



City of La Habra

PROPOSAL

Residential Rehabilitation Inspection Services

July 2020

Corporate Headquarters

10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730

Telephone ■ (909) 476-9696

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July 7, 2020

City of La Habra
Ms. Miranda Cole-Corona
Economic Development and Housing Manager
201 E. La Habra Boulevard
La Habra, CA 90631

Subject: Proposal for Residential Rehabilitation Inspection Services

MDG Associates, Inc. (MDG) is pleased to submit a proposal to provide housing inspection services and project coordination services in conjunction with the City's Residential Rehabilitation Program. MDG, along with its affiliate LDM Associates, Inc., has been providing quality services to municipal agencies and private clients for years. MDG's emphasis and capabilities are in the administration of housing and commercial rehabilitation programs, grants management such as CDBG, HOME, and CalHome programs, planning, redevelopment, architecture design, and project/construction management services.

Our consulting team is comprised of highly qualified professional staff with expertise in all aspects of residential and commercial rehabilitation programs. Provided herewith, is the information you requested. We hope this proposal conveys our firm's ability to provide the City with inspection and project coordination services for the Residential Rehabilitation Program.

You may contact me at the following address, telephone number or e-mail:

MDG Associates, Inc.
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-9696 ext. 103
rmunoz@mdg-ldm.com

If you have any questions regarding this matter, please do not hesitate to call me at your convenience.

Respectfully Submitted,

Rudy E. Munoz, President

Enclosure: Proposal

CITY OF LA HABRA

PROPOSAL

Residential Rehabilitation Inspection Services

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SECTION I. QUALIFICATIONS, RELEVANT EXPERIENCE AND REFERENCES

QUALIFICATIONS AND RELEVANT EXPERIENCE

MDG Associates, Inc. (MDG) was established in 1991 and has undergone steady growth since its inception. MDG is a corporation registered in the State of California. MDG is a registered Minority Business Enterprise (MBE) and a Small Disadvantaged Business (SDB/DBE). In response to our clients' needs, MDG and its affiliate LDM Associates, Inc. (LDM) provide a wide variety of Community Development consulting services including, but not limited to: Grants Management; Project Management; Construction Management; Architectural Design; Urban Planning; and Labor Compliance Monitoring.

MDG Associates, Inc. is comprised of individuals with a wide variety of expertise including the services specifically requested by the City. Currently, MDG has twenty-eight (28) staff members. Thirteen (13) of the 28 staff members are knowledgeable and experienced in the administration of CDBG, HOME, ESG, and the CalHome Programs in addition to projects funded under these Programs. Ten (10) of the 28 staff members are knowledgeable and experienced in the administration and implementation of housing rehabilitation programs.

MDG provides administrative and management services to cities that are seeking a consultant that can act as an extension of their staff and look after the best interest of the City.

Grants Management:

MDG currently provides day-to-day and on-call administration and implementation services for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Community Development Block Grant-Disaster Recovery (CDBG-DR), and Neighborhood Stabilization Programs (NSP). MDG has also managed other grants such as State grants, recovery grants, and Homeless Prevention and Rapid Rehousing (HPRP) grants. In addition, MDG implements activities funded under the aforementioned programs such as Residential Rehabilitation, Commercial Rehabilitation, First-Time Homebuyer, Economic Development, and Labor Compliance Monitoring and Enforcement Services.

As HUD CPD program management consultants, our staff assists with the day-to-day administration of the programs, including the preparation of Five-Year Consolidated Plans, One-Year Action Plans and CAPERs as well as the monitoring of capital improvement projects for compliance with the Davis-Bacon Act requirements, and sub-recipients for compliance with applicable requirements.

MDG staff maintains an excellent relationship with the local HUD offices as well as at the headquarters level (Washington D.C.). MDG staff currently provides technical assistance (TA) to grantees throughout the country on behalf of HUD Headquarters through the OneCPD and Community Compass Programs. The technical assistance is provided to states, counties, cities and other HUD-funded grantees in conjunction with the CDBG, HOME, and NSP programs as well as the IDIS and DRGR HUD reporting systems.

MDG staff has been providing training at the national level on behalf of HUD Headquarters to grantees and HUD Staff. The training has been in the areas of “Basically CDBG,” Assessment of Fair Housing (AFH), Disaster Recovery Grant Reporting (DRGR), eCon Planning Suite, CPD Maps, and the Integrated Disbursement Information System (IDIS). Our staff also provides assistance to grantees through the HUD Resource Exchange Ask a Question (AAQ) resource in the areas of CDBG, HOME, and DRGR.

