

DATE SUBMITTED 12/10/2024  
 SUBMITTED BY COMMUNITY DEVELOPMENT DIRECTOR  
 DATE ACTION REQUIRED 12/18/2024

COUNCIL ACTION (x)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION:

LABOR COMPLIANCE CONSULTING SERVICES FOR  
**ATEN BLVD CLASS II BIKE LANE FROM VILORE WAY TO AUSTIN ROAD**  
**CMAQ/CML-5134(026)**  
 (RFP No. P2024-09)

1. Award contract for labor compliance consulting services to "Southstar DCCM".

DEPARTMENT INVOLVED: COMMUNITY DEVELOPMENT DEPARTMENT

BACKGROUND/SUMMARY:

The Community Development Department was directed by City Council to conduct a competitive BID process for the construction of *Aten Blvd Class II Bike Lane from Vilore Way to Austin Road*.

The construction is funded from Congestion Mitigation and Air Quality (CMAQ) Program & LTA Measure "D" Funds.

This labor compliance consulting services contract is to monitor and enforce compliance with federal and/or State prevailing wage laws on public works projects.

In addition to publishing an RFP in the City Website, staff sent out the document to numerous qualified and experienced labor compliance consultants inviting them to submit their proposals.

The City received the following two (2) proposals:

1. Labor Compliance Consultants of Southern California LLC..... \$4,000.00
2. Southstar DCCM ..... \$3,235.00

See attached Exhibit 1 ("RFP Opening Act") dated 11/26/2024 for details.

Staff recommends awarding Labor Compliance Services Contract to "Southstar DCCM" per their proposal dated November 26, 2024 as they were found to be the lowest responsive and responsible bidder with a proposal amount of \$3,235.00. See Exhibit 2 attached herewith for details.

FISCAL IMPACT:  
 \$3,235.00 from LTA Measure "D"

ADMIN SERVICES SIGN INITIALS JMG

STAFF RECOMMENDATION: Staff recommends City Council award a contract for labor compliance consulting services to "Southstar DCCM" in the amount of \$3,235.00 per Exhibit 2.

DEPT. INITIALS AM

MANAGER'S RECOMMENDATION:  
approve

CITY MANAGER'S INITIALS STH

MOTION:

SECONDED: APPROVED ( ) REJECTED ( )  
 AYES: DISAPPROVED ( ) DEFERRED ( )  
 NAYES:  
 ABSENT: REFERRED TO:

**EXHIBIT 1**



**RFP Opening Act**

**RFP P2024-09**

**ATEN BLVD CLASS II BIKE LANE  
FROM VILORE WAY TO AUSTIN ROAD  
CMAQ/CML-5134(026)**

Bids received by: Aimee Osuna

Were opened at Community Development Dept. on 11/26/2024

By: Fernando Williams

Witnessed by:  
JESUS VILLEGAS

Fernando Williams

Signature  
[Signature]

Company	Bid Amount	Bid Bond
<u>Labor Compliance Consultants of Southern California LLC</u>	<u>\$4,000.00</u>	<u>⊖</u>
<u>Southstar</u>	<u>\$3,235.00</u>	<u>⊖</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Bids were given to Jesus Villegas for study and recommendation for City Council.

[Signature]

