TA; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; Davis-Bacon/Section 3 Compliance; Policies and Procedures for FTHB and Hosing Rehabilitation Programs

Date of Contract: 2009 to Present

Contact Person: Phone Number: (909) 350-6739; email address: dedgar@fontana.org

City of Hawthorne – Mari Guerrero, CDBG/HOME Coordinator

Services Provided: CDBG/HOME Program Administration and Technical Assistance; CDBG and HOME funded Housing Rehabilitation Program Implementation; RDA funded Commercial Rehabilitation Program Implementation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation.

Date of Contract: 2002 to 2010 and 2014 to Present

Phone Number: (310) 349-2976; email address: mguerrero@cityofhawthorne.org

City of Hesperia – Rod Yahnke, Economic Development Manager

Services Provided: CDBG Program Administration and Technical Assistance; CDBG funded Housing Rehabilitation Program Implementation; Davis-Bacon and Section 3 Compliance; Consolidated Plan/Action Plan/CAPER preparation. Analysis of Impediments to Fair Housing (AI) preparation. NSP Program Technical Assistance.

Date of Contract: 2003 to 2008 and 2013 to Present

Phone Number: (760) 970-1907; email address: ryahnke@cityofhesperia.us

City of Irvine - Mr. Steve Holtz, Housing Administrator

Services Provided: CDBG/HOME/CDBG-R/HPRP Program Administration and Technical Assistance; Redevelopment Consultation; CDBG funded Housing Rehabilitation Program Implementation; Analysis of Impediments to Fair Housing (AI); Five-Year Consolidated Plan/Action Plan/CAPER preparation; Davis-Bacon and Section 3 Compliance.

Date of Contract: 2001 to Present

Phone Number: (949) 724-7452; email address: sholtz@ci.irvine.ca.us

City of Newport Beach - James Campbell, Principal Planner

Services Provided: CDBG Program Technical Assistance; Davis-Bacon and Section 3 Compliance; Analysis of Impediments; Consolidated Plan/Action Plan/CAPER preparation; affordable housing monitoring.

Date of Contract: 2000 to Present

Phone Number: (949) 644-3210; email address: icampbell@newportbeachca.gov

City of Palmdale - Mike Miller, Director of Neighborhood Services

Services Provided: CDBG/HOME/CDBG-R/NSP Program Administration and Technical Assistance; Redevelopment Consultation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; 5 Year Implementation Plan (Redevelopment); Davis-Bacon and Section 3 Compliance; affordable housing monitoring.

Date of Contract: 2000 to Present

Phone Number: (661) 267-5126; email address: MikeM@cityofpalmdale.org

City of Paramount - Karina Lam Liu, Finance Director

Services Provided: CDBG/CDBG-R/NSP/HOME Program Administration; Redevelopment Consultation; CDBG and HOME funded Housing Rehabilitation and Commercial Rehabilitation Program Implementation; Homebuyer Assistance Program; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; 5 Year Implementation Plan (Redevelopment); Davis-Bacon Compliance; and affordable housing monitoring.

Dates of Contract: 2003 to Present

Phone Number: (562) 220-2210; email address: Klam@ParamountCity.com

City of Rialto - Mike Story, City Administrator

150 S. Palm Avenue, Rialto, CA 92376

Services Provided: CDBG Program Administration; CDBG-R Program Administration; NSP1 and NSP3 Program Administration; Homelessness Prevention and Rapid Rehousing (HPRP) Program Administration; Commercial Rehabilitation Program Implementation; Project/Construction Management; Davis-Bacon; Consolidated Plan/Action Plan/Analysis of Impediments/CAPER preparation.

Date of Contract: 2000 to Present

Contact Person: Phone Number (909) 820-2689; e-mail address: Administration@rialto.ca.gov

City of Upland - Jeff Zwack, Director of Development Services

Services Provided: CDBG Program Technical Assistance; CalHome and RDA funded Housing Rehabilitation Program Implementation (4 separate programs); RDA funded Commercial Rehabilitation Program Implementation; CalHome and RDA funded Homebuyer Assistance Program; Project/Construction Management; Davis-Bacon and Section 3 Compliance; Analysis of Impediments; Planning Services; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; affordable housing monitoring.

