

**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:**

“2018 Woolsey Megafires National Dislocated Worker Grant (NDWG)”

IFB Re-Issued: 4/29/2019

IFB Overview and Scope of Work:

This Invitation to Bid (IFB) has been articulated to procure one or more sub-contractors to manage a 20 month¹ wildfire clean-up effort on City/EDD approved 2018 “Woolsey” wildfire affected sites in incorporated and unincorporated Los Angeles, Ventura Counties and Woolsey fire-affected areas in the City of Los Angeles. Clean-up crews must be comprised of local fire affected residents or dislocated workers/unemployed workers (please see Appendix 1). Wildfire clean-up activities will vary slightly by site and each site will have a formal scope of work issued to subcontractors. All interested sub-contractors are encouraged to attend planned site visits. Please contact Alexis Altounian (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 \$15.00 per hour and must work on pre-approved sites including, but not limited to, those sites listed in Appendix 2;
2. Leadership/supervision of each work crew (i.e. Crew Supervisors);
3. Required equipment/tools/resources for workers (see Appendix 3 for list);
4. Daily, round-trip site transportation for all workers and supervisors;
5. Weekly electronic work-site attendance sheet, crew work log or other documentation for daily or weekly work attendance;
6. Electronic transmission billing/invoicing portfolio including timesheets, payroll records, supply purchase receipts and expense supporting documentation to MCS Accounting;
7. Participate in site visits and partnership meetings, share status updates on workers as needed.

The awarded agency or agencies shall work closely with Prime Contractor, Managed Career Solutions, SPC (MCS), in order to keep the program operating smoothly. MCS will provide assistance recruiting, vetting and enrolling eligible dislocated worker participants. Subcontractors may also recruit participants. All workers must be WIOA eligible and cleared

¹ The original grant term was defined as 2/1/2019 - 12/31/2020, however the grant term is now expected to be 20 months based Woolsey work timeline and on expected site availability, subcontractors would be informed if the term would be shortened or extended.

through MCS before engaging in clean-up work or attending training. Once enrolled in WIOA participants will be 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) 2018 California Megafires National Dislocated Worker Grant awarded to the City of Los Angeles EWDD.

Available Funding:

Up to \$500,000 is currently available for each subcontractor for the projected duration of the project. Subcontractors may bid for all or a portion of the available funding ceiling. Should additional funds become available, additional funding may become available to interested subcontractors procured through this solicitation. Based on performance additional funding will be awarded, an additional IFB response will not be required. Budgets may be submitted for up to 20 months; however subcontractors may plan to expend funding prior to 20 months. Monthly expenditure plans are required among other budget forms (see Woolsey IFB budget Excel worksheets).

Once the IFB has closed, MCS may request subcontractors to modify or revise budgets as needed. At this time the number of participating subcontractors has not been determined.

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 and EDD will make available additional Woolsey funds based on project performance and success.

Anticipated Terms of Contract:

The anticipated term of contract is April 2019 to December 2019. Based on performance and funding allocations, additional Terms may be granted.

Important Dates:

IFB Application Open Period: **4/29/2019 - 5/7/2019**

IFB Submission Deadline: **TUESDAY 5/7/19, close of business (5pm PST)**

Subcontractor Award Notification: **Friday 5/10/2019, close of business (5pm PST)**

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 with a copy to MCS' Executive Director, Philip Starr

pstarr@mcscareergroup.com

Technical Assistance/Questions:

Please contact: Alexis Altounian, aaltounian@mcslosangeles.com

Scope of Work:

Please request the currently available scope of work via e-mail:

aaltounian@mcslosangeles.com

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 wildfire clean-up crews, trail maintenance, 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

Policy Coverage	Policy Limits
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
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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:

Eligible participants for enrollment and employment under this NWDG are those who:

1. Reside within the declared disaster areas;
2. Were forced to relocate due to the disaster or emergency event;
3. Were temporarily or permanently laid off as a consequence of the disaster; or
4. Are long term unemployed (unemployed at the time of enrollment and underemployed more than 15 of the previous 26 weeks prior to enrollment).

