



Department of Public Works
Engineering Division
One North San Antonio Road
Los Altos, California 94022-3087
(650) 947-2780
Fax (650) 947-2732

NOTICE TO CONSULTANTS

SUBJECT: WAGE COMPLIANCE ASSISTANCE - Request for Proposal

You are invited to submit a proposal to provide wage compliance assistance services as outlined herein and delineated on the enclosed Scope of Services. Proposals are due to the office of the City Engineer before 4:00 P.M. by Friday, June 27, 2014.

PROJECT REQUIREMENTS

The City of Los Altos is soliciting proposals from qualified firms to provide wage compliance assistance for a City proposed project to provide an ADA compliant pedestrian path along San Antonio Road between South Parking Plaza and Whitney Street, utilizing the Community Development Block Grant (CDBG) funds. The successful consultant or consulting team shall have similar experience in providing wage compliance assistance services as delineated in the Scope of Services. The estimated construction cost for this project is approximately \$80,000.

TIME SCHEDULE

The Consultant will be required to be available during the construction of the proposed project, and to submit a final report after the completion of the project including the City contractor's documents.

INSURANCE REQUIREMENTS

The successful consultant must provide the City with certificates evidencing not less than \$1,000,000.00 per occurrence for bodily injury and personal injury, automobile, and professional liability in connection with the provision of services under this Agreement.

The insurance policies required by this paragraph shall remain in effect for the duration of the term of the contract or any renewal thereof, and shall meet or exceed the following requirements and specifications:

- a. The CITY, its officers, officials, employees, agents and volunteers shall be added by endorsement, without special limitations, as additional insured to all liability, other than profession liability and worker's compensation, policies required by this paragraph.

FEE SCHEDULE

Not to exceed fees should be listed in the Fee Schedule for this project. The consultant should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as delivery services, printing costs, etc. in the fees submitted for each task. The Fee Schedule shall include a daily unit cost for the interview site visits.

PROPOSALS

Please submit two (2) copies of the proposal incorporating all requirements set forth in the RFP along with a statement of qualifications of providing similar experience for undertaking the proposed services. Please define the proposed work and the completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. The consultant's fee proposal and payment schedule for each project shall be submitted in a separate sealed envelope in the form of Exhibit "C".

The City will evaluate each of the consultant's statement of qualifications and may conduct interviews with the consultant that demonstrates the best qualification for the proposed services. From this evaluation and the possible interviews, the City will select a consultant and negotiate a fee for the services delineated in the RFP. The consultant must be ready to execute a standard Agreement for Consultant Services within five (5) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected consultant

If you need assistance or have questions, please call me at (650) 947-2602 or email me at mbocalan@losaltosca.gov.

Sincerely,

ENGINEERING DIVISION



Michelle Bocalan
Junior Engineer

Enclosures:

- (1) Scope of Services, date, June 16, 2014
- (2) Site and Vicinity Map
- (3) Agreement for Consultant Services (draft version)