

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of July 16, 2013**

**ITEM TITLE:**

Consider Approval to Renew an Agreement with Padilla & Associates to provide Prevailing Wage Compliance Monitoring Services.

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested for the Chancellor to renew an agreement with Padilla & Associates to provide prevailing wage compliance monitoring services for a one year period starting July 1, 2013 to June 30, 2014, in the not-to-exceed amount of \$175,000.

**ITEM SUMMARY:**

Under an existing Agreement, Padilla & Associates has been providing prevailing wage compliance monitoring services for the District, which will expire June 30, 2013. Prevailing wage compliance monitoring is required to comply with the California Department of Industrial Relations' prevailing wage regulations. Previously Padilla & Associates was selected and Board of Trustees approved for the Chancellor to renew prevailing wage compliance monitoring services for three (3) years with an option to renew annually with Padilla & Associates at the April 26, 2011 meeting. Approval to renew an Agreement with Padilla & Associates to continue providing prevailing wage compliance monitoring services for a one (1) year period starting July 1, 2013 to June 30, 2014, in the amount not-to-exceed \$175,000 is now requested.

Padilla & Associates has provided excellent services by monitoring and enforcing compliance with applicable prevailing wage requirements for any public works project for the District in accordance to the State Department of Industrial Relation regulation for compliance. Padilla & Associates was established in 1993 Patricia K. Padilla, who is a minority women owned enterprise. Padilla & Associates has offices located in Santa Ana, Emeryville, Sacramento and San Diego, California. The firm's President, managers and professionals possess over 60 years of experience as former public administrators, within large regional, federal and state agencies and School and Community College Districts.

All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, District-Wide Projects, "Classrooms and facilities to enhance the community outreach capabilities of the District among the numerous ethnic communities living and served by the District," and all bond projects under Measures A and E.

**BACKGROUND/ANALYSIS:**

A formal request for qualifications for prevailing wage compliance monitoring services was conducted on July 16, 2010. On August 13, 2010, the Department of General Services received eight (8) proposals. The firms were evaluated and the three (3) firms with the highest scores were short-listed, interviewed further evaluated the winning firm. Padilla & Associates was selected to provide prevailing wage compliance

monitoring services. Prevailing wage compliance monitoring is required to comply with the Department of Industrial Relations' prevailing wage regulations that Community Colleges must abide by. The Board of Trustees approved for the Chancellor to negotiate prevailing wage compliance monitoring services for three (3) years with an option to renew annually with Padilla & Associates at the April 26, 2011 meeting.

**DELIVERABLES AND SCOPE OF WORK:**

Prevailing wage compliance monitoring as required to comply with the Department of Industrial Relations' prevailing wage regulations for Community Colleges.

**ANTICIPATED COMPLETION DATE:**

Padilla & Associates will provide prevailing wage compliance monitoring services until August 1, 2014.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended to negotiate an Agreement with Padilla & Associates to provide Prevailing Wage Compliance Monitoring Services for a one year period, in the not-to-exceed amount of \$175,000.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ No     X    

**COMMENTS:**

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?** Vice Chancellor Ikharo

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review *not* required

If Finance review is required, determination is:       Approved       Not Approved

If not approved, please give reason: \_\_\_\_\_  
\_\_\_\_\_

Signature: Ronald Gerhard  
Ron Gerhard, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required       Legal review *not* required

If Legal review is required, determination is:       Approved       Not Approved

Signature: Thuy Thi Nguyen  
Thuy Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: José M. Ortiz  
Dr. José M. Ortiz, Chancellor

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**1. COMPANY INFORMATION/EXECUTIVE SUMMARY AND LETTER OF INTEREST**

July 1, 2013

Dr. Sadiq Ikharo  
Vice Chancellor of General Services  
Peralta Community College District  
501 5<sup>th</sup> Avenue  
Oakland, CA 94606

**RE: Padilla & Associates, Inc.'s Consulting Services for Prevailing Wage Compliance Monitoring**

Dear Dr. Ikharo,

Padilla & Associates, Inc., a Small minority woman owned Business (SB) and DIR approved Third Party Labor Compliance Administrator, is pleased to submit for your review and consideration, the enclosed Statement of Qualifications to continue providing Prevailing Wage Compliance Monitoring services for various new construction and modernization projects of the Peralta Community College District's Facilities Capital Improvement Program.

Padilla & Associates, Inc. has the demonstrated capacity and capability to design and implement all necessary elements of the Peralta Community College District's ("District") Labor Compliance Program (LCP) and brings extensive experience and expertise in administering Labor Compliance Programs for Community College Districts with multiple campuses. Padilla & Associates also:

- Offers a highly qualified project management team with direct and relevant experience in successfully meeting client needs and LCP objectives.
- Brings extensive industry and technical background, particularly in DIR regulations governing wage and hour practices and the required investigative and enforcement activity on California Public Works projects.
- Brings experience working collaboratively with Educational Districts and Agency personnel, the California Department of Industrial Relations, the Division of Apprenticeship Standards, and the general contracting community.
- Delivers a data collection, monitoring and data reporting infrastructure for the collection and reporting of contractor Certified Payroll Records, and all relevant required forms and documentation for labor compliance monitoring.
- Brings extensive experience designing and implementing Labor Compliance Programs for Higher Education facilities with multiple campuses since 2003.