Date of Contract: 2004 to Present

Phone Number: (909) 931-4148; email address: izwack@ci.upland.ca.us

SECTION IV. BUDGET AND SCHEDULE OF HOURLY BILLING RATES

BUDGET PROPOSAL

Based on the proposed scope of work noted in the RFP, MDG proposes to bill on a time and material basis based on the attached Rate Schedule (see Exhibit "A").

CONFLICT OF INTEREST

MDG Associates, Inc. is not aware of any possible conflict of interest that might limit the projects on which our firm could work.

EXHIBIT "A"

SCHEDULE OF HOURLY BILLING RATES

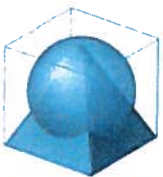
Rates effective as of July 1, 2018

<u>STAFF PERSON:</u>	<u>HOURLY RATE:</u>
President	\$115.00/Hr
Vice President	\$105.00/Hr
Manager	\$100.00/Hr
Senior Associate	\$95.00/Hr
Associate	\$85.00/Hr
Senior Project Assistant	\$70.00/Hr
Project Assistant	\$65.00/Hr
Secretary	\$45.00/Hr

Note: If MDG staff is requested by the City to attend a meeting not considered a part of this proposal or on a day in which a consultant is not scheduled to be on site, the City shall be billed for the time it takes to drive to and from the City and its corporate office.

REIMBURSABLE ITEMS:

Appraisals – Per Unit - \$380.00	
Project Supplies	At Cost plus 10% surcharge
Prints/Reproductions	At Cost plus 10% surcharge
Postage/Delivery Cost	At Cost plus 10% surcharge



M D G
ASSOCIATES • INC.

Resumes of Key Personnel

Rudy E. Muñoz President

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA President: 1991 - Present

Founder of MDG Associates, Inc., a community development consulting firm that provides services to municipal agencies. Focus on assisting municipal agencies with all aspects of the administration and implementation of HUD funded CPD Programs. These include, but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

Works hand-in-hand with municipalities on the development of implementation strategies and tools that facilitate the management of their CPD programs; provides training for the HUD CPD Programs; if requested provides day-to-day implementation functions of the programs. This includes the development of Consolidated Plans and Action Plans for various programs through programmatic and financial closeout of projects and grants. Assists grantees in developing HUD mandated Policies and Procedures for the management and oversight of various CPD Programs as well as implementation of individual activities such as Housing Rehabilitation, Commercial Rehabilitation, and Homebuyer Programs.

Works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. Through the initiative, provides TA and staff capacity building to municipalities throughout the U.S. in the CDBG, HOME, NSP (1, 2, and 3) and CDBG-DR. Provides in class training and TA in two of HUDs reporting systems; the Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). Assists HUD Headquarters as a beta tester for the updates to the Disaster Recovery Grant Reporting system.

Provides training and TA in federal cross-cutting elements including Financial Management Systems (Uniform Administrative Systems), Davis-Bacon and Related Acts (DBRA), and Assessment of Fair Housing (AFH). Has provided many of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

City of Huntington Park – Huntington Park, CA Ass. Director of Comm. Development/Redevelopment: 1987 – 1991

Assisted the Director of Community Development in the administration of the department. Directly responsible for the day-to-day administration and management of municipal staff on the CDBG and HOME programs, current and advanced planning functions and code enforcement activities. Acted as Secretary to the City's Planning Commission.

City of Bell – Bell, CA City Planner: 1986 – 1987

Under the direction of the Community Development Director, administered the City's current and advanced planning activities, assisted in the development of a new General Plan. Responsible for reviewing and processing Subdivision Review, Zoning Review, Environmental Review, and Design Review functions. Responsible for the administration of the CDBG Program funded through the Los Angeles County Urban County Program.

City of Montclair – Montclair, CA

Associate Planner (started as Assist. Planner): 1985 – 1986

Assisted in the daily planning functions including, California Environmental Quality Act (CEQA) review, Design Review, Subdivisions, Annexations, Development proposals. Responsible for reviewing and processing Zone Changes, Variances, Conditional Use Permits, and other entitlements.

Booth-Good Architects: Walnut, CA

Project Assistant 1982-1985

Under the direction of the Project Architect, assisted in the design development, and preparation of construction drawings for a variety of building types including single family residential, multi-family residential and commercial developments.

