

**CITY OF HAWAIIAN GARDENS  
COMMUNITY DEVELOPMENT DEPARTMENT**



**REQUEST FOR PROPOSALS  
FOR  
MANUFACTURE/MOBILE HOME CONTRACTOR FOR THE  
BEAUTIFICATION PROGRAM OF THE CITY OF HAWAIIAN GARDENS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**SUBMITTAL DEADLINE: ON OR BEFORE MONDAY, SEPTEMBER 16,  
2019 AT 10:00 A.M.**

**CITY OF HAWAIIAN GARDENS**

**REQUEST FOR PROPOSALS**

**SERVICES: MANUFACTURE/MOBILE HOME CONTRACTOR FOR THE  
BEAUTIFICATION PROGRAM OF THE CITY OF HAWAIIAN GARDENS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**PROPOSAL DUE DATE: on or before Monday, September 16, 2019 BY 10:00 A.M.**  
to the following name and address:

City of Hawaiian Gardens  
Community Development Department  
Attn. Gloria R. Thomas  
21815 Pioneer Boulevard Hawaiian Gardens, CA 90716.

Proposals should be labeled **“Request for Proposal – MANUFACTURE/MOBILE HOME CONTRACTOR FOR THE BEAUTIFICATION PROGRAM OF THE CITY OF HAWAIIAN GARDENS COMMUNITY DEVELOPMENT DEPARTMENT.”** If you have any questions concerning the RFP, please contact:

Gloria R. Thomas, Housing Rehabilitation Supervisor  
City of Hawaiian Gardens  
21815 Pioneer Boulevard  
Hawaiian Gardens, CA 90716  
(562) 420-2641 X237

**Release Date: August 30, 2019**

# **CITY OF HAWAIIAN GARDENS**

## **REQUEST FOR PROPOSAL**

### **SUMMARY**

The City of Hawaiian Gardens (“City”) is seeking proposals from a qualified and experienced licensed contractor to provide manufacture/mobile home housing rehabilitation services for the City’s Beautification Program. There are two (2) mobile park homes in the City: Lakewood Mobile Park Estates and Bloomfield Mobile Park Estates. There will be one selected contractor who will be required to provide residential rehabilitation services to the mobile park applicants.

The City of Hawaiian Gardens offers a \$10,000 grant to residents who own and occupy a manufacture/mobile home; absentee landlords may also qualify. Program applicants are able to use the grant to rehabilitate the interior and exterior of their home. The grant offers rehabilitation assistance for: flooring, cabinets, new doors and windows, landscaping, irrigation, roofing, painting, skirting, handrails and stairways, and other rehabilitation projects approved by the Community Development Director.

Currently, the City operates under a project bid process where the applicant is required to obtain a minimum of (3) three complete bids from qualified contractors and the lowest bid is selected. The City will award only one contract to the most qualified, lowest bidder to provide residential rehabilitation services for manufacture/mobile homes.

### **ABOUT THE CITY**

The City of Hawaiian Gardens is a small City, located in the southeastern section of Los Angeles County, just east of the San Gabriel (I-605) Freeway. Adjacent cities include Lakewood to the north and northwest, Cypress to the east, and Long Beach to the south and west. The City covers slightly less than one square mile of land just west of the Los Angeles-Orange County boundary. The intersection of Carson Street and Norwalk Boulevard represents the approximate geographic center of the City, while also encompassing the major commercial corridors.

## HOW TO SUBMIT PROPOSALS

In order for proposals to be examined and evaluated by the Community Development Department, the City is requesting two (2) copies of any and all supportive materials. **Proposals must be received no later than 10:00 A.M., Monday, September 16, 2019.** Late proposals will not be considered. Once received, the proposals and supplementary documents become property of the City. Please deliver proposals (hand deliver or ship) to:

City of Hawaiian Gardens  
Community Development Department  
Attn. Gloria R. Thomas  
21815 Pioneer Blvd.,  
Hawaiian Gardens, CA 90716.

## **I. GENERAL SPECIFICATIONS**

The General Contractor shall perform the work with the standard of skill, care and due diligence, which a competent and suitable qualified contractor performing such services would reasonably be expected to exercise, and in accordance with the Work Specifications. The work shall be performed in a "Workman like Manner."

To the fullest extent permitted by law, the General Contractor shall indemnify, defend and hold harmless the property Owner and the City and its agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work or providing of materials to the extent caused in whole or in part by negligent or wrongful acts or omissions of, or a breach of the contract by, the General Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone whose acts they are legally responsible. The General Contractor certifies its financial capacity to complete the project and pay all sub-contractors and vendors.