Padilla & Associates, Inc. is a multi-disciplined, management-consulting firm specializing in the design, development and implementation of Labor Compliance and Disadvantaged Business Enterprise (DBE) program models, Equal Employment Opportunity (EEO) Non-Discrimination provisions, job training and placement and referral programs, including Local Hire initiatives and Project Labor Agreements. Program strategies have resulted in unprecedented increases in promoting access, equity and opportunities in client procurement activities, while advancing positive business and community relations and local resident employment opportunities, for large-scale public works projects.

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Padilla & Associates, Inc. was established in 1993 by Patricia K. Padilla, Owner and President. The firm offers its client's flexibility, reliability, responsiveness and proven experience in designing and implementing innovative contract compliance programs to meet client needs. Padilla & Associates, Inc. has offices in Alameda, Orange, Los Angeles, and San Diego County and currently employs more than twenty full time personnel and two (2) part time personnel.

Padilla & Associates, Inc. maintains an office in Emeryville and is intimately familiar with the Alameda County and surrounding area-contracting community. Padilla & Associates, Inc. is currently serving as the lead Small Business Outreach Consultant to the California Department of Transportation on the 2 billion+ San Francisco-Oakland Bay Bridge Seismic Safety Projects (SFOBB).

Padilla & Associates, Inc.'s interest to respond to the Peralta Community College Districts RFQ stems from our successful delivery in providing similar services for the Los Angeles Community College District's (LACCD) \$6.6 Billion Sustainable Building Bond Program and its nine (9) campuses and the Riverside Community College Districts (RCCD) Measure C Bond Program at its three (3) campuses. Padilla & Associates, Inc. demonstratable qualification and unprecedented reputation, coupled with our familiarity with the local contracting community and ability to immediately mobilize local staff makes Padilla & Associates, Inc. a natural fit for the District's Labor Compliance provider.

The following serves to provide Padilla & Associates, Inc.'s requested Company Information:

Padilla & Associates, Inc.  
Legal form of company: Corporation  
1620 N. Placentia Avenue, Suite 210  
Placentia, CA 92870  
Email: [ppadilla@padillainc.com](mailto:ppadilla@padillainc.com)  
Federal Tax ID No.: 33-0889949  
Phone: (714) 973-1335  
Fax: (714) 973-1229

Ms. Patricia K. Padilla, owner and proposed Project Administrator, is the person authorized to negotiate and bind the firm to the terms and conditions of this proposal and any resultant Contract. Padilla & Associates, Inc. looks forward to presenting our qualifications and working with the District in implementing its Labor Compliance Program. Should you have any questions regarding this proposal and/or need additional information about our firm, please do not hesitate to contact me at (714) 973-1335, or by e-mail at [ppadilla@padillainc.com](mailto:ppadilla@padillainc.com).

Sincerely,

A handwritten signature in cursive script, appearing to read "ppadilla", written in black ink.

Patricia K. Padilla  
President



**2. QUALIFICATIONS AND EXPERIENCE**

Padilla and Associates’ approved Third Party Labor Compliance Program Administrator information is currently listed with the Department of Industrial Relations, or at: <http://www.dir.ca.gov/lcp/lcplist.asp?lcptype=3pa> which reflects the following:

**LCP ID: 2003.00331**  
**Padilla & Associates, Inc.**  
 Patricia K. Padilla - President  
 183 E. City Place Dr.  
 Santa Ana, CA 92705  
 Phone: 714 577 5340  
 Fax: 714 577 5345  
 Approved: 8/21/2003

Padilla & Associates, Inc. has extensive experience in effectively developing, maintaining and implementing Labor Compliance Programs while consistently meeting client timelines, needs, and budget parameters, **having performed as prime consultants to numerous public agencies for seventeen years (17)**. The proposed personnel are well positioned to respond to the District’s defined work efforts based on our demonstrable expertise, competence and unprecedented success in meeting similar clients’ program objectives and deliverables.

The Padilla & Associates’ Team has designed and implemented Labor Compliance Program services in a lead capacity on numerous large-scale public works projects, including K-12 and Higher Education Programs, and Public Agency Facility Construction and Modernization Programs in the State of California. The Principal of the firm, Patricia K. Padilla, has served as either a Program Administrator and/or Project Manager **to all the firms’ clients**. Padilla & Associates, Inc. is confident that our approach and Program implementation strategies will provide the Peralta Community College District with a well experienced team to implement a seamless integration in carrying out the District’s Labor Compliance Program Services.

