REQUEST FOR PROPOSALS

RFP No. 26-595

CONSTRUCTION MANAGEMENT AND BUILDING INSPECTION SERVICES

IN THE CITY OF LA PUENTE, CALIFORNIA

CITY OF LA PUENTE

Abraham Tellez
Director of Development Services
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RFP DATES

Request for Proposal Posting:	**March 23, 2026**
	Submittal Deadline: April 6, 2026 @ 10:00 a.m.
City Council Award:	TBD

City of La Puente

REQUEST FOR PROPOSAL

BID TITLE:	Construction Management and Building Inspection Services
REQUESTING DEPARTMENT:	Development Services
RELEASE DATE:	March 23, 2026
DUE DATE:	**April 6, 2026@ 10:00 a.m.**

Notice is hereby given that the Office of the City Clerk of the City of La Puente will receive proposals. Each proposal must be submitted via email and clearly marked in the subject line:
"Construction Management and Building Insepction Services"

Failure to identify the proposal on the in the subject line may result in disqualification of the proposal.

The full RFP may be obtained via email by sending a request to Ms. Norma Ramirez at nramirez@lapuente.org. The RFP also may be obtained by visiting City Hall, 15900 East Main Street. Proposers are obliged to check the web site, https://lapuente.org/bids-and-rfps/ for addendums before submitting a proposal.

Proposals must be received via email. **Proposals will be received until 10:00 a.m. April 6, 2026.**

Proposals will be submitted to the Development Services Director for verification and compliance with specifications and subsequent recommendation to City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

Proposals received after the deadline will be considered late. Late proposals will not be accepted.

Abraham Tellez
Director of Development Services

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CITY OF LA PUENTE

REQUEST FOR PROPOSALS

1 INTRODUCTION AND INSTRUCTIONS TO PROPOSERS

1.1 INTRODUCTION

The City of La Puente (City) invites qualified firms to submit electronic proposals for providing Construction Management and Building Inspection Services. See project background under Scope of Services below. Should an award be made, the selected Proposer (or CONTRACTOR as referred to in this RFP) will enter into an agreement with the City of La Puente to provide these services.

The full RFP may be obtained via email by sending a request to Ms. Norma Ramirez at nramirez@lapuente.org . The RFP also may be obtained by visiting City Hall, 15900 East Main Street. Proposers are obliged to check the web site, https://lapuente.org/bids-and-rfps/ for addendums before submitting a proposal.

1.2 PROPOSED TIME SCHEDULE

Request for Proposal Posting:	March 23, 2026
Submittal Deadline:	April 6, 2026 @ 10:00 a.m.
City Council Award:	TBD

1.3 INSTRUCTIONS TO PROPOSERS AND PROCEDURES FOR SUBMITTAL

An electronic version of the proposal must be submitted via email to nramirez@lapuente.org.

Proposers are solely responsible for ensuring their submitted proposal is received by the City in accordance with the solicitation requirements and before the Submittal Deadline. Delivery of proposals shall be made via email in this Request for Proposal. All proposals shall become the property of the City. Late proposals will not be accepted and will not be opened.

1.4 GENERAL CONDITIONS

ADDENDUMS. Should it be necessary for the City to issue addendums to this RFP during the proposal period, the City will endeavor to notify the known holders of this RFP. Any addendums to this Request for Proposal will be posted at http://lapuente.org/how-do-i-/apply-for/rfps-bids. as well. Proposers are obliged to check the web site for addendums before submitting a proposal. Proposals should include a notation that the Proposer is aware of all of the addendums which have been issued and has incorporated their provisions in their proposal.

ADDITIONAL INFORMATION. The City reserves the right, to request additional information or clarifications from Proposers where it may serve the City's best interest.

ADDITIONAL SERVICES. The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations with the City.

AUTHORIZED SIGNATURES. Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the work. Upon request of the City, any agent submitting a proposal on behalf of a Proposer shall provide a current power

of attorney certifying the agent's authority to bind the Proposer. If an individual makes the proposal, his or her name and signature must be shown. If a firm or partnership makes the proposal the name of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the proposal, the proposal shall show the name of the state under the laws of which the corporation is chartered, and the title of the person signing on behalf of the corporation. Upon request of the City, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

AWARD OF PROPOSAL. City reserves the right to negotiate final terms with the selected Proposer, if any. Award may be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, state, and other laws relative thereto.

CANCELLATION OF SOLICITATION. The City may cancel this solicitation at any time.

CONFLICT OF INTEREST. By signing the Certification of Proposal (Appendix 4), the Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposals, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.

COSTS. The City is not liable for any costs incurred by Proposers before entering into a formal contract. Costs of developing the proposals, or any other such expenses incurred by the Proposer in responding to this RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the City. No reimbursable cost may be incurred in anticipation of award.

DISQUALIFICATION OF PROPOSER. If there is reason to believe that collusion exists among the Proposers, the City may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any Proposer is interested in more than one Proposal for the same work will cause the rejection of all Proposals for the work in which a Proposer is interested. If there is reason to believe that collusion exists among the Proposers, the City may refuse to consider Proposals from participants in such collusion. Proposers shall submit as part of their Proposal documents the completed Non-Collusion Affidavit (Appendix 2).

DOCUMENTS, EXAMINATION OF. It is the responsibility of the Proposer to carefully and thoroughly examine and be familiar with these RFP documents, general conditions, all forms, specifications, drawings, plans, and addenda (if any). Proposer shall satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, necessary to perform the work as specified by these documents. The failure or neglect of the Proposer to examine documents shall in no way relieve him from any obligations with respect to the solicitation or and subsequent contract that may be awarded. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the Proposer has thoroughly examined and is familiar with the RFP documents. The failure or neglect of a Proposer to receive or examine any of the documents shall in no way relieve him from any obligations with respect to the proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

INTERPRETATION OF RFP DOCUMENTS. City reserves the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of the specifications or other RFP documents, or finds discrepancies or omissions in the specifications, the proposer may submit to the City an electronic request for an interpretation or correction.

Oral statement(s), interpretations or clarifications concerning the meaning or intent of the contents of this RFP by any person other than the designated City Representative as set forth in this RFP are unauthorized and invalid. Modifications to the RFP, including, but not limited to the scope of work, can be made only by a formal addendum issued by the City.