MDG and its affiliate LDM are currently under direct contract with 30 cities and three (3) counties with funds from HUD totaling approximately \$80.5 million for the day-to-day implementation of their CPD grants and/or programs. In addition, we provide services to other cities and counties on specific tasks such as IDIS input, project monitoring, federal labor standards (Davis-Bacon) compliance, monitoring CDBG/HOME and ESG grants, preparation of Section 108 Loan Guarantee applications to HUD, preparation of Consolidated Plan/Action Plan, and the preparation of Consolidated Annual Performance and Evaluation Report (CAPER).

Our staff is knowledgeable in a number of computer programs including all of the Microsoft Office software, Microsoft Project, Adobe programs and AutoCAD. Our staff is fully trained in the use of all required Federal, State and local online reporting databases, including but not limited to the Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting System (DRGR), Homeless Management Information System (HMIS), Recovery Act Management and Performance System (RAMPS), Performance and Accountability for Grants in Energy System (PAGE), HEROS (Environmental Review Module), and FederalReporting.gov.

Housing Rehabilitation:

MDG is currently under contract with 18 cities throughout Southern California for the management and implementation of their housing rehabilitation programs, including mobile homes. During the prior year, the firm processed and completed the rehabilitation of approximately 250 residential single-family dwellings and mobile homes. The funds utilized for the implementation of the rehabilitation programs included U.S. Department of Housing and Urban Development (HUD) funds such as CDBG and HOME funds as well as State of California Housing and Community Development (HCD) funds such as State HOME and CalHome funds.

Through the years, MDG has developed systems for different types of programs including, but not limited to, emergency repair programs, rental rehabilitation programs, owner-occupied – single family rehabilitation program, and mobile home repair programs. Responsibilities under these programs typically include the overall administration of the program; reviewing applications for eligibility; preparing the environmental review record and clearances where required (California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)); loan underwriting and loan document preparation for loan based programs; initial, progress and final inspections; responding to contractor questions during the bidding process; construction management and oversight; review and process contractor payment request; and preparing regulatory reports for HUD and HCD.

Commercial Rehabilitation:

During the past 15 years, our firm has been assisting cities in the day-to-day administration and implementation of their Commercial Rehabilitation Programs. During the past five (5) years, we have assisted eight (8) Cities with the rehabilitation of approximately 55 commercial buildings. In addition, we are in the process of setting up two (2) new programs for the Cities of Buena Park and Hesperia. The level of service requested by each City differs, however in most cases we provide the overall administration and implementation services. These include inspection, design services, project management and Davis-Bacon Compliance monitoring.

Labor Compliance (Davis-Bacon Act):

We are currently under contract to provide Labor Compliance services to 14 cities in Southern California. Our typical scope of work includes preparation and review of bid documents for compliance with Federal labor standards and requirements including Davis-Bacon and Related Acts, Section 3, and DOL regulations; attend pre-construction meeting and present information on Davis-Bacon and Section 3 requirements; review submitted bid documents for compliance; establish and maintain contractor and subcontractor labor files; conduct employee field interviews and document posting compliance; reconcile weekly certified payroll reports and supporting documentation; monitor contractors for Section 3 accomplishments; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

Section 3:

Our staff is experienced in the implementation of the Section 3 employment, contracting and training requirements. Currently, we monitor labor compliance activities on 15 projects with a combined construction value of over \$12.5 million. Of these projects, ten (10) are Section 3-covered projects with contracts in excess of \$100,000.

REFERENCES

The following list represents a portion of our current client list for which we provide similar services.

City of Irvine - Mr. Steve Holtz, Manager of Neighborhood Services

Services Provided: CDBG/HOME/CDBG-R/HPRP Program Administration and Technical Assistance; Redevelopment Consultation; CDBG funded Housing Rehabilitation Program Implementation; Analysis of Impediments to Fair Housing (AI); Five-Year Consolidated Plan/Action Plan/CAPER preparation; Davis-Bacon and Section 3 Compliance.

Date of Contract: 2001 to Present

Phone Number: (949) 724-7452; email address: sholtz@ci.irvine.ca.us

City of Paramount – Karina Lam Liu, Finance Director

Services Provided: CDBG/CDBG-R/NSP/HOME Program Administration; Redevelopment Consultation; CDBG and HOME funded Housing Rehabilitation and Commercial Rehabilitation Program Implementation; Homebuyer Assistance Program; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; 5 Year Implementation Plan (Redevelopment); Davis-Bacon Compliance; and affordable housing monitoring.

