**Request for Quotation (RFQ) for Consulting Services for a Rehabilitation Construction Contract**

**To Prospective Respondents:**

West Valley Community Services is requesting proposals from qualified professionals to perform program management and accounting services for a CDBG contract awarded to West Valley Community Services (WVCS). The primary goal of West Valley Community Services in requesting these services is to provide quality program management in an efficient and effective manner at a reasonable cost. With the help of an experienced consultant, West Valley Community Services employees plan to complete the rehabilitations of six units by the June 30th 2018 deadline.

West Valley Community Services anticipates an initial contract term from November 1st 2017 to June 30th 2018. The selected respondents shall maintain all required certifications and remain in good standing throughout the entire term of the contract.

West Valley Community Services reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal.

**RFQ DUE DATE**

RFQS must be submitted in a sealed envelope with required documents to West Valley Community Services Attention: Property Management at West Valley Community Services, 10104 Vista Drive, Cupertino, CA 95014.

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**SCHEDULE**

• RFQs due October 25th 2017

• Organization Selection/Council Approval: October 30th 2017

• Effective Date of Agreement: November 1st 2017

• Project Completion: June 30th 2018

**REQUIREMENTS FOR RFQ SUBMITTAL**

A complete RFQ package MUST include the following:

* Copies of all current licenses, certifications and insurances as part of the RFQ
* Completed Project Content-Appendix A
* References Appendix B

**PROJECT EVALUATION**

Proposals will be evaluated to determine the best value offered based on the following criteria:

* Completeness of Project Form Appendix A (10 points)
* Experience and qualifications of the organization in managing a CDBG rehabilitation project (10 points)
* Experience working with federal, state and local funding sources (10 points)
* Fee Structure (competitive rates) (10 points)
* References (5 points)

**AGENCY DESCRIPTION**

For more than 40 years, West Valley Community Services has been providing basic needs services to the almost 22,000 men, women, and children living in poverty in the west valley communities of Cupertino, Los Gatos, Monte Sereno, Saratoga, and West San Jose in Santa Clara County, California. West Valley Community Services is our community's safety net, and we exist to ensure that low income and homeless individuals and families receive the support and services they need to build the foundation for a brighter future. West Valley Community Services offers a range of safety net services to clients, including a food pantry, affordable housing, emergency financial assistance, a mobile food pantry, financial coaching, family support, case management, and referral services. We also partner with county agencies to ensure clients have access to public health and food assistance benefits. Our programs target families with children, at-risk youth, seniors, individuals, and disabled adults who are extremely low-income, living on a fixed-income, homeless or are at risk of becoming homeless.

**PROJECT DESCRIPTION**

This project will repair six residential units within the Vista Village BMR rental complex. The complex owned by West Valley Community Services was built in 2002. The complex features one bedroom and two bedroom units. The project include interior repairs of 6 units that have had residents living there for more than 10 years. The repairs include laminate flooring in the living room; vinyl flooring in the kitchen, dining area, and bathroom; painting of the entire units and the kitchen cabinets; new kitchen countertops, new toilets, and new carpets in the bedrooms. For the two bedroom units the stairway and the landing is laminate flooring.

**SCOPE OF CONSULTANT SERVICES**

1. Prepare annual & quarterly reports, certifications, and other documents required by the CDBG contract.
2. Prepare environmental compliance (NEPA) documents as necessary.
3. Provide necessary certifications and documents to meet the Set- up/Completion and Disbursement Conditions required by City of Cupertino CDBG contract for Vista Village Rehabilitation Contract.
4. Advise and assist property owners and grant recipients and the City of Cupertino in all matters related to the grant to ensure compliance with all applicable state, local, and federal regulations.
5. Secure the Department of Labor’s federal wage decision and include it in project files.
6. Review construction contracts to ensure compliance with state and federal regulations; make any required changes to those contracts. Examples are Conflict of Interest, Access to Records etc.
7. Check weekly payrolls to ensure compliance with CDBG and federal wage decision.
8. Conduct on-site interviews and compare the results with the appropriate payrolls.
9. Monitor construction to ensure compliance with equal opportunity and labor standard provisions.

**APPENDIX A**

**PROPOSAL NARRATIVE**

1. **CONTRACTOR INFORMATION**
2. Name of the Contractor:
3. Company Name Owner(s)
4. Address City, State & Zip
5. Phone: Cellular Phone:

Email Address:

1. Fax Federal Tax ID # or Owner’s Social Security #
2. Year incorporated: How many years of operation:
3. Number of employees and annual gross revenue of company

Employees: Annual Gross Revenue:

1. Have you ever failed to complete any work awarded to you? Yes  No

If yes, please explain:

1. Have you ever defaulted on a contract? Yes  No

If yes, please explain:

1. Contracts currently awarded or active ( List these, showing gross amount for each contract and the approximate date of completion)

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| --- | --- | --- | --- |
| Name of the Project | Gross Amount | Length of the projects | Completion Date |
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1. **STAFFING** – List staffing, staff background, credentials, and staff specialties.
2. **SERVICES TO BE PROVIDED** – Services provided, standard office hours, and list of specialties provided by outside sub-contractors.
3. **ANY OTHER RELAVANT INFORMATION**– Any other information that you deem important in providing the services as requested by this RFP.
4. **COST PROPOSAL**– All rates must be listed separately for each required activity noted above in the Scope of Work.
5. **INSURANCES** – West Valley Community Services requires proof of current Liability and Worker’s Comp insurances with this RFP.
6. **REFERANCES:** Former clients and Project description

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| --- | --- |
| Company Name: |  |
| Contact Person Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Description of work: |  |
| Services dates: |  |

|  |  |
| --- | --- |
| Company Name: |  |
| Contact Person Name: |  |
| Address: |  |
| Phone: |  |
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| Description of work: |  |
| Services dates: |  |

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| Description of work: |  |
| Services dates: |  |