11/26/2024  
Date

# EXHIBIT 2

NOVEMBER 26, 2024

RFP P2024-09

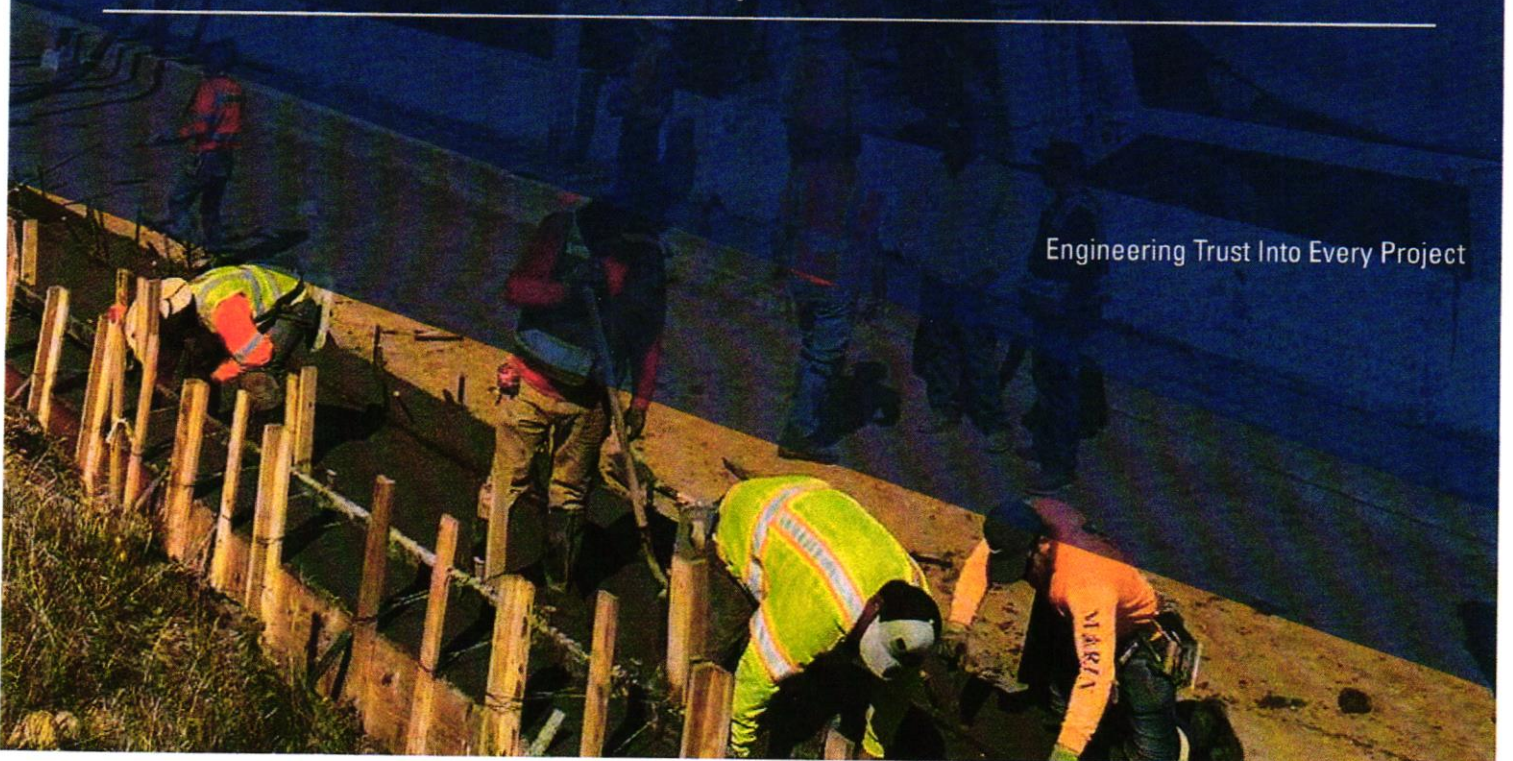
**ORIGINAL**

Southstar | **DCCM**

CITY OF IMPERIAL  
**LABOR COMPLIANCE CONSULTING  
SERVICES FOR ATEN BLVD CLASS II BIKE  
LANE FROM VILORE WAY TO AUSTIN ROAD  
CMAQ/CML-5134(026)**

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Engineering Trust Into Every Project





November 26, 2024

City of Imperial  
Community Development Department  
400 S. Imperial Avenue, Suite 101  
Imperial, CA 92251  
Attn: Jesus Villegas, Project Manager



**RE: RFP P2024-09 Labor Compliance Services for Aten Blvd Class II Bike Lane From Vilore Way To Austin Road CMAQ/CML-5134(026)**

Dear Mr. Villegas and Selection Committee:

Southstar | DCCM (DCCM) greatly appreciates the City of Imperial (City) for granting us the opportunity to submit this proposal. The DCCM team is prepared to work under the direction of the City's Public Works Staff on the Aten Blvd Class II Bike Lane Project by providing Labor Compliance services for the duration of the project.

DCCM is the team to deliver the quality, responsiveness, innovation, and value that the City of expects. This proposal will demonstrate the turn-key benefits of working with a professional labor compliance team with unparalleled qualifications and experience, especially when it comes to our depth of knowledge regarding Public Works CIP projects in Southern California. DCCM intends to surpass your expectations through dedication to quality, professional integrity, and service excellence. Selecting DCCM for this contract will result in successfully completed projects, on time and in compliance.

**Depth of Experience |** For 18 years, Southstar | DCCM has provided top-notch project management and construction support services like labor compliance for a variety of municipalities throughout Southern California including Caltrans, the Counties of San Bernardino, Riverside, and Los Angeles and the cities of Rialto, Bellflower, Huntington Park, Palm Springs, La Quinta, Palm Desert, Indio, Corona, Riverside, Murrieta, Temecula, Santa Fe Springs, South Gate, Downey, Norwalk, La Mirada, San Dimas, Ontario and Palmdale. The DCCM team has extensive experience working with these agencies to verify compliance on federally funded and/or state/locally funded public works projects.

**Benefits to the City of Imperial |** DCCM has provided labor compliance services to many municipalities across Southern California so there will be no learning curve required for our staff. Our proposed team brings over 20 years of labor compliance experience to this role. This experience has given us an understanding of the unique challenges and requirements for completing Public Works construction projects in Southern California. Our expertise and familiarity with the labor compliance regulations make us well-equipped to handle the demands of any project.

**Miscellaneous |** DCCM has no exceptions and will adhere to the provisions described in the RFP and Attachment C without modification. DCCM understands that the proposal and pricing shall remain valid for a period of no less than Ninety (90) days from the date of submittal. Additionally, DCCM will carry any and all necessary insurance requirements. DCCM attests that all information submitted with this proposal is true and correct.

As Southstar | DCCM's COO, I have the authority to bind the company in a contractual agreement with the City of Imperial. Again, we appreciate the opportunity to submit our qualifications to you. If you have any questions, please feel free to contact me via the information in our firm profile on the following page.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amr Abuelhassan".

**Southstar | DCCM**

Amr Abuelhassan, PE, MS, QSD  
COO / Principal-in-Charge



# Southstar



## LEGAL FIRM NAME

Southstar Engineering & Consulting, Inc.

## PARENT COMPANY

DCCM North America, LLC (DCCM)

## ORGANIZATIONAL STRUCTURE

C-Corporation

## DATE OF INCORPORATION

September 7<sup>th</sup>, 2006

## REGISTRATIONS

DIR No: 100017294  
 EIN No: 20-5648626  
 SBE No: 1738135

## HEADQUARTERS

1945 Chicago Avenue, Suite C-2  
 Riverside, California 92507  
 951.342.3120

## CONTACT

Amr Abuelhassan, MS, PE, QSD  
 COO/Principal-in-Charge  
 (909) 262-7858  
 aabuelhassan@dccm.com

## NATIONWIDE PERSONNEL

1200+

## CALIFORNIA PERSONNEL

100+

Southstar.DCCM.com



## HISTORY OF THE FIRM

Founded in 2006, Southstar | DCCM has become a beacon of engineering innovation in Southern and Central California, committed to advancing the area's public works and transportation frameworks. Our expertise spans the gamut of infrastructure development and management, including bridges, transit systems, and local projects, underscored by a keen focus on sustainability, planning, and comprehensive design.

Our reputation for flexibility and ingenuity allows us to offer bespoke solutions that precisely fit each project's demands, guided by our core values of **Quality, Value, Innovation, Responsiveness, and Trust**. DCCM champions diversity, equity, and inclusiveness, drawing exceptional talent committed to not just professional excellence but also to fostering significant community values. With the backing of our fellow DCCM divisions, Southstar | DCCM has access to an immense depth of additional resources, allowing us to be trusted partners in progress, ensuring the timely and budget-conscious completion of projects, and making a lasting impact on the communities we serve.

DCCM clients can be assured of the quality and professionalism of DCCM's growing staff of 25+ employees, with extensive in-house resources highly regarded within the infrastructure industry. DCCM project/construction managers and inspectors have assisted over 40 public agencies in the successful delivery of projects of all sizes.

DCCM team members make a difference to clients and the community by continually providing superior service with the highest level of integrity. Providing client-focused services to many state and local agencies in Southern California, DCCM professionals know the critical questions to ask, and the corresponding solutions to offer. By blending innovative problem-solving skills, exceptional depth of experience, and quality supervision and inspection services, DCCM consistently completes the construction of large-scale infrastructure projects on time, within budget, and with no claims. The DCCM team has the ability to resolve challenges by offering their clients innovative solutions that are custom tailored to each project.