Dates of Contract: 2003 to Present

Phone Number: (562) 220-2210; email address: Klam@ParamountCity.com

City of Fontana – Valerie Gonzales, Housing Manager

Services Provided: CDBG/HOME/CDBG-R/NSP Program TA; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; Davis-Bacon/Section 3 Compliance; Policies and Procedures for FTHB and Housing Rehabilitation Programs

Date of Contract: 2009 to Present

Contact Person: Phone Number: (909) 350-6625; email address: vgonales@fontana.org

City of Hawthorne – Kimberly Mack, CDBG/HOME and Housing Manager

Services Provided: CDBG/HOME Program Administration and Technical Assistance; CDBG and HOME funded Housing Rehabilitation Program Implementation; RDA funded Commercial Rehabilitation Program Implementation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation.

Date of Contract: 2002 to 2010 and 2014 to Present

Phone Number: (310) 349-1603; email address: kmack@cityofhawthorne.org

City of Palmdale - Mike Miller, Director of Neighborhood Services

Services Provided: CDBG/HOME/CDBG-R/NSP Program Administration and Technical Assistance; Redevelopment Consultation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; Davis-Bacon and Section 3 Compliance; affordable housing monitoring.

Date of Contract: 2000 to Present

Phone Number: (661) 267-5126; email address: MikeM@cityofpalmdale.org

City of Upland – Liz Chavez, Manager of Development Services Department

Services Provided: CDBG Program Technical Assistance; CalHome and RDA funded Housing Rehabilitation Program Implementation (4 separate programs); RDA funded Commercial Rehabilitation Program Implementation; CalHome and RDA funded Homebuyer Assistance Program; Project/Construction Management; Davis-Bacon and Section 3 Compliance; Analysis of Impediments; Planning Services; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; affordable housing monitoring.

Date of Contract: 2004 to Present

Phone Number: (909) 931-4146; email address: lchavez@ci.upland.ca.us

SECTION II. PROPOSED CONSULTANT TEAM

CONSULTANT TEAM

MDG proposes to have the Residential Rehabilitation Inspection Services staffing as requested by the City. MDG proposes to have the following staff members perform the Residential Rehabilitation Inspection Service: Mr. Rudy E. Muñoz, President; and Mr. Art Casañas, Senior Associate. Mr. Muñoz will manage the contract on behalf of MDG. Mr. Casañas will provide the day-to-day housing inspection services and will be the City's primary contact. Mr. Casañas will assist in coordinating the project and conducting inspections as requested by the City.

The following is a statement on each of the aforementioned staff members proposed under this contract.

Rudy Muñoz, President –Mr. Rudy Muñoz is the President and founder of MDG Associates, Inc. With more than 34 years of experience in the community development field, Mr. Muñoz' main focus is on assisting municipalities with all aspects of the administration and implementation of their HUD-funded CPD Programs. These include, but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

Mr. Muñoz works hand-in-hand with municipalities on the development of implementation strategies and tools that facilitate the management of their CPD programs; providing training for the HUD CPD Programs, and at times implementing the day-to-day functions of the programs. These functions include all phases of the program implementation from the initial development of Consolidated Plans and Action Plans for the various programs up to the programmatic and financial closeout of projects and grants. His work in grants planning includes over 50 Consolidated Plans, and over 250 Action Plans. He assists grantees in developing HUD mandated Policies and Procedures for the overall management and oversight of the various CPD Programs as well as individual activities funded under these programs such as Housing Rehabilitation, Commercial Rehabilitation, and Homebuyer Programs.

Mr. Muñoz is a Certified HOME Specialist and is a subcontractor to national Technical Assistance (TA) providers through HUD's OneCPD and Community Compass initiatives. Through the initiatives, he has provided TA and training to municipalities throughout the U.S. in the following programs: CDBG, HOME, NSP (1, 2, and 3) and CDBG-DR. Through the initiatives, he has also provided national training and TA in two of HUDs reporting systems; the Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). He is a beta tester for HUD on the Disaster Recovery Grant Reporting system.

In addition, he has provided training and TA through the initiatives in cross-cutting elements including Financial Management Systems (Uniform Administrative Systems), Davis-Bacon and Related Acts (DBRA), and Assessment of Fair Housing (AFH). Because of his fluency in Spanish, he has provided many of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

Prior to his time with MDG, Mr. Muñoz worked for a number of municipalities in Southern California. Mr. Munoz received a Bachelor of Architecture (BArch) from California Polytechnic University in Pomona.

Art Casañas, Senior Associate - Mr. Art Casañas joined MDG Associates, Inc. in 2004 and currently serves as Senior Associate on the Housing Rehabilitation team. With more than 16 years of experience in the administration and implementation of, HOME and Redevelopment funded housing rehabilitation programs, Mr. Casañas has been successful in assisting municipalities with the implementation of their CDBG, HOME and Redevelopment agency funded programs. Over the past 14 years, Mr. Casañas has successfully rehabilitated approximately 525 homes.