Appendix 2: Worksite Locations for Woolsey Fire Affected Sites

Leo Carrillo State Park and Campground (multiple phases of work)

Malibu Creek State Park

Other sites within the Santa Monica National Mountains Recreation Area pending

Appendix 3 List of Potential Equipment

Shovels

Rakes

McLeod Fire Tool

Reciprocating Saw (Sawzall)

Weed eaters

Chainsaws

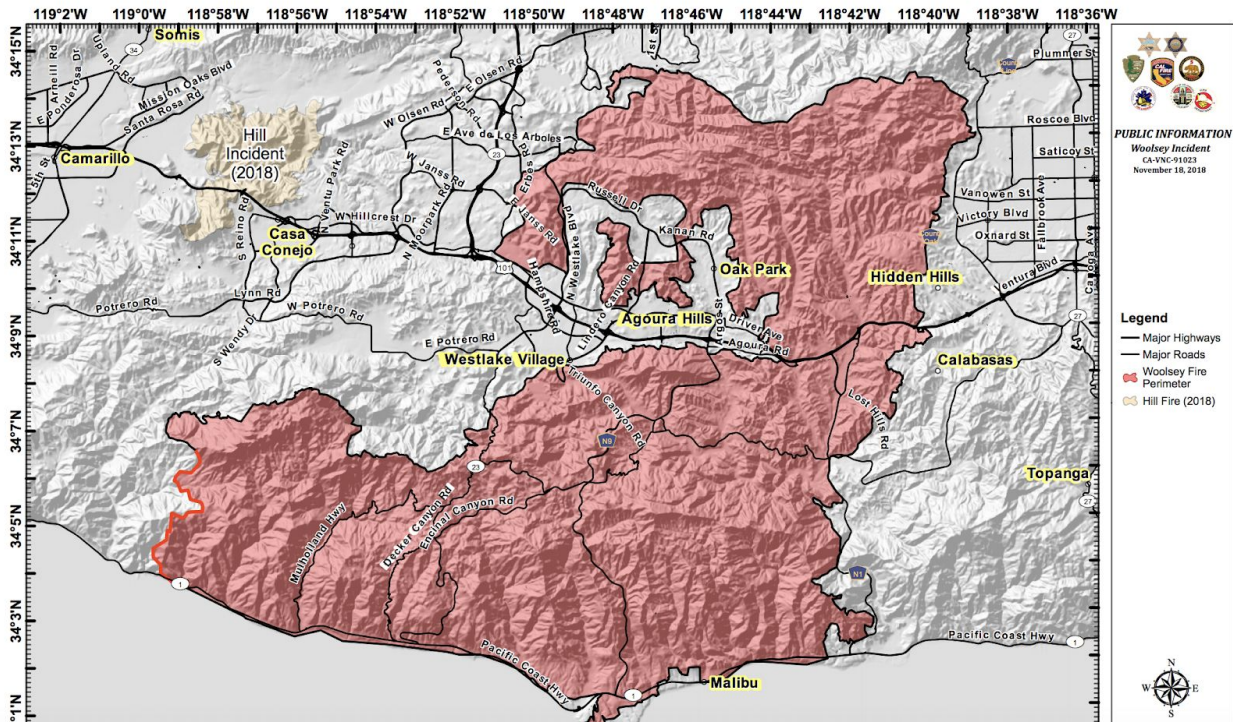
Van or Truck for transportation of workers and participants

Truck Trailer

Portable Restroom Facilities

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

Appendix 4: Woolsey Burn Area Reference Map



Reference Cited: Cal Fire Map, published 11/18/2018

http://cdfdata.fire.ca.gov/pub/cdf/images/incidentfile2282_4290.pdf