## OUR SERVICES

- Construction Engineering Management
- Program/Project Management
- PA/ED and PS&E for water, wastewater, power, and transportation projects
- Construction Inspection
- Vertical planning/design and plan checking
- Urban planning and design
- Community Outreach
- Critical Path Schedule Development
- Project Budget Development & Tracking
- Program Planning
- Utility Relocation Management
- Local Agency Coordination
- Traffic Engineering
- Federal Funding Expertise
- Right-of-Way Delivery
- GIS / Survey Mapping
- **Labor Compliance**
- FAA Section 107 GPS Drone Photogrammetry

## SPECIALIZED TRAINING

The tables below highlight the specialized training, experience, professional competence, and certifications that our proposed Labor Compliance Officer, Mr. Ramon Carlos, has that are directly related to this RFP.

Labor Compliance Experience	
LABOR COMPLIANCE TASK	YEARS OF EXPERIENCE
State Prevailing Wage Rates	23 Years
Federal Davis-Bacon	20 Years
Apprentice Tracking	23 Years
Wage Cases	15 Years
Payroll Analysis	23 Years
Skilled Trained Workforce	5 Years
In-person Training	10 Years
Withholdings	20 Years
Audits – Source Document Reviews	20 Years
Conducting Employee Interviews	15 Years
EEO Reporting	12 Years
SB/DVBE/DBE tracking	17 Years
DBE Goal Setting	10 Years
GFE Evaluation Reviews	6 Years
Conducting Pre-Construction Meetings	20 Years

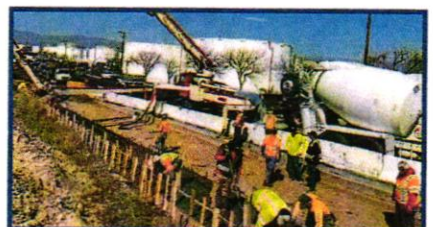
Labor Compliance Training	
LABOR COMPLIANCE TRAINING	YEAR OF TRAINING/ CERTIFICATION
CCC PW Seminar	November 2024
DIR PW System Workshop	October 2024
LLMC Public Works Seminar	August 2024
DIR and Davis Bacon Seminar	February 2024
AGC DIR Wage Training	July 2023
AGC Davis Bacon Training	March 2021
CCC and DIR Training	September 2019
DOL Seminar	August 2019
Caltrans Public Works Course	May 2019
DIR SB 854 Training	July 2015
DIR Public Works Training	August 2012
Ongoing Annual Training - Caltrans	July 2001 - June 2010



## REFERENCES

References from agencies DCCM is currently or has previously consulted for and completed work similar to that in scope of work contained in this RFP can be found below:

I-215 / HOLLAND ROAD OVERCROSSING (Menifee, CA)	
Dates of Service	2022 - Present (Ongoing)
Agency/Client	City of Menifee
Contact	Nick Fidler Public Works Director 29844 Haun Road Menifee, CA 92586
Phone	951.672.6777
Email	nfidler@cityofmenifee.us
SAN PABLO AVENUE STREETSCAPE PROJECT PHASES 1 & 2 (Palm Desert, CA)	
Dates of Service	2019 - 2021 (Completed)
Agency/Client	City of Palm Desert
Contact	Randy Bowman - Deputy Director of Public Works (Former) 74199 El Paseo Palm Desert, CA 92260
Phone	614.286.6425
Email address	Rbowman@cvag.org
RIVERSIDE AVENUE SOUTH STREET RECONSTRUCTION PROJECT (Rialto, CA)	
Dates of Service	2022 - 2023 (Completed)
Agency/Client	City of Rialto
Contact	Art Cervantes - Engineering Manager 150 S. Palm Avenue Rialto, CA 92376
Phone	909.664.7260
Email	Acervantes@rialto.ca.gov



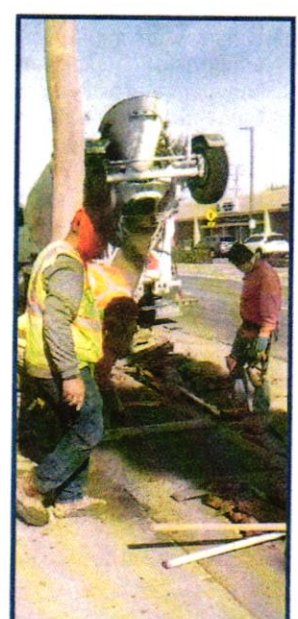
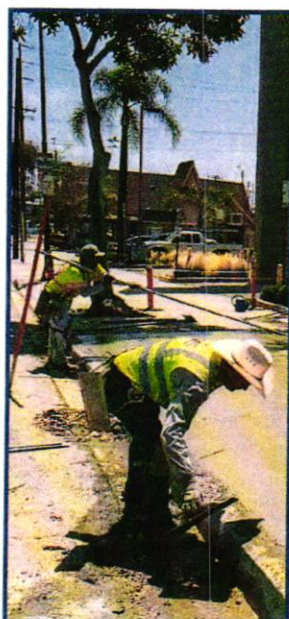
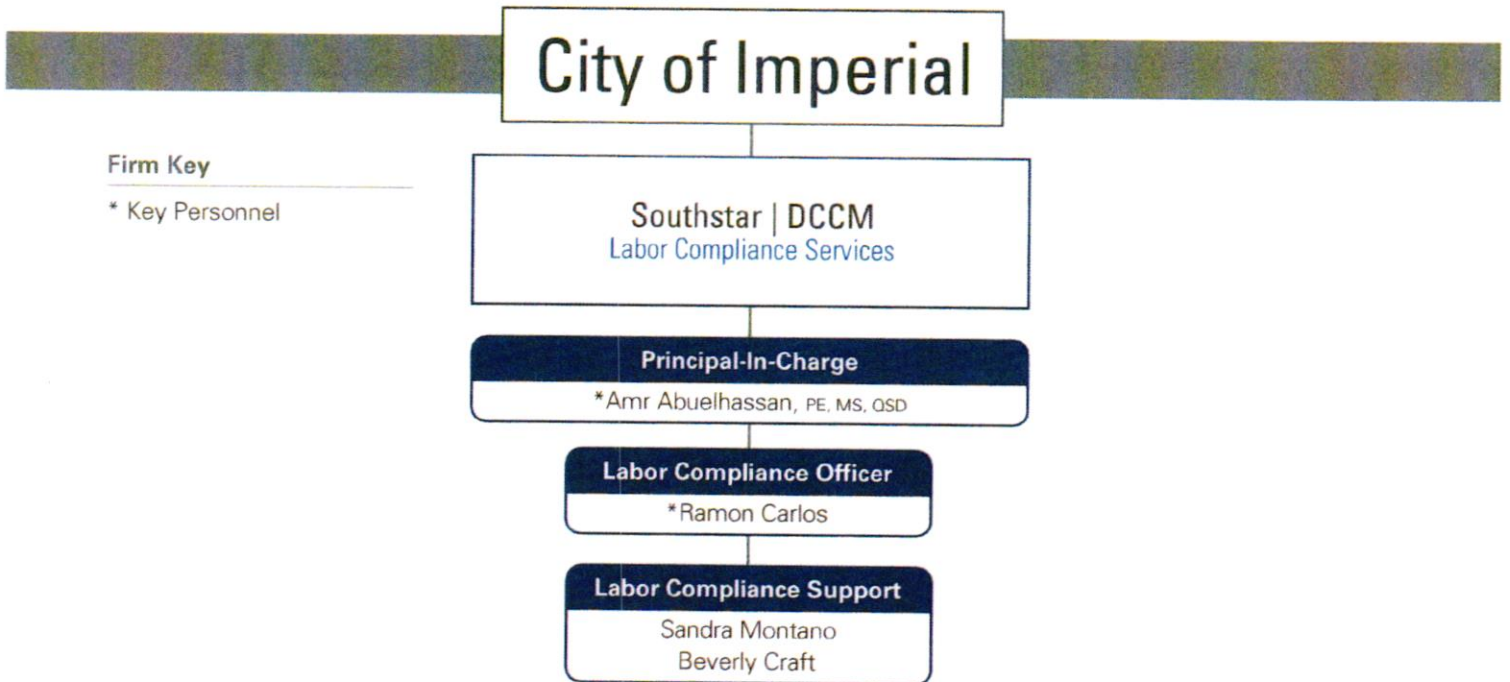


