



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

January 27, 2016

**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 Tuesday, February 23, 2016.**

**PROJECT REQUIREMENTS**

The City of Los Altos is soliciting proposals from qualified firms to provide wage compliance assistance for a City's construction projects. The project size is various and construction period vary from one month to a year for completion. The successful consultant or consulting team shall have similar experience in providing wage compliance assistance services as delineated in the Scope of Services. The service contract is for a 5 year on-call agreement.

**TIME SCHEDULE**

The Consultant will be required to be available during the construction of the proposed project, which is vary from project to 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**

Fee schedule shall be included with this proposal. A specific "Not to Exceed Fees" should be submitted for each project when the service is requested. 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 three (3) 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 proposal submitted in response to this RFP will be included as part of the Agreement with the selected consultant. Once an agreement has been established with the City and Consultant, the consultant must be ready to submit specific fee schedule within five (5) days of the notification of the upcoming construction project that required of such service.

If you need assistance or have questions, please call me at (650) 947-2628 or email me at [ksmall@losaltosca.gov](mailto:ksmall@losaltosca.gov).

Sincerely,

ENGINEERING DIVISION

Kathy Small  
Assistant Engineer

Enclosures:

- (1) Scope of Services, dtd January 28, 2016
- (2) Agreement for Consultant Services (draft version)