CONTACT WITH CITY OFFICIALS AND REPRESENTATIVES. The sole City Representative as contact person for all questions and matters regarding this RFP is Abraham Tellez. The Representative can be reached via e-mail at atellez@lapuente.org. Proposers that contact any City official or representative other than the designated City Representative as set forth in this RFP will result in **the disqualification of that proposer with no further consideration given to the proposal submitted.**

The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of a formal addendum to the RFP documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFP documents. All such addenda shall become a part of the RFP document. It is the responsibility of each Proposer to ensure the City has their correct business name, mailing address and e-mail address on file. Any prospective Proposer who obtained a set of RFP documents is responsible for advising the City that they have a set of RFP documents and wish to receive subsequent Addenda.

IRREGULARITIES. City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.

NON-DISCRIMINATION. Proposer represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy related conditions, political affiliation or opinion, age or medical condition.

NON-EXCLUSIVE. Should the City make an award, the successful Proposer will enter into a NON-EXCLUSIVE agreement and the City reserves the right to enter into agreements with other firms.

OFFERS OF MORE THAN ONE PRICE. Proposers are NOT allowed to submit more than one proposal.

OWNERSHIP. All data, documents and other products used or developed during the RFP process become the property of the City upon submission.

NO OBLIGATION. The release of this RFP does not obligate or compel the City to enter into a contract or agreement.

PROPOSAL, REJECTION OF. The City reserves the right to reject any or all proposals or any part of a proposal. The City reserves the right to reject the proposal of any Proposer who previously failed to perform adequately for the City or any other governmental agency. The City expressly reserves the right to reject the Proposal of any Proposer who is in default on the payment of taxes, licenses or other monies due the City.

PROPRIETARY INFORMATION. All bid proposals and documents submitted in response to this RFP shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Proposals should not be marked as confidential or

proprietary, and City may refuse to consider a proposal so marked. All Information contained within the proposals will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within their bid proposal that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public. In the event that a demand for disclosure of information designated as "confidential and/or proprietary" by a bidder is made, the City will notify the bidder in writing of such demand and shall furnish a copy of the City's written response to the requestor. Bidder may then pursue, at its sole cost and expense, any and all appropriate legal action necessary to maintain the confidentiality of such information.

NO PUBLIC BID PROPOSAL OPENING/PUBLIC RECORDS ACT. Bid proposals shall be opened and their contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing Proposers. Adequate precautions shall be taken to treat each Proposer fairly and to insure that information gleaned from competing proposals is not disclosed to other Proposers. Prices and other information concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authority.

PUBLIC RECORD. All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.

REPRESENTATIONS. Proposer understands and acknowledges that the representations made in their submitted proposal are material and important, and will be relied on by the City in evaluation of the proposal. Proposer misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.

RFP PART OF AGREEMENT. Should an agreement be awarded, this Request for Proposal and Scope of Services and all conditions may become part of the agreement between the City of La Puente and the successful Proposer.

SEVERABILITY. If any provisions or portion of any provision, of this Request for Proposals are held invalid, illegal or unenforceable, they shall be severed from the Request for Proposals and the remaining provisions shall be valid and enforceable.

SUBCONTRACTOR INFORMATION. If the proposal includes the use of SUBCONTRACTORs, Proposer must identify specific SUBCONTRACTORs and the specific requirements of this RFP for which each proposed SUBCONTRACTOR would perform services. If a subcontract for work services to be performed exceeds $25,000 the subcontract must contain all required provisions of the prime contract.

SUBCONTRACTOR REFERENCES. For all SUBCONTRACTORs that will be used for providing services as part of the RFP, Proposers must provide a minimum of two references from similar projects performed for any local government clients within the last three years. Information provided shall include:

1. Client name
2. Project description
3. Dates (starting and ending)
4. Technical expertise
5. Staff assigned to reference engagement that will be designated for work per this RFP
6. Client project manager's name and telephone number

VALIDITY. Proposal must be valid for a period of 90 days from the due date.

WITHDRAWAL OF PROPOSAL. Proposers' authorized representative may withdraw Proposals only by email request received by the Director of Development Services before the Proposal Submittal Deadline.

2 PROPOSAL RESPONSE REQUIREMENTS

An electronic version of the proposal must be submitted via email to nramirez@lapuente.org.

It is imperative that all Proposers responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Do NOT include marketing brochures or other promotional material not connected with this RFP.

All proposals via email. All pages should be numbered and identified sequentially by section. Response items must be indexed in the following order with individual tabs:

2.1 COVER LETTER

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should include an introduction of the firm and summary statement of qualifications.

Company Data

Please submit the following information:

- Official name and address.
- Name, address, and telephone number of the Proposer's primary point of contact.
- Indicate what type of entity (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- State of Incorporation if incorporated
- Federal Employer I.D. Number.
- The address, telephone numbers and fax numbers of each of your firm's locations.
- A detailed statement indicating whether Proposer is totally or partially owned by another business organization or individual.
- Number of years Proposer has been in business under the present business name.
- Number of years of experience the Proposer has had in providing required, equivalent, or related services.
- All comparable contracts entered into during the last five (5) years, completed or not. Please indicate:
  - Year started and completed
  - Type of Contract
  - Contracting Agency
  - Project Description
  - Project Manager
  - Developer/owner of project
- Any failures or refusals to complete a contract and explanation.
- Individuals/Firms who own an interest of 10% or greater in the proposing firm.
- Financial interests in other lines of business.

2.2 ORGANIZATIONAL CHART

Proposer shall include an organizational chart that reflects titles of key staff and management contacts of each individual assigned to provide services under this Proposal. Included in the organizational chart, please list all sub-contracted work to individuals/firms.

It is the City's preference to have key personnel identified in the Organizational Chart to remain during the term of the agreement. The Proposer shall note concurrence on the restrictions to changes in key personnel. A transition plan shall be presented in this section in the event there are proposed changes in key personnel, including sub- CONTRACTORs, during the term of the agreement that are outside of the consulting firm's control or if the City requests such change.

After contract execution the CONTRACTOR should not substitute key personnel (project manager and others listed by name in the cost proposal) or sub-CONTRACTORs without prior written approval from the local agency. The CONTRACTOR must request and justify the need for the substitution and obtain approval from the local agency prior to use of a different sub-CONTRACTOR on the contract. The proposed substituted person must be as qualified as the original, and at the same or lower cost.