## NON-DISCRIMINATION PLAN

Southstar | DCCM does not discriminate and follows state and federal regulations regarding affirmative action.

## ORGANIZATION CHART

Below is a roster of available staff for the City to select, as needed and specific to the project. DCCM is happy to meet with the City to determine the unique needs of the project and provide recommendations from the available roster with regard to both technical expertise and availability as well as cost considerations. DCCM understands that those designated as key personnel will be available to the extent proposed for the duration of the required services and acknowledges that no person designated as "key" shall be removed or replaced without the prior written concurrence of the City.



## AMR ABUELHASSAN, MS, PE, QSD

PRINCIPAL-IN-CHARGE

Available: As Needed

**FIRM**

Southstar | DCCM

**EXPERIENCE**

30+ years in Industry  
15 years with DCCM

**EDUCATION**

MS, Civil Engineering – California State University, Fullerton

BS, Civil Engineering – California State Polytechnic University, Pomona  
Caltrans RE Academy

**LICENSES/REGISTRATIONS**

Professional Engineer, California No. C57817

Qualified SWPPP Developer (QSD), California No. 23428

**BACKGROUND**

Mr. Abuelhassan has over 30+ years of experience in project management, construction management, and civil engineering. His extensive construction management and administration experience and knowledge provides a solid foundation for the delivery of projects from inception to completion of construction.

Mr. Abuelhassan's experience includes working for Caltrans District 8 delivering projects on various routes within the District as a Project Manager and as a Resident Engineer. Mr. Abuelhassan's experience also includes working for the County of San Bernardino Department of Public Works as a Resident Engineer where he performed the duties of construction manager on several successful projects.

**I-215 HOLLAND ROAD OVERCROSSING**

CITY OF MENIFEE | MENIFEE, CA | RESIDENT ENGINEER

Mr. Abuelhassan is responsible for overseeing construction management activities for this project. Project scope consists of constructing roadway approaches and I-215 overcrossing at Holland Road in the City of Menifee. The bridge is a 328 foot, 3-span, cast in place, post tensioned box girder bridge. It will provide 2 lanes of traffic, a bicycle path, and sidewalk in each direction. Decorative barrier rail and bridge lighting will match the recently constructed bridges at Newport and Scott Roads. Future utilities will be accommodated with 2- 18" EMWD water lines and 6- 5" SCE conduits within the bridge, and electrical and communication conduits in the sidewalks. The bridge will be founded on 36" Cast in Drilled Hole, (CIDH) piles.

**RIVERSIDE AVENUE SOUTH STREET RECONSTRUCTION PROJECT**

CITY OF RIALTO | RIALTO, CA | RESIDENT ENGINEER

Mr. Abuelhassan was responsible for overseeing all construction activities along with performing all schedule preparation, review, and task analysis. Major tasks performed included Scoping, Cost Estimating, Scheduling, Budget Management, Preparation and tracking of monthly invoicing to the City and vendors involved. This project was Phase 2 of the 3 phase vision for Riverside Avenue and continued to overlay and reconstruct Riverside Avenue (South) between Interstate 10 (I-10) to Santa Ana River. Project included upgrades of existing and construction of new ADA-compliant curb ramps, and reconstruction of sidewalks, driveways, curbs, and gutters. At the request of the City of Rialto, DCCM designed and added two right turn lanes at Santa Ana Avenue and Resource Drive. Underground utilities were also adjusted to new roadway surface grades. The majority of work was performed at night because Riverside Avenue is a heavy truck traffic roadway.

**PROJECT MANAGEMENT SERVICES FOR VARIOUS CAPITAL IMPROVEMENT PROJECTS**

CITY OF FONTANA | FONTANA, CA | PROJECT MANAGER

Mr. Abuelhassan provided the City of Fontana with project management and value engineering services for various City projects on a time and materials basis as augmented staff. He reviewed plans, specifications, shop drawings and all other contract and construction related documents. He conducted pre-construction and projects meetings and addressed special concerns, reviewed traffic control plans and enforced the same in the field. Records were maintained in the form of daily inspection reports, photographs, videos, daily reports. Mr. Abuelhassan also evaluated the contractor's operation and production with respect to quality and progress, coordinated and monitored activities between contractor, subcontractors, utility companies, survey and geotechnical consultants on the project, closely monitored testing results and required contractor to take corrective actions if results are unsatisfactory. He ensured contractor and subcontractors complied with the requirements of contract documents and perform all the work in accordance to plans and specifications and reviewed progress payments for quantity verification according to field progress.