The following table serves to summarize Padilla & Associates, Inc.’s and its Principal’s relevant project experience in designing, performing, conducting and reviewing Labor Compliance functions and processes, including performing prevailing wage audits and enforcement, audit preparation and corresponding client recommendations to facilitate required interface with adjudicating agencies, on both active and closed projects:

AGENCY	CONTRACT NTP DATES	ROLE	SCOPE OF WORK
Los Angeles Community College District	2004	Prime Consultant	Labor Compliance Program and Project Labor Agreement (PLA) Administration, Local Hire Tracking and Reporting for the District’s eleven (11) colleges, which includes two satellite campuses exceeding \$2.2 billion in Facilities Construction and

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			<b>Modernization Public Works and Design-Build Projects...</b>
<b>Riverside Community College District</b>	June 2010	Prime Consultant	<b>Labor Compliance Program design and augmented compliance staff and Project Labor Agreement (PLA) Administration, Local Hire Tracking and Reporting for the Measure C Bond Program Projects (35 projects) at the Norco, Moreno College and Riverside Community College District.</b>
<b>Pasadena Unified School District</b>	2004 -2006	Prime Consultant	<b>Responsible for administration of PUSD's Labor Compliance Program on various Projects</b>
<b>West Covina Unified School District</b>	2009 - Present	Prime Consultant	<b>Responsible for the conducting of investigations under the West Covina Unified School Districts Labor Compliance Program on various Projects</b>
<b>Green Dot Unified School District</b>	2008 - 2010	Prime Consultant	<b>Responsible for the third-party administration of Labor Compliance Program on projects a several campuses.</b>
<b>Oxnard Unified School District</b>	2008 - 2010	Prime Consultant	<b>Responsible for the third-party administration of Labor Compliance Program and various construction and capital improvement projects at various campuses.</b>
<b>Southern California Regional Rail Authority (Metrolink)</b>	2005	Prime Consultant	<b>Responsible for development and implementation of a Labor Compliance Program in accordance with Davis Bacon and Related Acts, the California Labor Code and other applicable federal and state legislative and regulatory mandates, including assessment of current labor compliance procedures, internal staff interviews, and compilation of procedural recommendation report.</b>

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The following represents a sampling of Padilla & Associates, Inc’s services to public entities which Padilla & Associates, Inc. has provided:

<p align="center"><b>Padilla &amp; Associates, Inc. Select Client List</b></p>	<p align="center"><b>Labor Compliance Monitoring</b></p>	<p align="center"><b>PLA, Local Hire, Workforce &amp; Outreach</b></p>	<p align="center"><b>Small &amp; Local Business Outreach</b></p>	<p align="center"><b>DBE Monitoring &amp; Outreach</b></p>
<p>City of Long Beach, 2006 to Present Selected Project Labor Agreement Administrator, Labor Compliance, Section 3 Consultant</p>	•	•		
<p>Riverside Community College District- Measure C Program, June 2010 to Present</p>	•	•	•	
<p>Los Angeles Community College District (LACCD), March 2004 to Present, (\$5 Billion Dollar Infrastructure Program)</p>	•	•	•	•
<p>Exposition Metro Line Authority (EXPO), 2006 to Present, (Phase 1 and Phase 2 of Light Rail Project )</p>	•	•		•
<p>City of San Fernando, February 2006 to Present, (\$20 Million Dollar Infrastructure Projects)</p>	•	•	•	•
<p>Eastern Municipal Water District, 2009 to Present, U. S. Bureau of Reclamation (BOR) \$36 Million Dollars American Recovery and Reinvestment Act (ARRA) Funded Projects</p>	•		•	
<p>California Department of Transportation- Toll Bridge Program San Francisco- Oakland Bay Bridge, February 2008 to Present, (\$Multi- Billion Dollar Bay Bridge Replacement Project)</p>			•	
<p>South Bay Express (SBX) <i>Joint Partnership with US-DOT, Caltrans, SANDAG &amp; the City of Chula Vista</i></p>	•			•
<p>Southern California Regional Rail Authority (SCRRA), April 2003 to Present, (Metro Link’s Capital Construction Program – Construction &amp; Professional Services)</p>	•		•	•
<p>Orange County Transportation Authority (OCTA) May 1999 to Present</p>	•		•	•
<p>Alameda Corridor-East (ACE) Construction Authority, April 1999 to Present, (\$900 Million + Grade Separation Projects)</p>	•	•	•	•
<p>Chancellor’s Office of California Community College- California Construction Contracting Program (Caltrans), October 2007 to October 2009, (Caltrans Multi-Billion Dollar Federal-Aid Contracting Program)</p>			•	•
<p>California Department of Transportation (Caltrans) DBE Supportive Services Program, November 2002 – November 2005</p>			•	•
<p>City of Santa Clarita, December 2003 to Present, Multi-billion in Federal funding</p>	•			•
<p>Green Dot Public Schools, 2007 to Present, (Construction of 2 High Schools)</p>	•			
<p>Oxnard Unified School District, 2007 to Present, (Modernization &amp; Building Infrastructure Construction Contracting Program)</p>	•			

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<b>Padilla &amp; Associates, Inc. Select Client List</b>	<b>Labor Compliance Monitoring</b>	<b>PLA, Local Hire, Workforce &amp; Outreach</b>	<b>Small &amp; Local Business Outreach</b>	<b>DBE Monitoring &amp; Outreach</b>
<b>Metro Gold Line Authority, 2001 to Present</b>			•	•
<b>Los Angeles County Department of Public Works Labor &amp; Small Business Training, May 2001 to January 2003,</b>	•			•