2.3 RESUMES AND QUALIFICATIONS OF PERSONNEL

The Proposer shall furnish a personnel staffing plan with sufficient information for judging the quality and competence of the personnel dedicated to the account. In its assessment of the proposal, City will place considerable emphasis on the commitment by the Proposer to provide qualified personnel for the services being considered. The Proposer shall furnish resumes in outline form for the key personnel committed to this account. Proposer shall also include the number and type of additional support personnel who will be providing services. The substitution or addition of individuals shall be allowed only with prior written approval of the City.

Suggested Resume Format:

- Name
- Position
- Education
- Show degrees earned and certifications, school and year of completion. Exclude company courses or information that is not relevant to the person's functional job duties.
- Summary of Experience
- In chronological order, most recent date first, summarize experience as it relates to the scope of work required for this RFP.
- Professional Memberships/Registrations

If sub-CONTRACTORs are to be used as part of this proposal, a resume of the sub-CONTRACTOR and relevant experience is to be included in the same format.

2.4 REFERENCES

Proposer must provide three (3) references for which Proposer has provided similar services performed in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, and description and date of services provided. References for public agency projects are preferred.

2.5 PROPOSAL FORMS

NON-COLLUSION AFFIDAVIT. Proposer is required to sign and submit the Non- Collusion Affidavit (Appendix 2).

INSURANCE. Proposer is required to sign and submit the CONTRACTOR's Acknowledgement of Compliance with Insurance Requirements for Agreement for Professional/CONTRACTOR Services (Appendix 3).

CERTIFICATION OF PROPOSAL. Proposer is required to sign and submit the Certification of Proposal (Appendix 4).

3 Proposal Evaluation and Evaluation

The City staff will evaluate all proposals received to determine the firm that best meets the needs of the City. The City shall not be obligated to accept the lowest priced proposal, but the City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and qualifications of the Proposer.

Selection of qualified Proposers may be based on evaluation criteria developed by the City (see Appendix 5, Sample Evaluation Sheet). Interviews may be held with the most qualified respondents. The recommended proposal will be submitted to the City Council for contract approval.

Discussions may, at the City's option, be conducted with the most qualified Proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing Proposers.

4 Scope of Services

4.1 CITY INFORMATION

The City of La Puente is approximately 3.48 square miles and is home to approximately 40,690 people. It is primarily a residential community with multiple types of businesses. The City of La Puente is a general law city incorporated on August 1, 1956. It is governed by the city council/city manager form of government. A five-member city council is elected by the residents, and a mayor is elected by the City Council. The city manager is appointed by the council to oversee the daily activities of the city.

4.2 PROJECT OVERVIEW

The scope of work for this Request for Proposals includes providing professional project management services to oversee all phases of construction of the La Puente City Park Activity Center (See Activity Center Plans and Specifications, Exhibit 1). Services will include project schedule oversight, assistance with budget monitoring, coordination with City staff, architects, and contractors, review of submittals and change orders, quality control, building inspection services, and environmental/geotechnical/material testing services.

The scope also includes providing building inspection services to ensure compliance with applicable building codes, ADA requirements, and public works standards. The selected consultant will be responsible for documenting inspections and assisting with project closeout and certification of occupancy.

The City reserves the right to accept or reject any or all proposals submitted.

The CONTRACTOR must be able to provide the necessary services outlined in this RFP. The CONTRACTOR shall utilize its' in-house staff and/or SUBCONTRACTORS to complete the assignments to meet the City standards. For specialized work for which the prime CONTRACTOR will require a SUBCONTRACTOR, the prime CONTRACTOR will serve as an administrative liaison between the City and the SUBCONTRACTOR. The prime CONTRACTOR mark-up for SUBCONTRACTORS shall not exceed 10%.

4.3 PREVAILING WAGES

CONTRACTORs are advised to consider whether services to be performed include classifications subject to state or federal prevailing wage requirements. California State prevailing wage information is available through the California Department of Industrial Relations website at https://www.dir.ca.gov/OPRL/statistics_research.html .

Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firm or individual named in any Agreement approved by the City. City will not assume any responsibility for CONTRACTOR's failure to pay prevailing wages in accordance with State law.

4.4 SCOPE OF SERVICES

The undersigned hereby proposes and agrees to furnish all professional services, labor, equipment, materials, transportation, and related expenses required to perform Project Management Services and Building Inspection Services for the La Puente Activity Center Project, in accordance with the scope of work described in this RFP.

Bidders shall provide a detailed schedule of prices that includes a breakdown of costs for each major component of services, including but not limited to:

4.4.1 Project Management Services

- Pre-construction planning and coordination
- Construction oversight and reporting
- Schedule and budget monitoring
- Coordination with City staff, architect, and contractors
- Project closeout assistance

4.4.2 Building Inspection Services

- On-site inspections
- Code and ADA compliance verification
- Documentation and reporting
- Assistance with final inspections and certification of occupancy

4.5 SPECIFICATIONS

The program has three primary goals:

GOAL 1: Ensure timely, on-budget, and high-quality construction of the La Puente Activity Center.

GOAL 2: Provide professional oversight and inspection services to ensure compliance with applicable building codes, ADA standards, and public works requirements.

GOAL 3: Document and report project progress and outcomes, supporting the City's transparency, accountability, and quality assurance objectives.

I. Program Description and Requirements

Metrics/Reporting

Consultants will be required to report the following metrics on a **monthly basis**:

- Number of site inspections conducted and documented
- Number of construction submittals and RFIs reviewed
- Status of project schedule and budget, including any deviations and corrective actions
- Description of specific project management and inspection activities performed
- Identification of potential risks or barriers to project completion and mitigation actions
- Safety or compliance issues observed and resolutions
- Photographic documentation of construction progress (as requested)
- Any additional data required by the City to evaluate project performance

II. Program Scope of Work

The scope of work for the consultant may include, but is not limited to, the following:

- **Project Management Services:**
    - Oversight of all phases of construction
    - Coordination between City staff, architect, engineer, and contractor
    - Schedule and budget monitoring
    - Review of submittals, RFIs, change orders, and contractor pay applications
    - Risk management and quality control
- **Building Inspection Services:**
    - On-site inspections for compliance with California Building Code, ADA standards, and public works requirements

