



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 4, 2018

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: REQUEST FOR PROPOSALS NO. 1840 – PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH PPM GROUP INC. FOR LABOR COMPLIANCE AUDIT SERVICES FOR THE PERIOD OF JANUARY 1, 2019 TO DECEMBER 31, 2022 IN THE AMOUNT OF \$75,000

ISSUE:

Approve a Professional Consultant Services Agreement for Labor Compliance Auditing Services for various Public Works Capital Improvement projects.

RECOMMENDATIONS:

That the City Council:

- 1) Approve a Professional Consultant Services Agreement for Labor Compliance Auditing Services with PPM Group Inc., of Fontana, California, for the period of January 1, 2019 through December 31, 2022 in the amount of \$75,000, with an option to extend for up to one additional year;
- 2) Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with PPM Group Inc., including making minor non-substantial changes and the optional one year extension subject to the availability of funds.

BACKGROUND:

In order to comply with funding requirements from State and Federal agencies, Public Works has historically contracted with a firm to provide a qualified Labor Compliance Officer to audit certified payroll reports and provide experience, knowledge and expertise in the various reporting requirements.

On August 16, 2018, the City issued Request for Proposals (RFP) No. 1840 for Labor Compliance Auditing Services and received five (5) proposals in response to the RFP. In order to identify the most qualified proposer, a selection panel consisting of representatives from the Public Works Department evaluated all proposals based on the criteria set forth in the RFP, which included labor compliance officer's experience, outside references and cost. PPM Group Inc. was selected as the most qualified company to provide the required services (Attachment 1).

The Purchasing Manager concurs that the recommended actions are in compliance with the City's Purchasing Resolution 23256.

FISCAL IMPACT:

The cost of Labor Compliance Auditing Services is included in the budget for each Capital Improvement Project. The City will only expend funds based on actual expenses incurred for time and materials.

Prepared by: Kris Martinez, Public Works Director
Certified as to
availability of funds: Edward Enriquez, Interim Chief Financial Officer/Deputy Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

- 1) RFP Award Recommendation
- 2) Professional Consultant Services Agreement with PPM Group Inc.