The General Contractor will certify that the location of the proposed work has been examined to understand the nature of the work. The work should be complete in the time limit(s) specified and in accordance with the plans and Work Specifications.

The General Contractor must acquire necessary permits within 30 days of the issuance of the Notice to Proceed. Construction work must begin within fifteen (15) days from the date of the Building Permit issuance and shall be carried out at a rate that insures its full completion.

The contract time frame for this project may be for a period of one (1) year from the date of contract awarded, with the opportunity to extend the contract, based on performance.

## **II. CONCRATOR REQUIREMENTS**

- A. The selected Contractor will be required to maintain in force at all times during the performance of their work the following policy or policies of insurance covering its operations:
  1. Comprehensive General Liability, including contractual liability, products and completed operations and business automobile liability, all of which will include coverage for both bodily injury and property damage with a combined single limit of \$2,000,000. The City shall be named as "additional insured" on all policies required to be furnished. Such insurance shall be primary and noncontributory with any other insurance maintained by the City of Hawaiian Gardens.

2. Professional liability coverage with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
3. Workers' Compensation coverage at statutory limits.
4. The contractor must meet the following requirements:
  - a. A valid state Contractors License in the proper category and in good standing.
  - b. Contractor must have public liability and property damage insurance.
  - c. Contractor must have City of Hawaiian Gardens Business License.
5. Contractor shall guarantee all work, labor, and materials for provide one year.
6. Staff will clear contractor with state License Board and County Contractor Compliance Office as required.

### **III. SCOPE OF WORK**

- A. All construction work will be performed in accordance with the California Department of Housing and Community Development code and standards; and current California Building and Planning Standards Code as amended by the County of Los Angeles and adopted by the City of Hawaiian Gardens.
- B. The contractor will be required to submit costs for scope of work for each manufacture/mobile home project that will be agreed between the City and the Contractor.
- C. Proper permits will be required prior to commencement of work. Contractors who do not obtain all required permits before starting a job will be barred from bidding future projects.
- D. The Contractor is also responsible to verify all required dimensions, square footage, linear footage, and material.
- E. Below is a general outline of work specifications:
  1. Permits/Licenses:
    - a. Obtain all necessary City permits as needed to complete all necessary work per work write-up, change orders and the California Building Codes, and municipal codes.
    - b. Obtain a City of Hawaiian Gardens Business License. Please contact the City's Business License Department at (562) 420-2641 ext. 224 for fees.

- c. If a trash bin will be used, Contractor is responsible for obtaining a trash bin through Commercial Waste Services (800) 947-8224. Submit receipt to Building and Safety Division. An encroachment permit is needed from Engineering if bin will be parked on City Street.

## 2. Smoke Detectors

- a. Install battery operated smoke alarms location: in each bedroom and hallway adjacent to bedrooms on each story. Location of smoke detectors preferably on the ceilings towards the center of the living and sleeping areas as possible; wall placement is acceptable, but no more than 12" (max.) below height of ceiling.

## 3. Carbon Monoxide Detectors

- a. Install battery Carbon Monoxide detectors location: outside of each separate sleeping area in the immediate vicinity of the bedroom (s) in the dwelling area in the immediate vicinity of the bedroom(s) in dwelling.

## 4. Environmental Protection Agency Regulations/Lead base Paint Asbestos

- a. Certified contractors are responsible for ensuring compliance with the work practice regulations at all renovations to which they are assigned. Each contractor is responsible for fully complying with any and all applicable federal and state regulations. It is the responsibility of the contractor to determine if a certified inspector or risk assessor is necessary for the full scope of work being performed.

## 5. Property address:

- a. Install Street number of house on front of house in a protected location where clearly visible from the road. All numbers must be Arabic numerals at least 4 inches high. Stickers on numbers are not acceptable.

## 6. Mail Box replacement:

- a. Dispose of mailbox and install a steel, black enamel finish, letter –size mail box with magazine rack and lock-eye for padlock.