Mr. Casañas responsibilities include reviewing for applicant eligibility; conducting initial and progress inspections and preparing work write-ups/estimates; providing the project management to assure contractor is complying with the requirements of the scope of work and contract; maintaining applicant files current and audit ready; preparing bid packages; reviewing bids from contractors; preparing contractor agreements; processing progress and final payments; working with sub-consultants such as lead paint inspector and appraisers as required; filing required documents including but not limited to Notice of Completion.

Mr. Casañas received a Bachelor of Science in Information Technology from California State University in Fullerton. Mr. Casañas is bilingual/bi-literate in English and Spanish, and is a certified Building Inspector.

The resumes of the staff members are included in the Resumes of Key Personnel section of this document.

SECTION III. SCOPE OF WORK

MDG will perform all the housing inspections as requested by the City but not limited to:

Initial Inspection of the Property: Identify rehabilitation items eligible under current CDBG and/or StateHOME (as applicable) program guidelines.

Description of Work: Based on the results of the initial inspection, a description of work will be created summarizing the items identified in the initial inspection including a construction cost estimate utilizing the City of La Habra Inspection and Project Services Checklist.

- Abatement of health and safety concerns regarding the property and structure.
- An evaluation of deficiencies within the property that will include the following:
 - Code violations, and health and safety issues;
 - Roofing;
 - Plumbing;
 - Electrical; Heating;
 - Pest infestation;
 - Interior and exterior painting;
 - Window replacement;
 - Interior improvement; and
 - Foundation.(Including all items per the City of La Habra Mobile Home Rehabilitation Standards Checklist and the program guidelines under the program)

Bid Procedure: Compile information for projects that will be used to implement the bid process.

Coordination of Pre-Construction Meetings and Job Walks.

Recommend/Request Payments: Based on results of inspection(s) of work performed, recommend progress and final payments to the contractor.

Case File Completion: Complete all paperwork needed to complete and close out project. Case file shall include a completed check-off list.

Pre-Construction Meeting: The consultant will conduct pre-construction meetings between homeowner and awarded contractor.

SECTION IV. PROPOSED FEE AND HOURLY RATE SCHEDULE

MDG proposes to provide service on-site and at its home office as required by the City. We will make ourselves available during non-scheduled hours should the need arise by providing staff with our cell phone numbers.

Based on the scope of work MDG proposes to bill on a time and material basis based on the following schedule of rate.

MDG Associates, Inc.
SCHEDULE OF HOURLY BILLING RATES
Rates effective as of July 1, 2020

Staff Person Title	Hourly Rate				
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
President	\$118.00	\$121.00	\$124.50	\$128.00	\$131.00
Vice President	\$113.00	\$116.00	\$119.00	\$122.50	\$125.50
Director	\$108.00	\$111.00	\$114.00	\$117.00	\$120.00
Manager	\$102.50	\$105.50	\$108.50	\$111.50	\$114.50
Senior Associate	\$97.50	\$100.00	\$102.50	\$105.50	\$108.50
Associate	\$87.50	\$90.00	\$92.50	\$95.00	\$97.50
Senior Project Assistant	\$72.00	\$74.00	\$76.00	\$78.00	\$80.00
Project Assistant	\$67.00	\$69.00	\$71.00	\$73.00	\$75.00
Secretary	\$46.50	\$48.00	\$49.50	\$51.00	\$52.50

REIMBURSABLE ITEMS:

Project Supplies	At Cost plus 10% surcharge (if applies)
Prints/Reproductions	At Cost plus 10% surcharge (if applies)
Postage/Delivery	At Cost plus 10% surcharge (if applies)

CONFLICT OF INTEREST

MDG Associates, Inc. is not aware of any possible conflict of interest that might limit the projects on which our firm could work.

THIRD PARTY/SUBCONTRACTORS

MDG does not anticipate subcontracting with third parties in the performance of this contract.



M D G
ASSOCIATES • INC.

Resumes of Key Personnel

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA
President: 1991 – Present

Founder of MDG Associates, Inc., a community development consulting firm that provides services to municipal agencies. Focus on assisting municipal agencies with all aspects of the administration and implementation of HUD funded CPD Programs. These include, but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

Works hand-in-hand with municipalities on the development of implementation strategies and tools that facilitate the management of their CPD programs; provides training for the HUD CPD Programs; if requested provides day-to-day implementation functions of the programs. This includes the development of Consolidated Plans and Action Plans for various programs through programmatic and financial closeout of projects and grants. Assists grantees in developing HUD mandated Policies and Procedures for the management and oversight of various CPD Programs as well as implementation of individual activities such as Housing Rehabilitation, Commercial Rehabilitation, and Homebuyer Programs.

