Request for Statements of Qualifications
Davis-Bacon Wage Monitoring
Alameda County Housing and Community Development Department
July 27, 2016 – August 10, 2016

The Alameda County Housing and Community Development Department (HCD) is seeking a firm (or individual) to assist in the monitoring of federal Davis-Bacon Prevailing Wages for Urban County (the cities of Albany, Dublin, Emeryville, Newark, Piedmont and the Unincorporated County) Community Development Block Grant projects (CDBG) and other federally funded projects including HOME funds.

Ideal candidates will have a minimum of five (5) years' experience reviewing certified payroll, selecting and reviewing wage determinations, reviewing monthly employment utilization reports and conducting on-site employee interviews and assisting in conducting the pre-construction meetings.

Contract amount will be up to $15,000. Contract term: 12 months.

There are currently six CDBG projects that will need Davis-Bacon monitoring in the next year: two are ADA curb cut projects, one is an ADA pathway project in various parks, one is an ADA restroom (pre-fabricated) installation and one is interior rehabilitation.

These funds are administered by the Alameda County Housing and Community Development Department and made available by HUD through HOME or Community Development Block Grant (CDBG) programs.

This statement of qualifications can be obtained at Alameda County Housing and Community Development Department, 224 W. Winton Avenue Room 108, Hayward, CA during regular business hours, beginning July 27, 2016, Monday through Friday 8:30 am – 5:00 pm. The statement of qualifications is also posted on the Housing and Community Development website under "What's New" at: http://acgov.org/cda/hcd/.

If interested in applying for these professional services, please respond no later than 5:00 pm, August 10, 2016. All responses should be directed to Ms. Kelly Thiemann, HCD, 224 W. Winton Avenue Room 108, Hayward, CA 94544. Applications may not be faxed or emailed. For questions, please email/call Kelly Thiemann at 510-670-5280 kelly.thiemann@acgov.org.

Statement of Qualifications (SOQ)

This SOQ must include a brief history of the firm or organization and a resume of each person in the office who will be assigned to the project; narrative of qualifications; resources committed to the project; strategies for public participation or consensus building; strategies and methodologies for managing the study; a listing of sub-consultants (if applicable); references including a listing of governmental bodies for which the respondent has been under contract and a similar project reference list.

I. Agency Information
   - A. Name, Address, Telephone Number, Email Address, Contact Person
   - B. Type of Organization
   - C. Narrative of Qualifications
   - D. Resources (staff, equipment, materials to be committed to this project)
   - E. Strategies and Methodologies

II. Sub-Consultants
   - A. Names, Education, Experience, and Qualifications

III. References
   - A. A list of governmental agencies for which the respondent has been under contract
   - B. Similar projects reference list

Selection Process

A selection committee will review all submissions. All responses will be evaluated on the basis of information requested. Preference will be given to firms located within Alameda County. Responses will be scored and ranked with the highest rating being awarded a contract. In the event of a tie, the most qualified respondent whose SOQ is deemed most advantageous to the Alameda County HOME Consortium with all factors considered will be awarded a contract. The selection of finalists may require verbal presentations.

Local and Small Business Preference

Alameda County has a preference for local vendors. A five percent (5%) preference shall be granted to Alameda County vendors on all bids on contracts except with respect to those contracts which federal regulations or state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFQ; and which holds a valid business license issued by the County or a city within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this RFQ.

A small business for purposes of the RFQ is defined by the United States Small Business Administration as having no more than $7 million as required per SBA standards in average

gross receipts over the last three (3) years. An emerging business, as defined by the County is one having annual gross receipts of less than one-half (1/2) of the above amount over the same period of time. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging local business. A locally owned business, for the purposes of satisfying the locality requirements of this provision, is a firm or deal with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this RFQ; and which holds a valid business license issued by the County or a city within the County.

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses the following provisions shall apply to this RFQ:

> If Bidder is certified by the County as either a small business and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in the local preference paragraph above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a federal regulation or state law, which requires granting the award to the lowest bidder.

The County reserves the right to waiver these small/emerging business participation requirements in the RFQ, if additional estimated cost to the County, which may result from inclusion of the requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars ($10,000), whichever is less.

The following entities are exempt from Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB. If you apply and are certified as a SLEB, you will receive a 5% SLEB bid preference:

- Non-profit community based organization (CBO);
- Non-profit churches or non-profit religious organizations (NPO);
- Public schools; and universities; and
- Government agencies

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Services as 501(c) 3.

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Rm 249, Oakland, CA 94612 or telephone (510) 891-5500 or via email at ACSLEBcompliance@acgov.org.