    - Documentation and reporting of inspections
    - Identification and tracking of deficiencies and corrective actions
    - Assistance with final inspections and certification of occupancy
- **Reporting and Documentation:**
    - Preparation of monthly written reports summarizing project progress, issues, and recommended actions
    - Photographic documentation and recordkeeping of key milestones
    - Collaboration with City staff to provide information for annual reports or public updates
- **Additional Support:**
    - Recommendations to improve efficiency, safety, or regulatory compliance
    - Assistance in facilitating project closeout activities, including preparation and verification of punch lists, warranties, operations and maintenance manuals, and as-built drawings
    - Coordination with City staff, contractors, and design professionals to resolve field issues and maintain project progress
    - Support with documentation, reporting, and other related construction management or building inspection services as needed

4.6 CONTRACT DEVELOPMENT

If a proposal is accepted, the consultant will be required to enter into a contractual agreement with the City. The City reserves the right to amend this contract based on information provided by the consultant in its RFP response.

The following contractual terms are non-negotiable and will be included in the standard City contract:

- Indemnification
- All insurance terms
- Termination clauses
- Ownership/Use of Contract Materials and Products
- Dispute resolution procedures
- Governing law (Federal, State and/or Local County)
- Record keeping, audit, and financial reporting requirements

If an agreement cannot be reached with the selected consultant, the City reserves the right to commence negotiations with an alternate proposer.

4.7 CONTRACTOR REQUIREMENTS

The Contractor shall coordinate, manage, and administer all activities necessary to provide construction management and building inspection services for the La Puente City Park Activity Center project. The Contractor shall provide qualified personnel, administrative support, and technical expertise necessary to oversee the project from pre-construction through final completion.

The Contractor shall assist the City in ensuring the project is completed in accordance with approved plans, specifications, applicable building codes, regulatory requirements, project schedule, and established budget parameters.

The Contractor shall implement day-to-day project oversight activities including coordination with City staff, architects, contractors, and other project stakeholders. Services shall include monitoring project progress, reviewing contractor submittals, tracking project schedules, assisting with budget monitoring, performing inspections, documenting construction activities, and supporting project closeout procedures.

Because the project is located within a **high-use public park facility**, the Contractor shall pay particular attention to maintaining safe public access and minimizing disruption to park operations during construction.

The Contractor shall not assign or subcontract any portion of the services without prior written approval from the City.

A. Contractor's Personnel

The Contractor shall be solely responsible for the satisfactory performance of all personnel assigned to provide services under this Agreement.

The Contractor shall be responsible for payment of all wages, salaries, benefits, insurance, and other costs associated with its employees and subcontractors. The Contractor shall comply with all applicable federal, state, and local employment laws and regulations.

The City reserves the right to require removal of any Contractor personnel assigned to City projects for reasonable cause, including unsatisfactory performance, misconduct, or failure to comply with City policies.

The Contractor shall promptly notify the City of any changes in key personnel assigned to the project. Replacement personnel must possess qualifications equal to or greater than those originally proposed.

Proposers shall include **résumés of all management, supervisory, and key technical personnel** who will be assigned to the project.

A responsible senior-level representative of the Contractor shall be available to coordinate with City staff and respond to project-related matters throughout the duration of the project.

B. Construction Management Services

The Contractor shall provide professional construction management services to oversee all phases of construction for the La Puente City Park Activity Center project.

Responsibilities may include, but are not limited to:

- Monitoring construction activities to ensure compliance with approved plans, specifications, and contract documents
- Reviewing contractor submittals, shop drawings, and requests for information (RFIs)
- Monitoring construction schedules and providing updates on project progress
- Assisting the City with budget monitoring and cost control
- Reviewing and providing recommendations regarding change orders and contract modifications
- Identifying potential project risks or construction conflicts and recommending solutions
- Coordinating communication between the City, design professionals, contractors, and other project stakeholders
- Attending and facilitating project meetings, including construction progress meetings occurring at a minimum of once per week.
- Maintaining project documentation including reports, correspondence, and records of project activities

The Contractor shall promptly notify the City of any issues that may affect project cost, schedule, or quality.

C. Project Site Control, Construction Logistics, and Public Safety

Due to the project's location within a **high-volume public park facility**, the Contractor shall assist the City in overseeing site control, construction logistics, and public safety measures throughout the duration of the project.

Responsibilities may include:

- Monitoring contractor compliance with approved **site logistics and staging plans**
- Ensuring proper installation and maintenance of construction fencing, barriers, and signage
- Verifying that construction activities are clearly separated from public park areas
- Monitoring contractor traffic control measures for construction vehicles and deliveries
- Coordinating construction activities to minimize disruption to park operations and public access
- Ensuring safe pedestrian circulation around the construction site
- Monitoring contractor compliance with safety requirements to protect park visitors and City staff
- Reviewing and coordinating **construction parking plans for workers, deliveries, and equipment** to minimize impacts to park users
- Monitoring staging areas, material storage locations, and construction access routes

- Ensuring contractors maintain a clean and organized project site

The Contractor shall promptly notify the City of any unsafe conditions, conflicts with park operations, or situations that may pose a risk to the public.

D. Schedule Coordination

The Contractor shall assist the City in coordinating construction schedules to ensure efficient project progress while minimizing disruption to park activities and public use of the facility.

Responsibilities may include:

- Reviewing and monitoring the contractor's construction schedule
- Coordinating work activities with City staff and park operations personnel
- Monitoring milestone completion and identifying potential schedule delays
- Coordinating inspections to avoid delays in construction progress
- Advising the City on schedule adjustments necessary to maintain project timelines
- Coordinating construction activities around park events, peak usage periods, or other operational considerations as directed by the City

E. Building Inspection Services

The Contractor shall provide qualified building inspection personnel to ensure construction complies with all applicable building codes, accessibility requirements, and construction standards.

Building inspection services may include:

- Conducting field inspections of building, structural, mechanical, plumbing, and electrical work
- Verifying compliance with approved construction plans and specifications
- Ensuring compliance with applicable provisions of the California Building Standards Code
- Verifying compliance with ADA accessibility requirements
- Documenting inspection findings and maintaining inspection records
- Issuing correction notices and verifying completion of required corrective actions
- Coordinating with contractors, project managers, and City staff regarding inspection results
- Reviewing and verifying material testing results and ensuring compliance with approved plans, specifications, and applicable codes

Inspection reports shall be submitted to the City in a timely manner.