## **RAMON CARLOS**

LABOR COMPLIANCE OFFICER

**Available: As Needed up to 100%**



### **FIRM**

Southstar | DCCM

### **EXPERIENCE**

22 years in Industry  
12 years with DCCM

### **SKILLS**

Bilingual – Spanish  
Contract Administration

### **BACKGROUND**

Mr. Carlos has been a labor compliance officer since 2002 to present with the public sector as well as private sector. He served as a Labor Compliance officer with Caltrans from 2002-2010. From 2010-2016 he served as the Disadvantaged Business Enterprise Program Manager for Caltrans where he oversaw the goal setting of Federal contracts and participated in good faith effort review committee. He takes on highly challenging positions and projects, and with his energy, initiative, and ability to implement and administer programs, delivers successful assignments that have built his reputation in our industry as one of the best labor compliance officers in the Inland Empire.

### **I-215 HOLLAND RD OVERCROSSING AND CENTRAL PARK AMPHITHEATRE PROJECTS**

CITY OF MENIFEE | MENIFEE, CA | LABOR COMPLIANCE OFFICER

Labor Compliance Officer responsible for managing labor compliance effort, evaluates, monitors, and enforces prevailing wage requirements on various construction projects. Conducted onsite interviews to determine wages paid to workers and prevailing wage compliance orientations with subcontractors being monitored on the awarded task order, to ensure their understanding of prevailing wage requirements and their prevailing wage obligation. Maintained all labor compliance records, helped field personnel and Contractors, conducted field interviews and investigations.

### **BIKE LANE GAP CLOSURE PROJECT**

CITY OF SEAL BEACH | SEAL BEACH, CA | LABOR COMPLIANCE OFFICER

Enforcing prevailing wage on project that consist of about twelve different contractors performing work. Attended pre-construction meetings to provide contractors and their subcontractors with informational materials and requirements regarding labor compliance standards and to review the labor compliance standards applicable to each project. Ensures that their licenses are current and active with the California State Contractor's License Board, and they are not on a federal debarment list. Conducts Employee Interviews at jobsite, provides Payroll Analysis with different funding sources, cross-checks payrolls with Diaries ensuring classifications and hours are correct, notify the State of delinquent or inadequate payrolls, ensures SB854 uploads to Department of Industrial Relations, prepare and submit all monthly, semi-annual and final reports, apprentice certification and tracking per DAS Requirements, verifies Union deposits, and training fees to California Apprenticeship Council.

### **MADISON AVE STREET IMPROVEMENTS**

CITY OF INDIO | INDIO, CA | LABOR COMPLIANCE OFFICER

Enforced labor code to about six different contractors who performed work. Labor Compliance Officer responsible for managing labor compliance effort, evaluates, monitors, and enforces prevailing wage requirements on various construction projects. Conducted onsite interviews to determine wages paid to workers and prevailing wage compliance orientations with subcontractors being monitored on the awarded task order, to ensure their understanding of prevailing wage requirements and their prevailing wage obligation.

### **I-15 CONGESTION RELIEF IMPROVEMENT PROJECT**

CITY OF TEMECULA | TEMECULA, CA | LABOR COMPLIANCE OFFICER

The Labor Compliance task consists of reviewing payrolls for prime and subcontractors. Enforcing Prevailing wage and Labor Code 1720-1815. Interact with prime on addressing deficiencies and correcting. Project consist of up to twenty different contractors, working crews of approximately 120 employees. I provide monthly reports to all stakeholders addressing potential findings.

**RAMON CARLOS**   
LABOR COMPLIANCE OFFICER

**ON-CALL CDBG LABOR COMPLIANCE MONITORING SERVICES**

CITY OF RIVERSIDE DEPARTMENT OF PUBLIC WORKS | RIVERSIDE, CA | LABOR COMPLIANCE OFFICER

Labor Compliance Officer responsible for managing labor compliance effort, evaluates, monitors, and enforces prevailing wage requirements on various construction projects. Conducted onsite interviews to determine wages paid to workers and prevailing wage compliance orientations with subcontractors being monitored on the awarded task order, to ensure their understanding of prevailing wage requirements and their prevailing wage obligation. Responsible for maintaining all labor compliance records, aided field personnel and Contractors, conducted field interviews and investigations. Conduct training to agency staff to also be familiar with prevailing wage requirements.

**AS-NEEDED LABOR COMPLIANCE CONSULTANT SERVICES**

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC | LOS ANGELES COUNTY, CA | LABOR COMPLIANCE OFFICER

Labor Compliance Officer. Responsible for providing all Labor Compliance required services in accordance with Local, State, and Federal Ordinances, Laws, and Regulations through the Department of Public Works (DPW), including, but not limited to projects funded in whole or in part by Proposition 84 (Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Band Act of 2006); worked in conjunction with the Department of Industrial Relations (DIR) on all SB-854 effected project. He utilized the County's online certified payroll system to collect, store, review, and audit Certified Payroll Reports (CPRs), Fringe Benefit Statements, Trustee Reports, DAS-140, CAC-2, and other required and related documents for all DPW projects. He collected labor compliance affidavits prior to project close-out for release of final payments to contractors; and conducted weekly jobsite interviews. Projects included but was not limited to Elizabeth Lake Project, Ladera Park Stormwater Projects, West Coast Barrier Project, East Side Light Rail Bike Interface, Del Amo Project, Gates Canyon Stormwater Improvements, Charter Oak Bikeway Access Improvements, Dominguez Gap Project, and Latigo Canyon Road Guardrail Replacement.

