

REQUEST FOR PROPOSAL – PREVAILING WAGE AND SECTION 3 COMPLIANCE MONITORING

1. **Introduction** – Willett Ranch LP is seeking Requests for Proposals (RFP) from firms to provide Davis Bacon and Section 3 compliance monitoring services for the new construction of Willett Ranch Apartments, a 50-unit affordable senior housing development.
2. **Location** – 54 and 55 Willett Street (formerly known as 2686 N. Ventura Avenue), Ventura, CA 93001
3. **Scope of Work** – The General Contractor will obtain bids for each trade, obtaining the best value for the owner. In qualifying subcontractor bids, the General Contractor will be responsible for ensuring that values are derived considering all applicable local, state, and federal laws and ordinances. Additionally, the General Contractor must ensure adherence to: MBE, WBE, wage, and other requirements stipulated by the various funding sources including federal prevailing wage and Section 3 requirements. The Prevailing Wage and Section 3 Compliance Monitor will be responsible for certifying all payroll wages, and documenting compliance with Davis Bacon and Section 3 requirements by both the General Contractor and all sub-contractors. The General Contractor anticipates that approximately 40-45 sub-contractors will be utilized.

The project will be financed with 4% Low Income Housing Tax Credit (LIHTC) equity, State of California Housing and Community Development (HCD) National Housing Trust Fund, City and County administered HOME funds, and Affordable Housing Program (AHP) funds. Due to the financing provided by HCD, state prevailing wages will apply. The City and County HOME funds will trigger federal prevailing wages and Section 3.

4. **Submittal Requirements – Proposals must include the following:**
 - A. **Cover Letter** – Enclose a cover letter introducing the firm. The cover letter must be signed by a person authorized to negotiate and execute contracts on behalf of the firm.
 - B. **Firm’s Qualifications** – Summary of overall qualifications and experience of the firm.
 - C. **Proposed Team** – Identify key personnel who will be assigned to the project, their responsibilities, and experience. Provide a brief resume of each key team member.
 - D. **Approach** – A description of the methodologies that the consultant will employ.
 - E. **Fee Schedule** – Identify the monthly billing rate, as well as other applicable costs.
 - F. **References** – Provide the names, addresses, and telephone numbers of three (3) previous clients who have contracted with the firm for similar services.
 - G. **Relevant Experience** – Include comparable past projects that demonstrate the team’s experience for the services requested in this RFP. Provide a short description of services provided, number of units, project location, funding sources, and number of subcontractors used.
5. **Submittal Instructions** – Submit your proposal by email no later than **4:00 p.m. PST September 19, 2019**. Proposals must be addressed to:
Sandy Sanchez
Project Manager
995 Riverside Street
Ventura, CA 93001
ssanchez@hacityventura.org
6. **Questions** – Email and/or call Sandy Sanchez at ssanchez@hacityventura.org or (805) 648-7344.