F. Documentation and Reporting

The Contractor shall maintain accurate and complete records of all construction management and inspection activities.

Documentation may include:

- Daily inspection reports
- Construction progress reports
- Field observation reports
- Photographic documentation of construction activities
- Submittal and RFI tracking logs
- Change order logs
- Meeting minutes and action item tracking
- Daily inspection and testing reports, environmental monitoring logs, and laboratory testing

All project documentation prepared by the Contractor shall become the property of the City.

G. Compliance with Applicable Codes and Regulations

All services provided by the Contractor shall comply with applicable federal, state, and local laws, codes, and regulations.

The Contractor shall ensure that construction activities comply with:

- California Building Standards Code
- Applicable municipal codes and ordinances
- ADA accessibility requirements
- Applicable public works standards
- Compliance with all environmental regulations, geotechnical recommendations, and material testing standards relevant to the project

Any observed violations or unsafe conditions shall be promptly reported to the City.

H. Project Closeout

The Contractor shall assist the City in facilitating project closeout activities including, but not limited to:

- Preparation and verification of punch lists
- Monitoring completion of corrective work
- Review of warranties and guarantees
- Review and verification of as-built drawings
- Coordination of final inspections
- Assistance with documentation required for final acceptance and occupancy

4.8 EVALUATION INFORMATION

In order for the City to evaluate the credentials of each proposer, the City is requesting that each proposer answer each of the following questions as it relates to this RFP: Please be as concise as possible while conveying a complete answer. Failure to respond to a question may result in disqualification from the selection process (Appendix 5).

Qualification Questions

A. Firm Overview

Describe the general character of work performed by your firm. Include the firm's areas of specialization, years in business, office locations, and experience providing construction management and building inspection services for public sector clients.

B. Relevant Municipal Experience

List municipal or public agency contracts awarded to your firm within the past five (5) years where services were similar in scope, size, or discipline to those described in this RFP. For each project include:

- Agency name
- Contact person, phone number, and email
- Project name and location
- Contract number (if applicable)
- Description of services provided
- Construction value of the project
- Duration of the contract
- Your firm's role and responsibilities

Describe similarities and differences between those projects and the services requested in this RFP.

C. Firm Capacity and Oversight

Identify the principal(s) or executive staff who will provide corporate oversight for this contract. Describe their roles, experience with municipal projects, and responsibilities in supporting the project management and inspection team.

D. Professional Development and Training

Describe the professional development programs and continuing education opportunities your firm provides for project managers, construction managers, and building inspectors (e.g., code updates, ADA training, safety training, certifications, etc.).

E. Contract Performance History

Has your firm ever failed to complete any contract awarded to the firm? Has your firm ever defaulted on or been terminated from a contract? If yes, please provide details, including the circumstances and resolution.

F. Performance Issues

Has your firm received any written notices regarding unsatisfactory performance, contract disputes, or corrective action requests within the past three (3) years? If so, provide a detailed explanation and describe how the issues were resolved.

G. Project Management Systems

Describe your firm's experience using project management and document control systems for construction projects (e.g., project management software, scheduling tools, document tracking systems, etc.). Include examples of systems used for submittal tracking, RFI management, and reporting.

H. Construction Oversight Experience

Describe your firm's experience providing construction management services including:

- Pre-construction planning
- Construction oversight
- Schedule monitoring
- Budget control
- Change order review
- Contractor coordination

Provide examples of similar projects.

I. Building Inspection Experience

Describe your firm's experience providing building inspection services for public facilities. Include experience with:

- California Building Code compliance
- ADA accessibility requirements
- Public works construction inspection
- Documentation and reporting of deficiencies
- Federally funded project requirements

J. Safety and Compliance Procedures

Describe your firm's policies and procedures related to construction site safety oversight, hazard identification, and compliance with applicable regulations (e.g., OSHA, public works safety requirements).

K. Quality Assurance and Quality Control

Describe the quality assurance/quality control (QA/QC) procedures your firm implements to ensure construction work complies with plans, specifications, and regulatory requirements.

L. Risk Management

Describe your firm's approach to identifying and mitigating risks during construction projects, including schedule delays, budget overruns, and construction deficiencies.

M. Reporting and Documentation

Explain your firm's approach to documenting project progress and reporting to public agencies. Provide examples of typical monthly progress reports, inspection reports, and construction documentation.

N. Regulatory and Code Compliance

Describe your firm's experience ensuring compliance with California Building Code, ADA standards, and other applicable state and local regulations during construction projects.

O. Additional Information

Provide any additional information your firm believes will assist the City in evaluating your qualifications to perform the requested services.

PROPOSED STAFF QUESTIONS

P. Project Manager / Construction Manager
Identify the individual proposed to serve as the Project Manager or Construction Manager for this project.

Q. Project Manager Qualifications
Describe this individual's background, education, certifications, and relevant experience managing construction projects similar in size and scope. Include a resume detailing at least the last five (5) years of employment and project experience.

R. Lead Building Inspector
Identify the individual proposed to serve as the Lead Building Inspector for this project. Describe their qualifications, certifications (e.g., ICC certifications), and experience with building inspections for public facilities.

S. Inspection Team Experience
Identify additional inspectors or technical staff proposed for this project. Describe their roles, qualifications, certifications, and relevant experience.

T. Key Personnel Experience
Describe the experience of the proposed team in providing services related to:

- Construction oversight
- Building inspections
- Code compliance
- ADA accessibility compliance
- Public works construction

U. Organizational Structure
Provide an organizational chart for the project team that clearly identifies reporting relationships and lines of authority. Include both the project team and the firm's management structure that will support the project.

V. Staffing Plan
Provide a detailed staffing plan describing the personnel proposed for the project, their roles, anticipated level of effort, and estimated hours or percentage of time committed to the project.

W. Availability of Staff
Describe the availability of proposed key personnel and confirm their commitment to the project throughout the duration of the contract.

X. Subconsultants (if applicable)
Identify any subconsultants proposed for the project and describe their roles, qualifications, and experience.

4.9 COMPENSATION

CONTRACTOR will be compensated based on the contract fee schedule.

Provide a statement of exclusions not covered in the fee proposal. Any items of work needed to fully complete the project will be assumed to be included in the fee unless specifically excluded.