**AS-NEEDED LABOR COMPLIANCE CONSULTANT SERVICES**

CALIFORNIA DEPARTMENT OF WATER RESOURCES | STATEWIDE, CA | LABOR COMPLIANCE OFFICER

Labor Compliance Officer responsible for assisting the State with activities needed to ensure that workers employed by States contractors and their subcontractors are hired and paid in compliance with all applicable labor standards Duties includes attending pre-construction meetings to provide contractors and their subcontractors with informational materials and requirements regarding labor compliance standards and to review the labor compliance standards applicable to each project. Ensures that their licenses are current and active with the California State Contractor's License Board, and they are not on a federal debarment list. Conducts Employee Interviews at jobsite, provides Payroll Analysis with different funding sources, cross-checks payrolls with Diaries ensuring classifications and hours are correct, notify the State of delinquent or inadequate payrolls, ensures SB854 uploads to Department of Industrial Relations, prepare and submit all monthly, semi-annual and final reports, apprentice certification and tracking per DAS Requirements, verifies Union deposits, and training fees to California Apprenticeship Council. Also tracked Skilled and Trained Workforce (STW).

**OTHER PROJECTS WITH SIMILAR RESPONSIBILITIES HAVE BEEN:**

City of La Quinta, Complete Streets Project, La Quinta, CA. Project Cost - \$13.5M (6 contractors, approx. 2500-man hours)

City of Corona, I-15 / Cajalco Road Interchange Project, Corona, CA. Project Cost - \$50M (13 contractors, 3400-man hours)

City of Indio, I-10 / Jefferson Street Interchange Project, Indio, CA. Project Cost - \$45M (11 contractors, 3000-man hours)

City of Murrieta, Los Alamos Bridge, I-15, Murrieta, CA. Project Cost -\$30M (17 contractors, 4200-man hours)

91/215/60 Interchange, Riverside, CA. Project Cost - \$190M (26 contractors, 8300-man hours)

## LABOR COMPLIANCE UNDERSTANDING AND EXPERIENCE

### UNDERSTANDING OF LAWS, REGULATIONS AND POLICIES

DCCM understands the various methodologies and approaches to best address the nuances, opportunities, and challenges of working in California. We understand how to streamline the collection, review, monitor and report certified payrolls to verify compliance with all Davis-Bacon, ARRA, state prevailing wage and labor law provisions. Our team members provided Labor Compliance and DBE monitoring services in accordance with Local, State, and Federal Ordinances, Laws, and Regulations. We understand how to streamline the collection, review, monitoring and reporting of certified payrolls to verify compliance with the California Labor Code 1770, Prop 84, SB 854, Davis Bacon, HUD, CDBG, state prevailing wage and labor law provisions, based on the following regulations:

- Department of Industrial Relations (DIR)
- Federal Highway Administration (FHWA)
- Caltrans Local Assistance Procedures Manual (LAPM)
- California Department of Housing and Community Development (HCD)
- Community Development Block Grant (CDBG) Program
- US Department of Commerce-Economic Development Administration (EDA)
- State Water Resources Control Board-Clean Water State Revolving Fund (CWSRF)
- Water Infrastructure Finance and Innovation Act (WIFIA)
- Title 49 Code of Federal Regulations, Part 26
- Disadvantaged Business Enterprise in Department of Transportation (DOT)

### PROPOSER'S QUALIFICATIONS, CAPABILITIES & ORGANIZATIONAL CAPACITY

DCCM understands Public Works requires qualified labor compliance services to certify payroll report analysis and audit projects under the Community Development Block Grant (CDBG) Program. Southstar | DCCM has successfully monitored and enforced labor compliance in many California cities and Caltrans Districts. Our proposed team has been responsible for educating personnel, assisting them in monitoring, and enforcing prevailing wage requirements of applicable labor laws to verify all contractors working on government projects are in compliance with state and federal prevailing wage statutes and regulations.

Our team's labor compliance staff have dealt with all types of jobs and funding including Prop 1, Prop 84, CDBG, ARRA, HUD, federal and state dollars. All necessary documentation is submitted throughout the project. Our Lead Labor Compliance Manager has been audited on several projects. Currently, Ramon is also performing Labor Compliance Services for all types of funded projects from the state and

federal government and third parties. Have been audited by agencies and all Audits have passed with no issues or concerns.

DCCM provides labor compliance services for the Community Development Block Grant (CDBG) Program funded by U.S. Department of Housing and Urban Development (HUD) administered by State of California Housing and Community Development (HCD) Department.

DCCM also monitors labor compliance with US. Department of Commerce-Economic Development Administration (EDA), and State Water Resources Control Board-Clean Water State Revolving Fund (CWSRF) funding sources.

DCCM monitors construction project documentation and practices to ensure compliance with State and Federal Davis-Bacon Act prevailing wage laws; and facilitates wage corrections caused by misclassifications, underreporting of man-hours, and other labor compliance errors.

DCCM's team members conduct labor compliance audits; submit annual reports to all appropriate Federal, State, and local agencies; and monitor prevailing wage compliance.

DCCM collects, stores, reviews, investigates, analyzes, verifies, and audits Certified Payroll Records, Fringe Benefit Statements, Trustee Reports, prevailing wage claims, employer training contributions, and apprenticeship paperwork to documentation and with applicable rules and regulations; issues requests for missing and revised documentation, and corresponds Prevailing Wage Compliance.

Our team of labor compliance professionals provide Labor Compliance services including compliance for Federal Highway Administration (FHWA) and Caltrans Local Assistance Procedures Manual (LAPM) projects; and implements, monitors, and enforce Davis-Bacon and Related Acts, California Labor Code, and California Code of Regulations (CCR).

DCCM conducts payroll records audits checking for payroll irregularities and employee compliance. We collect labor compliance affidavits prior to project close-out for release of final payments to contractors; conduct monthly jobsite interviews; collect and review supporting documents, including but not limited to inspector logs, job logs, timesheets, and sign-in sheets to reconcile craft work data.

Our team monitors apprentice ratios and issues notice to rectify as necessary; and notifies the contractor of missing or delinquent documents and corrective actions required. Our team understands how to streamline the collection, review, monitor and reporting of certified payrolls to verify

compliance with all Davis-Bacon, ARRA, CDBG state prevailing wage and Public Works labor law provisions. Responsiveness to Project Requirements DCCM is always proactive from the beginning of each project. Prior to the pre-construction meeting we are involved and throughout the contract we maintain open communication with the contractor to be up to date and in compliance. We work together, as a team, to keep everything moving smoothly and in compliance with and in accordance with the prevailing wage laws.