## 7. Windows: Should follow California Department of Housing and Community Development code and standards.

## 8. Fascia Boards and Eaves:

- a. Power wash all exterior wood surfaces to remove all peeling paint, dirt, dust, etc. Scrape, patch, and sand all exterior wood surfaces (i.e. Fascia boards, eaves/overhang. Check to see if any boards need to be

replaced. Prep and paint with a complete exterior primer coat followed with exterior 100% acrylic semi-gloss enamel exterior paint. Apply one full coverage coat to obtain complete even coverage. Clean all over spray. Only use paint with a low or zero amount of Volatile Organic Compounds (VOCs) for exterior painting. Property owner to select color from samples provided by contractor. Final color approval is required from Planning Department. City will choose which option best meets their needs.

9. Roof: Should follow California Department of Housing and Community Development code and standards.

10. Door: Should follow California Department of Housing and Community Development code and standards.

11. Paint:

- a. Exterior wood trim: power wash all exterior wood surfaces to remove all peeling paint, dirt, dust, etc. Scrape, patch, and sand all exterior wood surfaces. Prep and paint with a complete exterior primer coat followed with exterior 100% acrylic semi-gloss enamel exterior paint. Apply one full coverage coat to obtain complete even coverage; clean all over spray; property owner to select color from samples provided by contractor. Final color approval is required from City.
- b. Properly remove all dirt and grime accumulation from the surfaces to be painted. Wet scrape and sand all loose and flaking paint. Remove loose caulking and putty. All excess hardware on the exterior surfaces will be removed and all holes filled prior to painting.
- c. Paint all exterior surfaces to cover, minimally two (2) coats – one primer coat and one exterior finish coat. Use Low volatile Organic Compound (VOC) paint. All paint will be applied according to the manufactures' specifications. All window sashes will be re-puttied as needed. All exterior windowsill, tracks, sash, and casing will be painted. Use paint brushes, roller or pads. The owner will choose paint colors with City approval. Clear area of paint chips upon completion.

12. Trees and Shrubbery:

- a. Trees that are dead, dying, or hazardous will be removed. Removal will include cutting close to the ground, grinding of the stump to 12 inches below the finished grade, installation of topsoil and re-seeding.

13. Basic Drive Way and/or walkway:

- a. Preparation: the soil under the concrete slab needs to be undisturbed soil or compacted and moist, but not powdery dry or muddy. Place 4 inches



of compacted ¾" base course over the native prepared and compacted soil. Concrete shall not be placed over frozen ground/rock base.

- b. Concrete: placed during weather exceeding 90 degrees shall be protected from exposure to the sun, wind, and from excessive moisture loss. Moist cure for 7 days. Do not add water to the mix after it reaches the construction site (4" max. slump) and do not add water to the surface during finishing operations.

14. Hot water Heater: Should follow California Department of Housing and Community Development code and standards.

F. Cleaning should be completed at the end of each workday. Remove empty cans, rags, rubbish, and other waste material from the site. After painting, clean glass and other paint spattered surfaces.

#### **IV. CONSULTANT SELECTION**

A. The City will evaluate the proposals submitted, and select the most qualified contractor for the project. The proposals will be evaluated based upon several factors. These factors include the format, organization, and presentation of the proposal, the qualifications and experience.

B. The company should have considerable knowledge of residential property rehabilitation standards.

C. In evaluating the proposals, the City will consider the following factors:

1. Costs based on proposed scope of work.
2. Completeness of the Proposals and compliance with the required format.
3. Experience with residential rehab work.

D. Upon receipt of Proposals, the City may select the most qualified contractor or may conduct additional interviews with the top three (3) ranked contractors. The City will negotiate final scope and fee with the most qualified of contractor.

#### **V. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL – (PLEASE READ AND FOLLOW CAREFULLY ITEMS V-XIII)**

A. Proposals shall include the following information Scope of work: The contractor shall include in its proposal a detailed scope of work and understanding of the process to undertake such projects and complete it in compliance with all applicable rules, regulations, standards and requirements.

1. Submit Proposed cost for scope of work sheet – Attachment A

2. Timeline: The preparation of the specifications will be required to be completed within 30 days with the bid package due to be approved by the City Council. Company qualifications: Provide a summary of your contractor's general qualifications and service capabilities.
3. References: submit at least 3 references, including firm name, contact person's name, address, size of the company; number of employees, relevant project experience, and current phone numbers.
4. Include information of subcontractors, if applicable.

## **VI. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP**

The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected Company. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP.

The City reserves the right to amend, withdraw and cancel this RFP. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all proposals.

## **VII. PROPOSAL CONTENT**

A. In order to be considered for selection, the respondent individuals or company shall submit a proposal using as a minimum the following criteria:

1. Copy of an active C-47 General Manufactured Housing Contractor contractor's license.
2. Proposed cost for scope of work – Attachment A
3. Number of years the company has been in business and hourly rate.