Other direct costs, intended to be charged to the City, need to be stated. No mark-ups will be allowed for other direct costs.

Invoices shall be submitted at the conclusion of each month for work performed in that month.

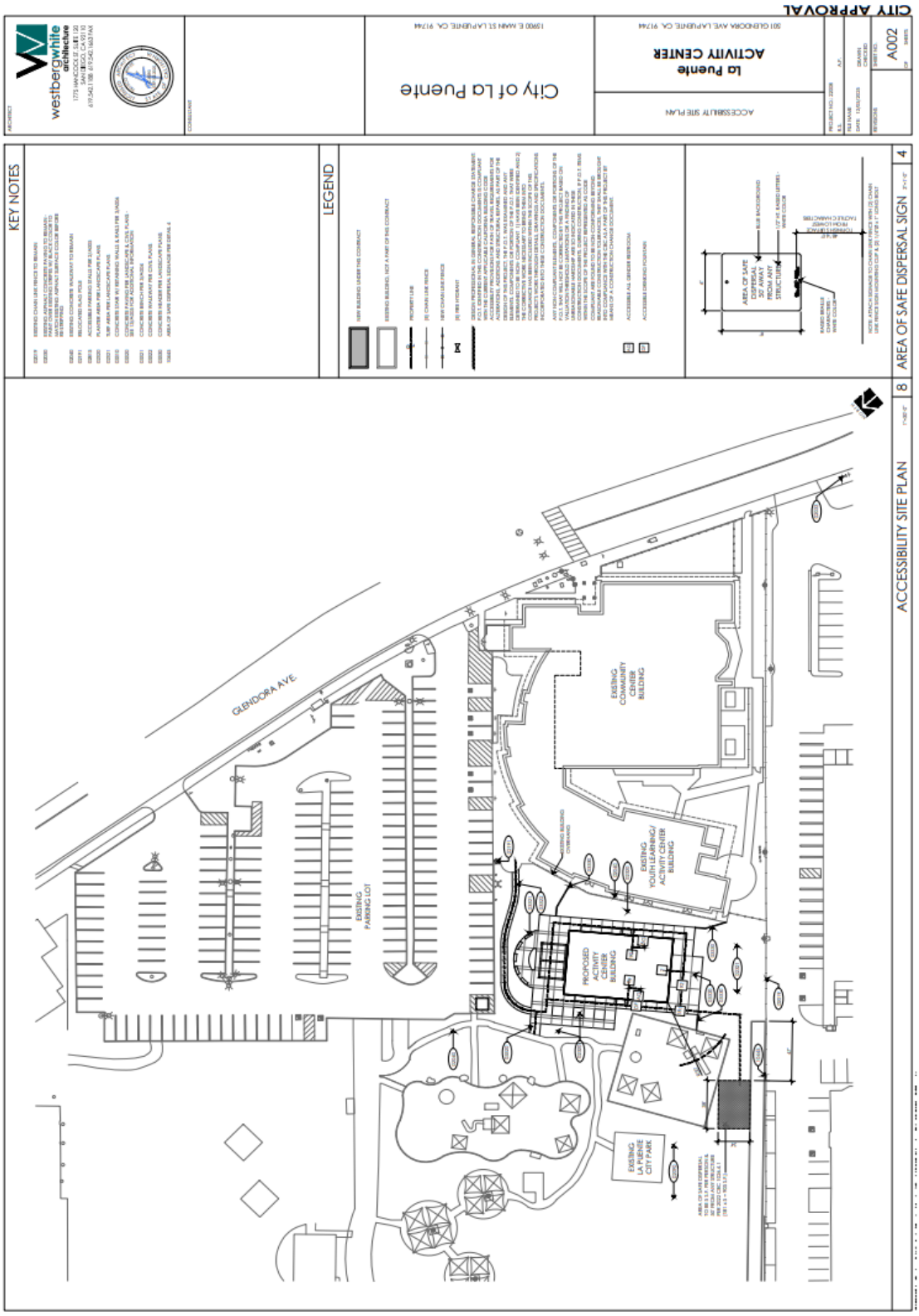
4.10 INSURANCE REQUIREMENTS

See Sample Agreement, Appendix 6 – The terms of the required insurance coverages are dictated by the City's insurer and are not negotiable.

4.11 INDEMNIFICATION.

See Sample Agreement, Section 10 - The terms of the required indemnification are dictated by the City's insurer and are not negotiable.

APPENDIX 1 –Location Map



APPENDIX 2 – Non-Collusion Affidavit

The undersigned declares states and certifies that:

1. This Proposal is not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This Proposal is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in sham proposal or to refrain from submitting to this RFP.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of La Puente or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. I have not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
7. I have not entered into any arrangement or agreement with any City of La Puente public officer in connection with this proposal.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

_____

Signature of Authorized Representative

_____ _____

Name of Authorized Representative Title of Authorized Representative

APPENDIX 3 – CONTRACTOR's Acknowledgement of Compliance with Insurance Requirements for Agreement for Professional/CONTRACTOR Services

CONTRACTOR agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Proposal and accepts all conditions and requirements as contained therein.

CONTRACTOR:

Name: _____

(Print or Type)

By: _ CONTRACTOR's Signature

Date: _____

This executed form must be submitted with the proposal.

APPENDIX 4 – Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal**.**

1) Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2) By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3) Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4) It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5) The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6) The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer:_____

By:_____

(Authorized Signature)

Type Name:_____

Title:_____

Date:_____

APPENDIX 5 - Sample Evaluation Sheet *

CONTRACTOR/Firm Name:		
Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience Providing Services to Municipalities	20	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Demonstrated Technical Ability	10	
Total	80	

Evaluator

Print Name: _____

Signature: _____

Date: _____

Contract Office

Initials: _____

Date: _____

*Use of this sheet is at the City's discretion, and the criteria may change at any time.

APPENDIX 6 – Sample Agreement

CITY OF LA PUENTE

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement for architectural design services (hereinafter, "**Agreement**") is made and entered into this ____ day of _____ 2026 by and between the City of La Puente, a California municipal corporation ("**City**") and _____., a California Corporation ("**Contractor**"). The City and Contractor are hereinafter collectively referred to as the "**Parties**."