<b>Additional Padilla &amp; Associates, Inc. clients include:</b>		
<ul style="list-style-type: none"> <li>○ County of San Bernardino- Airport</li> <li>○ County of San Bernardino- PW</li> <li>○ San Diego Association of Governments</li> <li>○ City of Cypress</li> <li>○ City of Laguna Niguel</li> <li>○ City of Stockton</li> <li>○ City of Tustin</li> <li>○ San Bernardino International Airport Authority</li> <li>○ Foothill/Eastern Transpiration Corridor Agencies</li> <li>○ City of Fontana</li> <li>○ City of Fullerton</li> <li>○ City of Highland</li> <li>○ City of Irwindale</li> <li>○ City of Ripon</li> <li>○ Count of Butte</li> <li>○ Torrance Transit System</li> <li>○ City of Beaumont</li> </ul>	<ul style="list-style-type: none"> <li>○ City of Manteca</li> <li>○ City of Montclair</li> <li>○ City of Alameda</li> <li>○ City of Corona</li> <li>○ City of Irvine</li> <li>○ City of Moreno Valley</li> <li>○ City of Costa Mesa</li> <li>○ City of Encinitas</li> <li>○ City of Roseville</li> <li>○ City of Torrance</li> <li>○ City of Laguna Beach</li> <li>○ Pasadena Gold Line</li> <li>○ City of Placentia</li> <li>○ City of Vacaville</li> <li>○ City of Lodi</li> <li>○ Omnitrans</li> <li>○ City of Rialto</li> <li>○ City of Folsom</li> <li>○ City of Montebello</li> <li>○ City of Placentia</li> </ul>	<ul style="list-style-type: none"> <li>○ Bay Area Air Quality Management</li> <li>○ City of Simi Valley</li> <li>○ Sacramento AQMD</li> <li>○ City of Lake Forest (G.S)</li> <li>○ City of Salinas</li> <li>○ City of Watsonville</li> <li>○ City of Palm Springs</li> <li>○ City of Cypress</li> <li>○ City of Bakersfield</li> <li>○ City of Dinuba</li> <li>○ City of Chino</li> <li>○ City of Glendale</li> <li>○ City of Upland</li> <li>○ City of Orville</li> <li>○ City of Tracy</li> <li>○ City of Industry</li> <li>○ City of San Marino</li> <li>○ City of Orange</li> <li>○ City of Union City</li> <li>○ City of Sonoma</li> </ul>

Padilla & Associates, Inc's managers and employees are fully-cross trained in the areas of LCP administration, prevailing wage audits, labor compliance enforcement, labor compliance reporting, and collectively possess over 80 years of experience as former public administrators, within large public sector authorities and federal and state agencies. Padilla & Associates, Inc. prides itself in its employee's bilingual ability (Spanish, Tagalong, and Mandarin), holding of advanced college degrees, and construction industry certifications and experience. In addition to the proposed personnel Padilla & Associates, Inc. has over 20 support staff members with unparalleled experience in the development, implementation, and administration of Labor Compliance Programs and Prevailing Wage Compliance monitoring and enforcement.

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Padilla & Associates Inc. proposes Ms. Patricia Padilla as the Project Administrator, Mr. Miguel Cabral as the Project Manager, Ms. Veronica Martinez as Sr. Labor Compliance Officer, and Alexander Dobrin as the Senior Labor Compliance Analyst.

**Ms. Patricia K. Padilla of Padilla & Associates, Inc.,** will serve as Project Administrator over the Labor Compliance Program and will have lead responsibility for providing direction, technical assistance, training as requested by the District, participation in meetings, litigation and management oversight to ensure that all services are provided in accordance with performance standards, under regulatory requirements and timely.

Ms. Padilla possesses exceptional professional credentials and project management experience in the design, development and implementation of Labor Compliance Program models in accordance with regulatory requirements, having served as Project Manager/Administrator over Labor Compliance Programs for various public agencies, including the Los Angeles Community College District, the Riverside Community College District, the Pasadena Unified School District, the Alameda Corridor-East (ACE) Construction Authority, Metrolink, the Orange County Transportation Authority and the Los Angeles County MTA. Ms. Padilla has for over 25 years, providing sound leadership, model frameworks, and program direction. Ms. Padilla has assisted Higher Education Institutions with multiple campuses on the development of Labor Compliance Program Procedures and Manuals, database development and administration, Labor Compliance management reviews and audits, special investigations in accordance with LCP Provisions, wage claims, and Withholding and debarment proceedings.

Ms. Padilla served as chief advisor on several key Educational and transit construction-related projects in the areas of Labor Contract, DBE, and Equal Opportunity Compliance. She also served as Executive Officer Equal Opportunity Programs, for the Metropolitan Transportation Authority, responsible for administration of Labor Compliance Programs, D/M/WBE and EEO Contract Compliance.