EDUCATION:

Bachelor of Architecture (5-Year Degree)

California State Polytechnic University, Pomona

AFFILIATIONS/ REGISTRATIONS:

ICBO - International Conference of Building Officials
NAHRO- National Association of Housing and Redevelopment Officials
AIA - Prior Associate member of the American Institute of Architects
Licensed State General Contractor – California License No.681042
ICBO – Earthquake Retrofit of Wood Frame Homes Certification
Certified HOME Program Regulations, HUD (Technical Assistance Provider)

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA
Vice-President: 2006 - Present

Responsible for the preparation of Five-Year Consolidated Plans, Assessment of Fair Housing (AFH), Analysis of Impediments to Fair Housing Choice (AI), Annual Action Plans and Consolidated Annual Performance and Evaluation Reports in connection with U.S. Department of Housing and Urban Development (HUD) programs including but not limited to the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP) and Emergency Solutions Grant (ESG).

Serves as the lead consultant with assigned clients and is responsible to coordinate the work of assigned consultants to ensure work flow efficiency and quality. Provides technical assistance to clients including cities, counties, and housing developers to enhance client capacity to administer federal and state grant programs. Areas of specialization include compliance monitoring (prevailing wage/labor standards, affordable housing, grant programs, subrecipients), audit preparation, CDBG and HOME technical assistance, policy and procedure development and the implementation of housing programs including all phases of acquisition, rehabilitation and/or development, resale or rental.

As a HOME Program Certified Specialist, provides technical assistance to HUD grantees through the HUD OneCPD Technical Assistance program on all phases of program planning, grants management, program design, implementation, monitoring and reporting. Provides technical assistance to grantees as a reviewer for HUDs CDBG and HOME program Ask a Question (AAQ) teams.

L.A. County Community Development Commission, Monterey Park, CA
Contract Compliance Officer / Program Management: 2001-2006

Developed and implemented comprehensive online construction contract compliance guidelines for Davis-Bacon and Section 3. Provided training and technical assistance to subrecipient agencies on contract and labor compliance. Monitored and provided contract compliance oversight to 63 contracts worth approximately \$49.3 million. Developed and reviewed interagency agreements, RFPs and bid documents. Prepared comprehensive procurement guidelines for external agencies. Participated in Commission-wide strategic planning process for internal policy and procedure development.

EDUCATION:

Bachelor of Science – Public Policy and Management
University of Southern California, Los Angeles

AFFILIATIONS/ REGISTRATIONS:

Certified HOME Program Regulations, HUD (Technical Assistance Provider)

Arthur J. Gomez
Senior Associate

EDUCATION: Allied Business Schools – Laguna Hills, CA.
Real Estate Finance, Appraisal
East Los Angeles City College – Undergraduate Courses

EXPERIENCE: **MDG/LDM Associates – Senior Associate**
Duties include assisting with the implementation of residential rehabilitation programs funded with Community Development block Grant (CDBG) and Redevelopment funds. Responsibilities include reviewing applications for participation in rehabilitation programs coordinating and conducting rehabilitation inspections, maintaining applicant files current, preparing bid packages, reviewing bids, preparing contractor agreements, processing progress and final payments, and processing/recording the Notice of Completion.

3 Day Express Appraisals – Real Estate Appraiser
Responsible for preparing detailed real estate appraisals for residential and commercial properties. Duties included measuring buildings and preparing reference drawings; conducting property inspection and observing construction methods, construction quality, and code deficiencies on the property. Conducted pre-evaluations of a properties as well as conducting property research through public City and County records.

Largo Concrete Incorporated – Union Carpenter
Responsible for the preparation and installation of forming and installation of structural framing for the installation of concrete. Duties included the reading of construction drawings, laying out the project, cutting material such as joists, plywood, and form material.

Home Depot – Plumbing Associate and Night Crew Supervisor
Assisted customers on a variety of plumbing related questions including but not limited to appropriate materials, installation procedures, and other plumbing related questions. Supervised the night crew in stocking all of the plumbing merchandise received during the day and the down stocking of all merchandise for the entire store.