RECITALS

WHEREAS, City desires to engage Contractor to perform the services described herein, and Contractor desires to perform such services in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

1. TERM

The initial term of this Agreement shall commence on _____ (the "**Effective Date**") and shall continue in full force and effect for one (1) year, and six (6) months, or until terminated in accordance with Section 9. The City shall have the option to extend the term for two (2) additional one (1) year terms.

2. GENERAL SCOPE OF SERVICES

2.1 Contractor shall perform the services ("**Services**") described in the Scope of Services attached hereto as Exhibit A ("**Scope of Services**") and incorporated herein by this reference. Tasks other than those specifically described in the Scope of Services shall not be performed without prior written approval of the City. The Services shall be performed by Contractor, unless prior written approval is first obtained from the City. In the event of conflict or inconsistency between the terms of this Agreement and Exhibit A, the terms of this Agreement shall prevail.

2.2. City shall have the right to request, in writing, changes to the Services. Any such changes shall be mutually agreed upon by the Parties, and any corresponding increase or decrease

in compensation, shall be incorporated by written amendment to this Agreement.

2.3 Contractor shall perform all Services in a manner reasonably satisfactory to the City and in professional manner in conformance with the standards of quality normally observed by architectural design services serving a municipal agency.

2.4 Contractor shall comply with all applicable federal, state, and local laws, regulations and ordinance in the performance of this Agreement, including but not limited to, the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq*.)). During the term of this Agreement, Contractor shall not perform any work for another person or entity for whom Contractor was not working on the Effective Date if both (i) such work would require Contractor to abstain from a decision under this Agreement pursuant to a conflict of interest statute or law; and (ii) City has not consented in writing to Contractor's performance of such work. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.* Contractor hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Contractor was an employee, agent, appointee, or official of the City in the previous twelve (12) months, Contractor warrants that it did not participate in any manner in the forming of this Agreement. Contractor understands that, if this Agreement is made in violation of Government Code §1090 *et. seq.*, the entire Agreement is void and Contractor will not be entitled to any compensation for Services performed pursuant to this Agreement, and Contractor will be required to reimburse the City for any sums paid to the Contractor. Contractor understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

2.5 Contractor represents that it has, or will secure at its own expense, all licensed personnel required to perform the Services. All Services shall be performed by Contractor or under its supervision, and all personnel engaged in the Services shall be qualified and licensed to perform such services.

3. COMPENSATION

3.1 City agrees to compensate Contractor for the Services provided under this Agreement in accordance with the rate schedule set forth in Exhibit B ("Rate Schedule"). The Rate Schedule shall not be modified without the City's prior written approval. In no event shall the compensation payable to Contractor for _____ under this Agreement exceed the sum of _____ ($_____) dollars, unless specifically approved in advance, in writing, by the City. The City shall pay Contractor for services rendered pursuant to this Agreement at the time and manner set forth herein. The payments set forth in this Section 3 shall be the only payments from City to Contractor for services rendered pursuant to this Agreement. Contractor shall not bill City for duplicate services performed by more than one person.

3.2 Contractor shall submit to City an invoice, at the conclusion of each project phase, and/or consistent with construction project's progress, and pursuant to the Scope of Services as shown on Exhibit A of this agreement. Each invoice shall separately identify the Services rendered during the billing period, the personnel for whose services payment is sought, and all expenses for which reimbursement is requested. As a condition precedent to payment, the City may require Contractor to furnish supporting documentation for all charges for which payment is sought. Within twenty (20) business days of receipt of each invoice, City shall notify Contractor of any disputed amounts included on the invoice.

3.3 City shall make monthly payments, based on the invoice received for Services satisfactorily performed and rendered. Within thirty (30) days from receipt of an invoice from Contractor, the City shall pay all undisputed amounts to Contractor. The City shall have the right to withhold from payments to Contractor reasonably disputed amounts, including without limitation, amounts for Services not performed in accordance with this Agreement and costs, expenses or damages incurred by the City as a result of Contractor's breach of this Agreement or Contractor's negligence.

4. FACILITIES AND EQUIPMENT

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Contractor's use while performing the Services for the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any City vehicle for conducting City business or cellular telephone.

5. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material (the "**Written Products**") developed by Contractor in the performance of the Services pursuant to this Agreement shall be and remain the property of the City without restriction or limitation upon its use or dissemination by City, and no such written products shall be the subject of a copyright application by Contractor.

6. RELATIONSHIP OF PARTIES

At all times during the term of this Agreement, Contractor shall be an independent contractor and shall not be an employee of City. Neither City nor any of its officers, employees or agents shall have control over the conduct of Contractor, or any of its employees, agents and/or volunteers, except as set forth in this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Contractor, and any of its employees, agents, and subcontractors providing services under this Agreement, shall not qualify for or become entitled to, and hereby agrees to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the

California Public Employees Retirement System ("PERS") as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Contractor shall not represent that it, or that any of its employees, agents or volunteers are, is in any manner employees of City.

7. SUBCONTRACTOR SERVICES

Contractor shall obtain the City's prior written approval before retaining a subcontractor to perform any portion of the Services required by this Agreement. Notwithstanding Contractor's use of any subcontractor, Contractor shall be responsible to the City for the performance of its subcontractors as it would be if Contractor had performed those services itself. Nothing in this Agreement shall be deemed or construed to create a contractual relationship between the City and any subcontractor employed by Contractor. Contractor shall be solely responsible for payments to any subcontractors. Contractor shall indemnify, defend and hold harmless the City Indemnitees (defined below) for any Claims (defined below) arising from, or related to, the services performed by a subcontractor under this Agreement.

8. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Robert Lindsey, City Manager
City of La Puente
15900 E. Main Street
La Puente, CA 91744
Tel: (626) 855-1501

With a copy to:

Susie Altamirano, Esq.
Olivarez Madruga Law Organization, LLP
500 S. Grand Ave., 12th Floor
Los Angeles, CA 90071
Tel: (626) 333-33337

If to Contractor:

_____
_____
_____
Email: _____
Tel: _____

The Parties hereby agree to notify each other in writing, of any a change in the contact person(s), mailing addresses, email addresses and/or facsimile numbers.