**Our team has experience in the following:**

- Prevailing Wage
- FHWA Funding
- State Funded
- LAPM Requirements
- Department of Housing and Urban Development (HUD)
- Davis-Bacon Requirements
- SB854 Enforcement
- Certified Payroll Analysis
- LCP Tracker
- Source Document Review (Audits)
- Employee Interviews
- AB 219 Prop 84
- State and Local Compliance
- Apprenticeship Tracking
- Discrepancies, Restitution Cases
- Local Agency Compliance
- Wage Reporting
- Compliance Monitoring Unit (CMM)
- Labor Compliance Meetings
- Collaborating with Agencies
- Department of Labor (DOL)
- Local Unions
- Division of Labor Standards and Enforcement (DLSE)
- Department of Industrial Relations (DIR)
- Division of Apprenticeship Standards (DAS)
- Labor Compliance Team Experience

**EXPERIENCE PROVIDING LABOR COMPLIANCE / PREVAILING WAGE SERVICES.**

DCCM is experienced in labor compliance services related to the administration, monitoring, and enforcement of labor standards for diverse types of projects. These include, but are not limited to FHWA, State, HUD and CDBG funded improvement projects. Southstar is involved from the start of a project to the end. Southstar starts by helping ensure that the bid packages and construction contracts include any language and documentation forms that is required for specifically funded projects. The Labor Compliance Manager attends the preconstruction meeting and informs contractors and subcontractors of all requirements to stay in compliance with state and federal provisions. Throughout the project, the Labor Compliance Manager collects,

reviews, and analyzes certified payrolls to make certain that the correct prevailing wage rates are being paid. Certified payrolls are also crosschecked with inspector's dailies to help ensure that hours match the certified payrolls. Apprentices are also tracked throughout the project. We also verify that all guidelines by the Division of Apprenticeship Standards (DAS) are being met. Employee interviews are conducted on the site on a regular basis. These interviews are submitted as part of project documents. If discrepancies are found, we calculate restitution and informs the Contractor in writing of what is owed and needed to be in compliance.

DCCM's Labor Compliance Officer brings the expertise, skills, and knowledge gained from our team members successfully performing labor compliance services on over 40 projects during the past 12 years with the firm. Our team members have provided labor compliance program services in compliance with labor codes and applicable California Department of Industrial (DIR) regulations for public works contracts for more than 50 clients throughout California on various infrastructure projects.

The DCCM team ensures that our services meet, if not exceed, the City's compliance needs. Our team brings expertise in contract administration, labor relations and general administration. Our team of labor compliance professionals provides Labor Compliance services including compliance for Federal Highway Administration (FHWA) and Caltrans Local Assistance Procedures Manual (LAPM) projects.

**Our staff is experienced with, but not limited to the following tasks:**

- Review & Audit Certified Payroll Reports
- Attend Preconstruction Meetings
- Inform Contractors of all Labor Provisions
- Enforce SB854 Laws
- Prepare Restitution Cases
- Reconcile Inspector's Daily Work Reports to Certified Payroll
- Work with Outside Labor Compliance Agencies
- Payroll Field Audits / Employee Interviews
- Apprentice Requirements
- Prepare Federal and/or State Audits for Labor Compliance
- Maintain Labor Compliance Files
- Conduct In-house Training and Technical assistance

**LABOR COMPLIANCE SERVICES**

DCCM has experience managing a wide range of small, medium, and large-scale infrastructure projects, which include labor compliance services such as, Labor Code enforcement, Davis-bacon, Skilled and Trained Workforce and Disadvantage Business Enterprise tracking and monitoring.

Our Labor Compliance Officer will also review, respond to, and make recommendations based on established City standards and relevant expertise on reports, plans and Specifications.

The services provided will include Labor Compliance and all prevailing wage requirements for State and Federally funded projects: interact with contractors and awarding body, attend pre-con meeting, set expectations via checklist, review payrolls, verify wage determinations, confirm PW-100, verify apprentice usage, conduct employee interviews, monitor special participation such as DVBE/DBE, provide monthly reports to all stakeholders, prepare violation sheets if applicable, review any additional reports needed to comply with other agencies. They will also communicate and incorporate field operational needs; administer all contracts associated with assigned projects including managing budgets and schedules; assist with the development of future project budgets.

### **IN-HOUSE LABOR COMPLIANCE PHILOSOPHY**

In general, a good Labor Compliance Officer should identify any findings before they become an issue. Educate all on expectations throughout the project to reduce and or eliminate any confusion about how contractors are expected to comply with Labor Code requirements.

### **QUALITY CONTROL.**

The Labor Compliance Officers key to getting things done is staying organized. Every project has its own unique set of challenges. That is why creating an effective Labor Compliance team can be extremely helpful in managing all the different tasks of the project.

#### **These tasks include, but are not limited to:**

- Defining the scopes objectives
- Establishing a plan for success
- Managing risks
- Motivating and consistently communicating with the stakeholders
- Coordinating with contractors and awarding body
- Review payrolls and wages
- Interview employees monthly
- Making sure compliance is performed to the highest standard
- Dealing with wage determination changes
- Provide monthly and closeout reports
- Maintaining cheerful outlook
- Monitoring progress, changes, and issues related to prevailing wage
- Auditing services when deficiencies are found
- Reaching project milestones

The Labor Compliance Officer will make sure that they are always available for their stakeholders for questions, training, advice, support, etc. Having monthly status meetings is also particularly important. These are necessary to discuss compliance and findings, etc. The Labor Compliance Officer will always be available for his team members during these meetings as well.

Making sure that everyone understands the expectations, goals and how they plan to achieve them is a key component of developing DCCM's Labor Compliance philosophy. This communication not only helps get all necessary tasks done on time but also allows us to collect feedback from all stakeholders.

Even with a project plan that is both detailed and thorough, there can still be unexpected changes or problems. Once an issue arises, the Labor Compliance Officer will re-evaluate the expectations to successfully overcome the problem.

### **DAVIS-BACON**

We understand the importance of accurate cost estimating for the planning and budgeting purposes of any agency.

All our proposed Labor Compliance team have decades of experience in the enforcement of Labor Code and Davis-Bacon projects. They have performed countless successful projects and have negotiated hundreds of deficiencies for the benefit of many construction workers. Due to their current involvement in active construction projects, our Labor Compliance team have up to date and extensive information of Labor Code and Davis Bacon requirements. Our staff are ready and available to support the city in any type of project.