**Veronica Martinez of Padilla & Associates, Inc.,** will serve as the Labor Compliance Project Manager on the Project. Ms. Martinez possesses direct Labor Compliance Program design, implantation, and management experience and expertise with the Los Angeles Community College District, the Riverside Community College District and the National Labor Relations Board (NLRB), having worked with higher educational institutions, contractors, employees, wage claimants, and unions in settling various Labor Law disputes. Ms. Martinez has extensive experience in wage claims, DIR investigations, Requests for Forfeitures, DIR Administrative Hearings, and Debarment Procedures. In addition, Ms. Martinez has extensive experience in the formation and execution of Pre-Job conferences, including both the assembly of necessary and helpful documents, and the effective mentoring and monitoring to all parties of their Labor Compliance requirements. Ms. Martinez complements the team with her broad labor background, interview skills (*fully fluent in Spanish*), case mediation and hearing experience and knowledge of the California Labor Code and Federal Davis Bacon and Related Acts.

**Mr. Alexander Dobrin** will serve as the Senior Labor Compliance Analyst Project Manager on the Project. Mr. Dobrin is an Oakland native who is based out of Padilla & Associates, Inc's Alameda County office. Mr. Dobrin possess relevant experience with all aspects of Labor Compliance Program administration, investigations, on-site interviews, and evaluating and processing worker complaints and Wage Claims in accordance with all DIR regulations having served as a Sr. Labor Compliance Analyst for the Los Angeles Community College District. Additionally, Mr. Dobrin has experience in the field of compliance monitoring and enforcements stemming from his position as a Prevailing Wage Compliance Specialist for the Piping Industry Progress and Education Trust Fund (P.I.P.E.) where he assisted in the development of an Approved Third Party Labor Compliance Administrator program. Mr. Dobrin has conducted

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informational seminars, Pre-job and Pre-Bid Conferences for the Los Angeles Community College District’s prospective bidding community regarding prevailing wage laws, the DIR, the DAS, and Labor Compliance Program regulations.

**Ms. Ashley Marzano** will serve as the Labor Compliance Analyst for the project. Currently serving in the capacity now for the District, Ms. Marzano has established working relationships with District personnel and contractors on all of the District campuses. Ms. Ashley Marzano has served as a Labor Compliance Analyst for the City of Salinas, the City of Santa Clarita, the City of San Fernando, the Eastern Municipal Water District, Cal Optima- Garden Grove, Cal Optima- Phase 1 & Phase 2, Southern California Regional Authority, and Green Dot Public Schools. She has extensive experience providing Labor Contract Compliance services for various Agency Facility and Infrastructure Projects, monitoring and enforcing the requirements of the Agency’s Department of Industrial Relations approved Labor Compliance Program.

**3. CLIENT REFERENCES**

The following represents a sampling of public entities for which Padilla & Associates, Inc. has provided similar and for related services to those requested within the Districts RFQ:

	<p>Name of Agency: Address: Contact: Telephone No: Scope:</p> <p>Term of Contract: Contract Amount:</p>	<p>Los Angeles Community College District 770 Wilshire Blvd., Los Angeles, CA 90017 Mr. Larry Eisenberg, Executive Director, Facilities Planning &amp; Development (213) 891-2366 Design and administrate District’s Labor Compliance Program, Development of the District’s LCP and PLA Procedures Manual, inclusive of recommending an LCP for Board and DIR approval. Lead responsibility for implementing &amp; enforcing the District’s LCP and PLA at eleven (11) District campuses utilizing bond funding, Monitored over 300 individual contractors and subcontractors and over 30,000 employees for LCP compliance, provided consistent and clear reporting methods on all Labor Compliance issues or activities on any covered projects.</p> <p>March 2004 to January 2014 \$6,000,000.00+</p>
	<p>Name of Agency: Address: Contact: Telephone No: Scope:</p>	<p>Exposition Construction Authority (EXPO) 707 Wilshire Blvd, 34<sup>h</sup> Floor, Los Angeles, CA 90017 Ms. Samantha Bricker (213) 243-5502 Labor Compliance, Local Hire &amp; DBE Monitoring. Responsible for the implementation of the Authority’s Labor Compliance Manual and the monitoring of contractor compliance with the California Labor Code the Davis Bacon and Related Acts, and other applicable federal and</p>

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	<p>Term of Contract: Contract Amount:</p>	<p>state legislative and regulatory mandates, including assessment of current labor compliance procedures, contractor technical training, and labor compliance management review. Conduct Local Hire Program Audit to determine the accuracy of hours reported and the integrity of the Local Hire Reports provided to the Board of Directors. Manage construction and professional services over fifty multiple tiered contracts.</p> <p>May 2007 to Present \$300,000.00 +</p>
	<p>Name of Agency: Address: Contact: Telephone No: Scope:</p> <p>Term of Contract: Contract Amount:</p>	<p>City of Santa Clarita 23920 Valencia Blvd., Suite 300 Santa Clarita, CA 91355 Mr. Harry Corder, Senior Engineer (661) 286-4025 Labor and DBE Compliance Monitoring Services Various Capital Construction Projects Responsible for Contract and Labor Compliance program administration and implementation, including monitoring, enforcement, training and reporting on all aspects of labor compliance contract requirements, pursuant to Federal and State laws and regulations. Ensure contractor compliance with the City's DIR approved Labor Compliance Program (LCP).</p> <p>\$200,000.00 + December 2003 to 2010</p>

**4. PLAN AND APPROACH**

Padilla & Associates, Inc. understands that the District is seeking a qualified firm that is on the DIR list of approved consultants to provide professional consulting services in accordance with State Laws and DIR's rules and regulations for various new construction and modernization projects for the District's Facilities and Capital Improvement Program which are funded by local Proposition 39 Bond funds; at this point the District does not anticipate the receipt and use of federal and state dollars for these projects. Padilla & Associates, Inc. is also fully acclimated with the requirements under SBX2-9, which include changes to the Design Build statute which now require the application of an LCP, even in the existence of a project PLA.