Works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. Through the initiative, provides TA and staff capacity building to municipalities throughout the U.S. in the CDBG, HOME, NSP (1, 2, and 3) and CDBG-DR. Provides in class training and TA in two of HUDs reporting systems; the Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). Assists HUD Headquarters as a beta tester for the updates to the Disaster Recovery Grant Reporting system.

Provides training and TA in federal cross-cutting elements including Financial Management Systems (Uniform Administrative Systems), Davis-Bacon and Related Acts (DBRA), and Assessment of Fair Housing (AFH). Has provided many of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

City of Huntington Park – Assistant Director of Comm. Development/Redevelopment

Assisted the Director of Community Development in the administration of the department. Directly responsible for the day-to-day administration and management of municipal staff on the CDBG and HOME programs, current and advanced planning functions and code enforcement activities. Acted as Secretary to the City's Planning Commission.

City of Montclair – Associate Planner

Assisted in the day-to-day planning functions including, but not limited to, California Environmental Quality Act (CEQA) review, Design Review, Subdivisions, Annexations, and Development proposals. Responsible for reviewing and processing Zone Changes, Variances, Conditional Use Permits, and other entitlements.

Booth-Good Architects – Project Assistant

Under the direction of the Project Architect, assisted in the design development, and preparation of design development and construction drawings for a variety of building types including single-family residential, multi-family residential and commercial developments.

EDUCATION:

Bachelor of Architecture (5-Year Degree)

California State Polytechnic University, Pomona

AFFILIATIONS/ REGISTRATIONS:

ICBO - International Conference of Building Officials

AIA - Prior Associate member of the American Institute of Architects

Licensed California General Contractor – California License No.681042

ICBO – Earthquake Retrofit of Wood Frame Homes Certification

Lead Based-Paint Visual Assessment Certification

Certified HOME Program Regulations, HUD (Technical Assistance Provider)

PROFESSIONAL EXPERIENCE:

MDG/LDM Associates, Inc. – Rancho Cucamonga, CA

Senior Associate: 2004 to Present

Responsible for the administration and implementation of residential and commercial rehabilitation programs funded with Community Development block Grant (CDBG), HOME Investment Partnerships (HOME) and Redevelopment funds. Responsibilities include reviewing applications for participation in rehabilitation programs to assure compliance with CDBG/HOME programs. The rehabilitation program responsibilities include coordinating rehabilitation inspections, maintaining applicant files current, preparing bid packages, reviewing bids, preparing contractor agreements and loan packages, processing progress and final payments, and processing/recording the Notice of Completion.

Tanner Research, Inc. – I.T. Administrator

Responsible for the day-to-day operations of the network and all related systems including, installation, configuration, and maintenance of multiple NT based servers. Serve as support to company users for troubleshooting hardware and network inquiries. Solely responsible for the implementation and configuration of Microsoft Exchange system, including virus protection administration. Conducted on site classes for employee training for various software packages. Coordinated and developed policies for the purchase of PC and network hardware and software. Created and maintained a corporate disaster recovery plan (DRP) including the scheduling, storage and security of all backups

Racal Instruments, Inc. – System Administrator

Responsible for the installation, maintenance and support of the company's local area network (NT, Win/95, Exchange MSOffice) and midrange system (AS/400). Responsible for determining and recommending procurement of hardware, software and telecommunication equipment consistent with company standards. Work with management to establish system procedures, standards and security policies including a disaster recovery plan.

Lynx Precision Golf, Inc. – Data Processing Coordinator

Responsible for the daily operation of an IBM AS/400. Including system backups, processing of scheduled reports and applications, general user support and miscellaneous programming. Coordinated all PC related activities including hardware and software upgrades, purchases and setups. Troubleshoot hardware and software problems. Conduct PC training classes in various applications.

EDUCATION:

Business Administration- Information Technology

California State University Fullerton

TECHNICAL SKILLS:

Computer Skills: Knowledge of Microsoft Windows Operating systems, Microsoft Office (Word, Excel, Power Point, and Publisher), and CISCO Systems. Bilingual/Bi-Literate in English and Spanish.

AFFILIATIONS/REGISTRATIONS:

Certified Building Inspector

Lead Based-Paint Visual Assessment Certification

Cisco Certified Network Administrator (CCNA)

Microsoft Certified System Administrator (MCSE)