## **VIII. ACCEPTANCE OF PROPOSAL CONTENT**

- A. City Staff will schedule interviews as quickly as possible and make a recommendation to the City Council for possible award of contract.
- B. It is likely that the content of the proposal of the successful bidder will be used in a legal contract of part of the agreement. Bidders should be aware that methods and procedures proposed could become contractual obligations.

## **IX. INQUIRIES**

- A. If the contract company has any questions in regards to this RFP, contact: Gloria R. Thomas, Community Development Director at (562)420-2641,

extension 237. An interview with the Community Development Director is encouraged, but not necessary.

## **X. LEGAL RESPONSIBILITIES**

- A. The contractor shall keep itself informed of all local, State, and Federal laws and regulations, including but not limited to, those pertaining to conflict of interest, which in any manner affect those employed by it or in any way affect the performance of its duties under the scope of work. The contractor shall at all times observe and comply with all such laws and regulations.

## **XI. COSTS FOR PROPOSAL PREPARATION**

- A. The City of Hawaiian Gardens shall not be responsible for any costs incurred by any company for the preparation of any proposals including interviews.

## **XII. RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE**

- A. The City of Hawaiian Gardens reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

## **XIII. LIABILITY INSURANCE REQUIREMENTS FOR CONSULTANTS.**

- A. As a condition of awarding a contract, the company will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation at state-mandated minimums, and vehicle coverage including comprehensive and collision insurance naming the City of Hawaiian Gardens as additional insured. The proposal shall state whether such insurances are currently in force or will be at time of contract execution.

**ATTACHMENT A**

**PROPOSED COST FOR SCOPE OF WORK**

It is the intent of this bid sheet to provide the bidder with a general outline of the tasks required to rehabilitate the exterior and interior of the residential property and provide the cost. Submit the dollar amount for each construction work line item. Bidder will furnish all material and labor.

**EXTERIOR**

<b>ITEM NO.</b>	<b>Work Item</b>	<b>Area/Unit</b>	<b>Cost</b>	<b>Total</b>
1.	Address numbers	Per number	\$	\$
2.	Windows- vinyl	SF	\$	\$
3.	Fascia Replacement	LF	\$	\$
4.	Fascia Repair	LF	\$	\$
5.	Eve Replacement	LF	\$	\$
6.	Eve Repair	LF	\$	\$

7.	Roof []rolled []asphalt []tile	SF	\$	\$
8.	Framing	SQ/Unit	\$	\$
9.	Front Door -Solid Core  1 ¾' thick	Unit	\$	\$
10.	Demolition	SQ	\$	\$
11.	Stucco: new or colored	SF	\$	\$
12.	Exterior Paint	SF/Unit	\$	\$
13.	Trees	LF	\$	\$
14.	Shrubbery- removal	LN/FT	\$	\$
15.	Termite or Pest Control	SQ/FT	\$	
16.	Skirting- indicate material use	L x W	\$	\$

17.	Manual Gates	LF	\$	\$
18.	Hot water heater 40 gal.	Unit	\$	\$
19.	Draught tolerant- Planting	SQ	\$	\$
20.	Basic Sod	SQ	\$	\$
21.	Irrigation	LN/FT	\$	\$
22.	Mail Box Replacement	Unit	\$	\$

**INTERIOR**

<b>ITEM NO.</b>	<b>Work Item</b>	<b>Area/Unit</b>	<b>Cost</b>	<b>Total</b>
1.	Smoke Detector	Unit	\$	\$
2.	Carbon Monoxide Detector	Unit	\$	\$
3.	New Ceiling Fan	unit	\$	\$

4.	Flooring- Carpet with patting	SQ	\$	\$
5.	Flooring- Ceramic tile	SQ	\$	\$
6.	Sliding closet door	Unit	\$	\$
7.	New security screen door interior door	Unit	\$	\$
8.	Bathroom – new sink	Unit	\$	\$
9.	Bathroom new faucet	Unit	\$	\$
10.	Bathroom - new vanity	Unit	\$	\$
11.	Painting – (10x12 room)	SQ	\$	\$
12.	Painting- cost per gallon	Unit	\$	\$
13.	Painting- Ceiling	SQ	\$	\$
14.	Painting - Trim	SQ	\$	\$
15.	Cabinets- laminate	LF	\$	\$

16.	Cabinets- plywood	LF	\$	\$
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