Padilla & Associates, Inc., a DIR-approved firm, will develop, implement, and provide the District with a responsive technical infrastructure to ensure that the Districts contractors (and sub-contractors) comply with all applicable laws and regulation governing the payment of prevailing wages and Apprenticeship regulations. Our monitoring efforts will ensure all workers employed on the Project are paid the applicable prevailing wage rates for the crafts worked, as well as all other allowable benefits, in conformance with the California Labor Code and California Code of Regulations. In addition, Padilla & Associates, Inc. will provide effective communication regarding any and all Labor Compliance issues

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through the generation of transparent and accurate reporting methods, and active participation and communication with all District personnel.

Padilla & Associates, Inc. is confident that we can provide the necessary services and assistance to the District in achieving and/or exceeding the requirements set forth in the District's RFQ, the Labor Code, and Title 8 of the California Code of Regulations and by the Department of Industrial Relations. Padilla & Associates, Inc. has the depth of experience and capacity to readily assist with the development and administration of the District's Labor Compliance Program toward meeting the District's objectives of efficiently monitoring and enforcing prevailing wage requirements on the District's Projects.

Padilla & Associates, Inc. proposed services, in order to Design and Implement a Labor Compliance Program for the District include, but are not limited to:

- Develop all necessary Labor Compliance Program administration forms, templates, guides, manuals and operating procedures;
- Research and interpret laws, codes and regulations affecting the enforcement of prevailing wage rates;
- Establish working relationships with governing agencies, (including the California Department of Industrial Relations, Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards) on behalf of the District;
- Assist contractors and subcontractors with prevailing wage requirements, apprentice requirements, and necessary regulatory form submissions from the pre-bid orientation sessions through the closeout of the project;
- Maintain accurate and transparent individual Project records, including all Labor Compliance related documents for all Labor Compliance activities, from pre-bid through the closeout of the Project;
- Conduct all pre-bid orientation conferences to ensure all bidders are fully educated and informed of relevant labor code requirements;
- Provide direction and guidance to bidders in their queries regarding compliance with the LCP, including payment of prevailing wages, identification of labor classifications, and proper completion and submission of forms and notices;
- Prepare and distribute all required forms and documents, electronically and physically, compiled in an accessible and comprehensive Pre-Job Packet including relevant Labor Codes, Apprentice requirements, applicable DIR prevailing wage determinations, Certified Payroll and Fringe Benefit Statement Templates, requirement checklists, and any other relevant or necessary information per the DIR or Labor Code; and
- Provide effective and informative communication with all Contractors and Sub Contractors at the Pre-Job Conference to ensure they fully understand and acknowledge their Labor Law and Labor Compliance Program requirements for this project.

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Padilla & Associates, Inc. proposed services, in order to Monitor and Enforce the Labor Compliance Program for the District include, but are not limited to:

- Monitor all applicable District projects for compliance with payment of prevailing wage rates, apprentice regulations, submission and accuracy of certified payroll records, and submission of all regulatory forms;
- Securing and housing, both electronically and physically, signed statements from all Contractor and Subcontractor representatives certifying that they acknowledge and understand all of the State Labor Law and District Labor Compliance Agreement requirements for the Project;
- Utilize the Division of Apprenticeship Standards online database for instant Apprentice Certification verification;
- Collect and record the receipt of weekly Certified Payroll Records, in accordance with Labor Code §§ 1771.5(4), 1776, and California Code of Regulations (CCR) §§ 16401 – 16403;
- Archive and store Certified Payroll Records and LCP documentation for the requisite period of time;
- Conduct a thorough review and examination of the Certified Payroll Records as necessary to ensure the required payment of prevailing wages per the applicable craft and worker classifications;
- Conduct random audits of the Certified Payroll Records for issues such as payroll irregularities, worker complaints, on-site worker interviews, and/or non-compliance reports by either District personnel or third parties;
- Conduct site observations/interviews following established LCP procedures for public works projects, and evaluate evidence regarding prevailing wage claims;
- Investigate, analyze, and provide recommendations on prevailing wage claims submitted by workers regarding District projects;
- Execute the submission of all required regulatory forms, including the DAS 140, in accordance with State laws and DIR regulations;
- Maintain transparent, well organized, and easily accessible records of all certified payroll records and regulatory documents submitted for all covered projects;
- Calculate and recommend to the District the amount of back wages, training funds, and/or penalties that the District will withhold from the Contractor's payments;
- Prepare the Request for Forfeiture and Penalty Assessment letter for submission to the State;
- Gather, prepare, and coordinate all necessary documents for hearings and represent the District at such hearings, in accordance with the Labor code and California Code of Regulations;
- Prepare proper documentation for distribution of back wages, training funds and/or penalties; and

**Consulting Services for Prevailing Wage  
Compliance Monitoring  
July 1, 2013**



- Review any Contractor or Sub Contractor Pay Application and provide any relevant technical assistance as requested.

