

**Sub-Contractor Invitation For Bid (IFB) for Prime City of Los Angeles Economic  
and Workforce Development Department (EWDD) & Managed Career Solutions (MCS)  
operated Hollywood WorkSource Center, EDD funded:**

**“2017 California Wildfires National Dislocated Worker Grant (NDWG)”**

**IFB Issued: 8/10/2018**

**IFB Overview and Scope of Work:**

This Invitation to Bid (IFB) has been articulated to procure one or more sub-contractors to manage a five month<sup>1</sup> wildfire clean-up effort on City/EDD approved 2017 “Creek” wildfire affected sites in Lake View Terrace and Sylmar. Clean-up crews must be comprised of local fire affected residents or long-term unemployed workers<sup>2</sup> and most clean-up will consist of brush clearance and landscaping. An upcoming site visit will further define the formal scope of work. All interested sub-contractors are encouraged to attend the site visits. Please contact Alexis Altounian ([aaltounian@mcslosangeles.com](mailto:aaltounian@mcslosangeles.com)) for more information.

**The awarded agency or agencies will be required to provide:**

1. Full-time work supervision for work crews consisting of at least eight impacted residents or dislocated workers. Subcontractors may design crew size and work schedule as desired. All participants must be paid \$13.50 per hour and must work on City approved sites including, but not limited to, those sites listed in Appendix 3;
2. Leadership/supervision of each work crew (i.e. Crew Supervisors);
3. Required equipment/tools/resources for workers (see Appendix 1 for list);
4. Daily, round-trip site transportation for all workers and supervisors;
5. Update shared Google Drive weekly electronic work-site attendance sheet or provide other documentation for daily attendance;
6. Review, approval and processing of payroll for bi-weekly timesheets;
7. Electronic transmission of bi-weekly timesheets and payroll records to MCS;
8. Participate in monthly site visits and partnership meetings, share status updates on workers as needed.
9. Provide monthly billing with supportive documentation to MCS Accounting Department

The awarded agency or agencies shall work closely with Prime Contractor, Managed Career Solutions (MCS), in order to keep the program operating smoothly. MCS will recruit, vett and enroll eligible dislocated worker participants. Once enrolled in WIOA participants will be

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<sup>1</sup> Minimum of five months expected. The City/EWDD may request additional Wildfire funding from the State. If approved, the duration of this project and sub-contract terms would be extended.

<sup>2</sup>The City/EWDD definition of dislocated worker used in this grant is unemployment for 15 of 27 non-consecutive weeks. Please see Appendix 3 for Zip Code list

assessed and provided with supportive services based on need (i.e. reflective vests, hard-hats work clothing, work boots)

**Program Funding Source:**

Employment Development Department (EDD) 2017 California Wildfires National Dislocated Worker Grant awarded to City of Los Angeles EWDD.

**Available Funding:**

Up to \$275,000 is currently available to all subcontractors for the projected duration of the project. Subcontractors may bid for all or a portion of the available funding. Once the IFB has closed, MCS may request subcontractors to modify or revise budgets as needed.

Sub-contractors must ensure that at least 70% of the budget is dedicated to participant related costs (wages and fringe benefits, including workers compensation). MCS expects the City of Los Angeles EWDD will make available additional funds based on project performance.

**Anticipated Terms of Contract:**

The anticipated term of contract is August 2018 to December 2018. Based on performance and funding allocations, additional Terms may be granted.

**Important Dates:**

IFB Application Open Period: **8/10/2018 - 8/17/2018**

IFB Submission Deadline: **Friday 8/17/2018, close of business (5pm PST)**

Subcontractor Award Notification: Monday 8/20/2018

**Submission Address:**

Managed Career Solutions

Contracts Division

3333 Wilshire Blvd. Suite 405

Los Angeles, CA 90010

Electronic, PDF submissions may be sent to Alexis Altounian, Director of Development

[aaltounian@mcslosangeles.com](mailto:aaltounian@mcslosangeles.com) with a copy to MCS' Executive Director, Philip Starr

[pstarr@mcscareergroup.com](mailto:pstarr@mcscareergroup.com)

**Technical Assistance/Questions:**

Please contact: Alexis Altounian, [aaltounian@mcslosangeles.com](mailto:aaltounian@mcslosangeles.com)

**Scope of Work:**

Please see IFB overview.

**Proposal Package:**

Proposals must include a cover letter acknowledging the scope of work of this IFB signed by an agent of the organization with binding authority to enter into a subcontract agreement.

Proposals shall include two program narratives, including demonstrated ability, program design and one set of budget forms. In total, all proposal narratives (1-2) should not exceed two pages.

**Narrative 1 Demonstrated Ability (5 points)**

- Include background and history on:
  - facilitating and implementing successful work-crews dedicated to litter abatement and landscaping in Southern California (especially in excessive heat conditions)
  - Supervision and training of work-crews

**Narrative 2 Program Design (5 points)**

- Articulate your vision / plan for partnering with MCS to implement wildfire clean-up crews
- Identity how you would structure crews (i.e. size of crews; supervisor to worker ratio)

**Budget**

Using the budget templates provided, please provide the following:

- Budget Summary Sheet
- Budget Detail with simple narrative
- Schedule of Personnel
- Spending Plan Worksheet (five months)
- Copy of Insurance Certificate with MCS named as a certificate holder

<b>Policy Coverage</b>	<b>Policy Limits</b>
Commercial and General Liability	\$1,000,000
Automobile Liability	\$1,000,000
Workers Compensation	\$1,000,000
Professional Liability	\$3,000,000
Crime and Cyber Liability	\$1,000,000

**IFB Evaluation Criteria:**

The bid which meets and or exceeds program deliverables with the most efficient budget design will be awarded the subcontract with MCS. All bids will be reviewed out of a total maximum 15 points, with five points potentially awarded to each section.

## **Appendix 1: List of Potential Equipment**

Shovels

Rakes

Edgers

Weed eaters

Protective Eyewear

Gloves

Bags

Litter picker claw

Van or Truck for transportation of workers and participants

Truck Trailer

Portable Restroom Facilities

\*Potentially other tool types will be defined during SOW review/ site visits

## **Appendix 2: Possible Worksite Locations for Creek Fire Affected Sites**

Hansen Dam Recreational Facility

La Tuna Canyon Horse Trails

Lopez Canyon Landfill and Environmental Center

McGroarty Arts Center

### **Appendix 3: Fire Affected Zip Code List for Local Residents**

91342

91392

91040

91042