TECHNICAL SKILLS: Computer Skills: Knowledge of Microsoft Windows Operating systems and Microsoft Office (Word, Excel, Internet applications).
Fluent in Spanish

AFFILIATIONS/ REGISTRATIONS: Certified State of California Notary Public

Miguel Ramirez

Senior Associate

EDUCATION: **Bachelor of Science – Urban and Regional Planning**
California State Polytechnic University at Pomona
Associate of Science – Architectural Design
Long Beach City College – Long Beach, California

EXPERIENCE: **MDG/LDM Associates – Senior Associate**
Responsible for the administration and implementation of residential and commercial rehabilitation programs funded with Community Development Block Grant (CDBG) and Redevelopment funds. Responsibilities include reviewing applications for participation in rehabilitation programs to assure compliance with CDBG and HOME Programs. The rehabilitation programs responsibilities include coordinating rehabilitation inspections, maintaining applicant files current, preparing bid packages, reviewing bids, preparing contractor agreements, processing progress and final payments, and processing/recording the Notice of Completion. Mr. Ramirez is also responsible for Davis-Bacon Act (labor compliance) monitoring of projects for a number of Cities in Southern California.

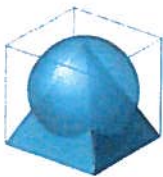
City of Lawndale – Housing Specialist
Responsible for the day-to-day operations of the Community Development Block Grant (CDBG) Program and for the oversight of all projects funded with CDBG funds such as Code Enforcement, Graffiti Removal, Senior Nutrition, Residential Rehabilitation, and the City Hall ADA Renovation. Administered the operation of the Commercial Rehabilitation Program and coordinated the implementation of the Section 8 Housing program with the County of Los Angeles. Supervised, scheduled, assigned, and evaluated the work of subordinates and consultants. Monitored all CDBG funded capital improvement projects including labor compliance and Section 3 requirements. Inspected commercial and residential structures for zoning and Uniform Building Code compliance. Prepared reports and conducted presentations to the Planning Commission and City Council.

City of La Puente – Rehabilitation Grant Specialist
Responsible for the implementation of the Housing and Commercial Rehabilitation Program and the Youth Activities Grant Program. Inspected commercial and residential structures in conjunction with the rehabilitation programs. Determined eligibility for loan and grant applicants. Prepared monthly Housing and Commercial Reports and Council Agenda Reports. Assisted at the planning counter.

The Holt Group - Associate Planner
Responsible for the administration of the Housing Rehabilitation Program for a contract City. Coordinated and processed applicants under state and federal guidelines for CDBG/USDA grants. Monitored loans and worked with other staff members in managing construction projects and designing residential projects. Inspected structures for zoning compliance, collected and analyzed data for income and housing conditions.

TECHNICAL SKILLS: Computer Skills: Knowledge of MacOs and Windows Operating systems, AutoCAD, Microsoft Office (Word, Excel, Power Point, and Publisher), and Clarisworks
Bilingual: English/Spanish

AFFILIATIONS/ REGISTRATIONS: Notary Public for the State of California



MDG
ASSOCIATES • INC.

Required Documents

APPENDIX "A"
FEDERAL LOBBYIST REQUIREMENTS
CERTIFICATION

Name of Firm: MDG Associates, Inc. Date: 5/29/18

Address: 10722 Arrow Route, Suite 822, Rancho Cucamonga

State: CA Zip Code: 91730 Phone No.: (909) 476-9696

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;
2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and;
3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: Rudy E. Munoz Title: President

Signature:  Date: 5/29/18

APPENDIX "B"

CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION 3700

Name of Firm: MDG Associates, Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

Consultant is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with provisions of that code, and will comply with such provisions before commencing the performance of the work under any contract awarded in response to Consultant's proposal.

CONSULTANT

By:  _____

Title: President

Date: 5/29/18

APPENDIX "C"

DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: MDG Associates, Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of MDG Assoc., Inc. ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this RFP.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

CONSULTANT

By: 

Title: President

Date: 5/29/18

APPENDIX "D"
FEE SCHEDULE

INSPECTOR
DESCRIPTION OF DUTIES

RATE

Inspections of the properties

(Included)

\$570,000 for 3 years

Coordination of residential and commercial projects description of work,
preparation of bids and procedures and case file management

Up to (\$190,000) per year

APPRAISER
DESCRIPTION OF DUTIES

Prepare Appraisal evaluations

Included

Preparation of summary appraisal reports

Per Unit Price \$380.00

GRANT COORDINATOR
DESCRIPTION OF DUTIES

Preparation of Grant NOFA funding applications

Hourly Rate*

Preparation of City Council Reports for commercial improvement program

Hourly Rate*

IDIS TRAINER
DESCRIPTION OF DUTIES

IDIS Training (six to 10 trainees)

Hourly Rate*

Total Cost: \$190,000 Plus as needed requested services.

* Per Exhibit "A" of Proposal under Section IV.