### **TOOLS AND PROCESSES**

Our Team is well versed in Labor Code and Davis-Bacon requirements and processes, as well as experts in the Caltrans LAPM. We can understand and recommend solutions for any of the issues that may affect a city's scope requirements, budget, and/or schedule and efficiently implement the approved solution.

### **DEMONSTRATED COMMITMENT**

Our past performance on our successfully completed projects is an indicator of our Team's ability to respond to the City's needs at a moment's notice and to provide continuous and stable staff support.

### **IDENTIFYING KEY AND/OR CRITICAL ISSUES BASED ON EXPERIENCE**

In response to the City of Imperial's request for identifying key or critical issues based on our firm's prior experiences, we have outlined five crucial areas that we believe may

be encountered during the project management process. Drawing from our 18 years of experience in managing transportation and infrastructure projects large and small,

We have learned valuable lessons that the city can take advantage of by hiring DCCM. **To ensure the successful delivery of services, we propose the following steps to address and mitigate the risk posed by these potential issues:**

**Stakeholder Communication:** Effective communication with all stakeholders is critical to ensure everyone is aligned and informed. We have learned that regular, transparent, and structured communication channels help in preempting misunderstandings and conflicts. To ensure this, we will implement a comprehensive communication plan, including regular meetings, updates, and a clear escalation process for issues.

**Quality Control:** Maintaining high-quality standards is essential for the successful delivery of any project. We have established rigorous quality control procedures, including regular inspections, audits, and corrective action plans, to ensure that all project deliverables meet the required standards. We will continue to enforce these practices to ensure the project's success.

**The key determining factors of performing labor compliance on a project is not if it has 5 employees vs 30 employees.** The key factors are 1 trade vs. 30 different trades because you have to track: wages, increases, minor footnotes to each wage for each trade. It is also important to determine if laborers are Journeyman or an apprentice and if they are meeting the ratios. During projects of any size it is critical to ensure if the contractor familiar with the local rates vs. from another county and not familiar with wages. Other factors that impact compliance are the existence of a subsistence area and special program participation, tracking and substitution possibilities.



## LABOR COMPLIANCE TASK BREAKDOWN

Our Labor Compliance Officer, Mr. Ramon Carlos will provide the proposed labor compliance services requested for this contract. **He has provided these services to dozens of agencies across California over the past 20 years.** The most recent project he has worked on is the Creek Park Vehicle Bridge project for the City of La Mirada in conjunction with the DCCM Construction Management team that is currently overseeing the construction of the project. **The Labor Compliance tasks consist of:**

- Initial review of contract language to ensure funding type and knowledge of expected contractors.
- Verifying expected wage determination to be used and provide to agency along with potential contractors.
- Preparing and attending pre-construction meeting to discuss requirements and expectations via checklist.
- Enforcing Prevailing wage and Labor Code 1720-1815.
- Reviewing payrolls from prime contractors and all subcontractors performing work. Interact with prime on addressing deficiencies while providing technical assistance and solutions to correct findings.
- Attending other meetings as necessary to ensure all parties are aware of requirements, conducts required monthly employee interviews, provide weekly Payroll Analysis vs DIR wage determinations submitted documents to make sure proper wages are being paid to employees, cross-checks interviews, payrolls, and diaries (if applicable) ensuring all required information matches.
- Ensuring employee information complies with labor code requirements.
- Notifying the State of delinquent or inadequate payrolls, ensure uploads to Department of Industrial Relations to comply with SB854, preparing and submitting monthly reports (to keep all stakeholders aware of deficiencies), apprentice certification and tracking per DAS Requirements (if any, to comply with bonified programs), verifying payments made on behalf of employees such as Union deposits, and training fees to California Apprenticeship Council.
- Performing more thorough review of documents on site of contractor's office location.
- Payroll review tasks will be performed each time documents are submitted for any size project.



## COST PROPOSAL

Southstar | DCCM's cost proposal for Labor Compliance services for the Aten Blvd Class II Bike Lane Project can be seen below. It is understood that the term of the Agreement for Services will be for the duration of the project which is anticipated to be completed within Thirty (30) consecutive calendar days. These rates are fully burdened rates and include all overhead, benefits, etc.

Southstar   DCCM: Cost Proposal - City of Imperial Labor Compliance Services for Aten Boulevard Class II Bike Lane from Vilore Way to Austin Road Project					
Name	Role	Weeks*	Total Project Hours	Hourly Rate	Total Cost
Amr Abuelhassan, PE, MS, QSD	Principal-In-Charge**	4	4	\$ 245.00	\$ -
Ramon Carlos***	Labor Compliance Officer	4	15	\$ 149.00	\$ 2,235.00
Beverly Craft	Labor Compliance Support	4	4	\$ 125.00	\$ 500.00
Sandra Montano	Labor Compliance Support	4	4	\$ 125.00	\$ 500.00
				<b>Total</b>	<b>\$ 3,235.00</b>

<b>Notes/Assumptions:</b>	<b>Total Project</b>	<b>\$ 3,235.00</b>
*Assuming 30 consecutive calendar per the RFP is 20 working day (4 weeks) to complete project.		
**Principal-in-charge hours will be as-needed at no cost to the City (savings of \$980.00).		
***Estimated LC hours to complete: (15hrs/mo) 15hrs, initial setup, reviews, interviews and closeout		
		Construction Cost Estimate: \$678,459.76
		<b>Proposed Fee % of Construction Capital</b>
		0.48%

Southstar

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**DCCM**

**EXHIBIT 1**



**RFP Opening Act**

**RFP P2024-11**

**7TH ST REHABILITATION & PEDESTRIAN IMPROVEMENTS  
FROM SOUTH "D" STREET TO SOUTH "E" STREET  
LPP-SB1 5134(029)**

Bids received by: Aimee Osuna

Were opened at Community Development Dept on 11/26/2024

By: Fernando Willtrous

Witnessed by:

JESUS VILLEGAS

Fernando Willtrous

Signature

[Signature]

[Signature]

Company	Bid Amount	Bid Bond
<u>Labor Compliance Consultants of Southern California LLC</u>	<u>\$6,000.00</u>	<u>0</u>
<u>Southstar</u>	<u>\$7,960.00</u>	<u>0</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bids were given to JESUS VILLEGAS for study and recommendation for City Council.

[Signature]

11/26/2024  
Date