Padilla & Associates, Inc. proposed services, in order to Generate Reports and Attend any and all necessary Meeting obligations for the District include, but are not limited to:

- Provide active and professional engagement and participation, as the District sees fit, in all meeting environments when called upon;
- Provide accurate and professional reporting services, including payment verification documents, , and any District requested Report, tailored to specific and changing District needs for any targeted audience;
- Provide the District progress updates, submitted to the Director of Purchasing, on a monthly basis or as frequently as necessary to keep the District apprised of ongoing or developing LCP issues; and
- Assist in preparing annual/semi-annual/quarterly reports regarding the Labor Compliance Program for any purposes, including communication with the DIR and the District.

Through the combination of tried and proven professional, administrative, clerical and investigative services along with extensive experience in the execution of clear communication techniques and reporting functions, Padilla and Associates, Inc. will ensure that the District is successfully achieving its construction and facilities delivery objectives while efficiently and effectively monitoring contractors compliance with the State Labor Code and Labor Compliance Program requirements.

**5. DEBARMENT**

July 1, 2013

Dear Dr. Ikhara,

Padilla & Associates, Inc., a Small minority woman owned Business (SB) and DIR approved Third Party Labor Compliance Program Administrator, is not currently, nor has ever been, debarred from providing services to any State or Federal Agency, including within the last five (5) years.

Sincerely,

A handwritten signature in blue ink, appearing to read "Padilla", written over a light blue rectangular background.

Patricia K. Padilla  
President - July 1, 2013



## 6. Cost Proposal

As discussed with the Director of Capital Projects for the District, Johnnie Fudge, Padilla & Associates, Inc. was originally issued a twelve month contract for \$175,000.00, and we believe a similar agreement would be acceptable. Padilla & Associates is proud to have provided labor compliance services to the District for the past twenty-one months, and perhaps more notably, nine months beyond our original contract terms, yet remaining under the original contract's budget parameters. P&A, Inc. believes we would be able to perform similarly under this contract. If you need a more detailed cost proposal, we can provide one upon request. Thank you.



## DEPARTMENT OF GENERAL SERVICES—PROJECT EVALUATION FORM

**Vendor:** Padilla & Associates

**Vendor No.:** \_\_\_\_\_

**Date:** June 28, 2013

**This evaluation form is to be used by the Department of General Services and external Project Managers and Construction Managers to evaluate all projects including Consultants contracts.**

The Department of General Services recognizes that Consultant cannot improve or sustain good performance without project-specific constructive feedback. This evaluation is to provide constructive feedback and will be kept on file for review for future consultant selection.

**Interim** evaluations are used to give timely performance feedback, and allows opportunity for performance modification to ensure the project's success.

**Final** evaluation is used for future Consultant selection, and helps the District's General Services Department develop and hire the best possible firms.

### PROJECT INFORMATION

Project No:	All	Project Name: All Projects District Wide	
Project Start Date:	June 1, 2012	Location of Project: Merritt, BCC, COA and Laney	% Complete: Various Stages
Scope of Work: Prevailing Wage Compliance Monitoring Services.			
Type of Work:	Monitoring Services	Facilities Project Manager:	All
Firm Name:		Consultant Project Manager:	
Evaluation Date:	June 28, 2013	Evaluation Type: (Check one)	<input checked="" type="checkbox"/> Interim or <input checked="" type="checkbox"/> Final

### RATING SYSTEM DEFINITIONS

Scale	Rating Name	Rating Description
5	Outstanding	Deliverables exceed standards with minimal District General Service's direction; seeks opportunities for self-improvement; models, coaches and inspires excellent service; owns project problems and offers analysis of resolution options.
4	Great	Deliverables exceed standards with some District General Service's direction; frequently checks in on status of service and provides consistent quality service; identifies project problems in advance and offers timely alternative options.
3	Good	Deliverables meet standards with some District General Service's direction; provides expected service and quality checks required by the contract; helps to analyze and resolve problems as they occur.
2	Improvement Needed	A comment is required. Deliverables eventually meet minimum standards with frequent District General Service's coaching required; provides mediocre service, rarely checking for feedback; unaware of problems until discovery by others, then provides weak solution analysis.
1	Unacceptable	A comment is required. Deliverables are substandard even with frequent District General Service's coaching; rarely provides expected service and no quality service checks are evident; unaware of problems until discovery by others, then unable to provide analysis or resolution options.

# CAPITAL PROJECTS

## GENERAL MANAGEMENT

Complete this section for all services

	<u>Score</u>	<u>Comment</u>
1) <b>RESOURCES</b> —Manages resources effectively including, sub-consultants, schedules meetings and provides progress reports, and milestones.	4	
2) <b>QUALITY CONTROL</b> —Provides quality control throughout the project. Follows the District's standards. Implements a quality control/assurance plan for the project.	4	
3) <b>COMMUNICATION</b> — Communicates effectively with the Project Team, Sub-consultants, Stakeholders, District Management, and at meetings.	5	
4) <b>BUDGET</b> —Manages budgets effectively. Brings projects in within budget. Reviews all invoices and makes sure proper scope of work is addressed on invoices, and submits invoices on time.	5	
5) <b>MANAGEMENT</b> —Manages the contract and modifications. Negotiates change orders in a fair collaborative and open manner.	4	
6) <b>POLICY</b> —Understands and conforms to the District's General Services policies, procedures, standards, manuals of instruction, and if applicable any State-Aid requirements.	4	
7) <b>SCHEDULE</b> —Develops and meets a realistic schedule for the project and scope of services.	4	
8) <b>OPERATION</b> —Reviews drawings/specifications and works with Project Manager to mitigate exposure to change orders. Understands the entire project scope and work to makes sure sub-consultants understand the scope.	4	
9) <b>PROVIDES SOLUTIONS</b> —Proposes innovative solutions to Design & Construction Challenges.	5	
10) <b>TEAMWORK</b> —Works effectively with project team members and stakeholders.	5	
<b>TOTAL FOR GENERAL MANAGEMENT</b>	<b>44</b>	

## ENVIRONMENTAL SERVICES

Complete this section if this contract is for environmental services.

	<u>Score</u>	<u>Comment</u>
1) <b>QUALITY</b> —Prepares quality environmental documents.		
2) <b>FOLLOWS THE LAW</b> —Understands and conforms with state and local laws regarding environmental services.		
3) <b>COLLEGE INVOLVEMENT</b> —Involves the Colleges with regard to environmental issues. Makes sure Colleges are informed.		
<b>TOTAL FOR ENVIRONMENTAL SERVICES</b>		

# CAPITAL PROJECTS

## DESIGN SERVICE

Complete this section if this contract is for design services.

	<u>Score</u>	<u>Comment</u>
1) <b>DESIGN PROCESS</b> —Follows the District's General Services Design Process and is knowledgeable of Federal/State/Industry design standards.		
2) <b>DESIGN GOALS</b> —Design to the District's needs, and fulfills project mitigation commitments for any environmental, right of way, utility, etc. requirements.		
3) <b>CONTENT SOLUTION</b> —Design connect with the College values and the build environment. Design meets the Districts Standards.		
4) <b>DELIVERABLES</b> —Develops quality plans, specifications, estimates, reports, meeting minutes.		
5) <b>INNOVATION</b> —Delivers a product that effectively applies innovative solutions to project challenges within the project requirements (scope, schedule, and budget).		
6) <b>OUTSIDE AGENCIES</b> —Works effectively with State & Local Agencies.		
<b>TOTAL FOR DESIGN SERVICES</b>		

## CONSTRUCTION ENGINEERING MANAGEMENT

Complete this section if this contract is for construction engineering management.

	<u>Score</u>	<u>Comment</u>
1) <b>PARTNERS</b> —Effectively partners with Contractor, District General Services, District Consultants (AOR, IOR), State (DSA), Local Agency, Utility Firms, and adjacent property owners to work solutions to Design & Construction Challenges.		
2) <b>INSPECTION AND TESTING</b> —Performs and documents in a timely manner quality materials testing and inspections consistent with District's General Services standards.		
3) <b>OVERSIGHT</b> —Ensures Contractors complies with the construction contract.		
4) <b>WORKING ENVIRONMENT</b> —Monitors and supports a SAFE work environment for project personnel and the public.		
5) <b>CONTRACT ADMINISTRATION</b> —Provides timely and accurate contract administration. Processes change orders, and payments on-time, reviews project documentation.		
6) <b>CLOSEOUTS</b> —Provides timely and accurate closeout process with state and local agencies.		
<b>TOTAL FOR CONSTRUCTION ENGINEERING SERVICES</b>		

# CAPITAL PROJECTS

## OVERALL EVALUATION COMMENTS/FEEDBACK

### Director of Capital Projects Comments/Feedback:

The work so far has been very good on all projects.

### Facilities Project Manager Feedback:

How likely is it you will select this consultant for future projects?

**Check One:**  Very Likely  Likely  Maybe  Unlikely (Explain)  Very Unlikely (Explain)

### Consultant Project Manager Comments/Feedback:

### Overall Evaluation Score:

## APPROVAL SIGNATURES

### 1. Project Manager

X

Signature

*Johnnie Fudge*  
Johnnie Fudge

Print Name

Date

7/10/13

Phone

(510) 377-0748

### 2. Director of Capital Projects

X

Signature

Johnnie Fudge

Print Name

Date

7/10/13

510 466-7213

Phone

### 3. Vice Chancellor of General Services

X

Signature

Dr. Sadiq B. Ikharo

Print Name

Date

7-11-13

510 466-7336

Phone