9. TERMINATION

City shall have the right to terminate this Agreement for any reason on five (5) calendar days' written notice to Contractor, with or without cause. Contractor shall have the right to terminate this Agreement for any reason on thirty (30) calendar days' written notice to City. In the event of such termination, Contractor shall be paid the outstanding hourly fee for Services completed up to the effective date of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the hourly fee applicable to the performance of the Services required by this Agreement. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement and no later than ten (10) days from the termination or expiration.

10. INDEMNIFICATION

(a) Indemnity for professional liability

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or Subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

(b) Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims,

suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

(c) Duty to Defend

In the event the City, its officers, employees, agents and/or volunteers are made a party to any action, claim, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by City, Consultant shall have an immediate duty to defend the City at Consultant's cost or at City's option, to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters.

Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Consultant and City, as to whether liability arises from the sole negligence of the City or its officers, employees, or agents, Consultant will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as solely negligent. Consultant will not be entitled in the absence of such a determination to any reimbursement.

11. INSURANCE

11.1 Contractor shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached to and part of this agreement.

12. FEDERAL REQUIREMENTS

12.1 Conflict of Interest. No employee, officer or agent of the sub-recipient shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

12.2 Equal Employment Opportunity. During the performance of this Agreement, the Contractor agrees as follows:

12.2.1 The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action

shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

12.2.2 The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

12.2.3 The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided, advising the said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

12.2.4 The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

12.2.5 The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

12.2.6 In the event of the Contractor's noncompliance with the nondiscrimination clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole, or in part,

and the Contractor may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

12.2.7 The Contractor will include the provisions of Paragraph 1a through 1g in every subcontract or purchase order unless exempted by rule, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

12.3 Civil Rights Act. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

12.4 Section 109 of the Housing and Community Development Act of 1974. No person in the United States on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

12.5 Age Discrimination Act of 1975. No person in the Unites States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

12.6 Anti-Lobbying Certification. No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an

officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding any Federal contract, the cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding any Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

12.7 Contractor agrees to abide by all applicable federal laws and regulations applicable to projects involving CDBG funding.

13. GENERAL PROVISIONS

13.1 Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

13.2 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and shall have no significance in the interpretation of this Agreement.

13.3 The waiver by City or Contractor of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing.

13.4 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

13.5 If any action at law or suit in equity is brought to enforce or interpret the provisions of this Agreement, or arising out of or relating to the Services provided by Contractor under this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and all related costs, including costs of expert witnesses and consultants, as well as costs on appeal, in addition to any other relief to which it may be entitled. The venue for any litigation shall be Los Angeles County, California or in the United States District Court for Central District of California.

13.6 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

13.7 This Agreement shall be governed and construed in accordance with the laws of the State of California without regard to principles of conflicts of laws.

13.8 This instrument contains the entire Agreement between the City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreement(s) are binding upon the Parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Contractor.

13.9 This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

13.10 Each person executing this Agreement hereby represents and warrants (i) their authority to do so, and (ii) that such authority has been duly and validly conferred.

SIGNATURES ON NEXT PAGE

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

"CITY"

City of La Puente

By:_____

Robert Lindsey, City Manager

"CONTRACTOR"

By:_____

Name

ATTEST

By: _____

Martha Torrez, MPA, City Clerk

APPROVED AS TO FORM

By: _____

Susie Altamirano, Esq., City Attorney

APPENDIX 7 – Sample Rate Schedule

FEE PROPOSAL / BID FORM

CONSTRUCTION MANAGEMENT AND BUILDING INSPECTION SERVICES

LA PUENTE CITY PARK ACTIVITY CENTER PROJECT

Proposers shall submit a fee proposal for providing construction management and building inspection services for the La Puente City Park Activity Center project.

All rates shall be **fully burdened hourly billing rates**, inclusive of wages, overhead, administrative expenses, insurance, and profit necessary to perform the services described in the Scope of Work.

A. PERSONNEL HOURLY BILLING RATES

Personnel Classification	Straight Time Hourly Rate	Overtime Hourly Rate	Weekend/Holiday Hourly Rate
Project Manager / Construction Manager			
Resident Engineer			
Building Inspector			
Structural Inspector			
Electrical Inspector			
Mechanical / Plumbing Inspector			
Field Engineer			
Project Coordinator / Administrative Support			

Note:
Overtime rates apply to work performed beyond eight (8) hours per day or forty (40) hours per week unless otherwise defined by applicable labor regulations.

B. ESTIMATED LABOR HOURS (FOR EVALUATION PURPOSES ONLY)

The City has provided estimated hours to allow proposers to develop a total estimated cost. Actual hours may vary depending on project needs.

Personnel Classification	Estimated Hours	Straight Time Rate	Estimated Cost
Construction Manager / Project Manager			
Building Inspector			
Specialty Inspectors (Structural/Electrical/Mechanical)			
Field Engineering Support			
Administrative Support			

Total Estimated Labor Cost: _____

C. REIMBURSABLE EXPENSES

Reimbursable expenses shall be billed at actual cost unless otherwise noted.

Expense Category	Rate / Unit Cost
Mileage (if applicable)	
Printing / Reproduction	
Specialized Inspection Equipment	
Documentation / Reporting Systems	
Other Direct Costs	

Estimated Reimbursable Expenses: _____

D. TOTAL ESTIMATED PROJECT COST

Cost Category	Amount
Total Estimated Labor Cost	
Estimated Reimbursable Expenses	

TOTAL ESTIMATED PROJECT COST: _____

E. NOT-TO-EXCEED CONSTRUCTION PHASE COST

The Contractor shall provide services on a **time-and-materials basis not to exceed the following amount without written authorization from the City.**

Total Not-to-Exceed Cost: _____

F. ADDITIONAL SERVICES (IF REQUESTED BY THE CITY)

The City may request additional services beyond the scope of work. Such services shall be billed at the hourly rates provided in Section A unless otherwise negotiated.

Examples of additional services may include:

- After-hours inspections
- Weekend or holiday inspections
- Special inspections
- Extended construction management services
- Additional project meetings or reporting requirements

G. CERTIFICATION

The undersigned certifies that the fees provided in this proposal are complete, accurate, and inclusive of all costs necessary to perform the services described in the Request for Proposals.

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

IN WITNESS WHEREOF, Proposer executes and submits this proposal with the names, titles, hands, and seals of all aforenamed principals this ____ day of _____, 20____.

Proposer _____

_____

_____

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made hereto are true and correct.

_____

Proposer's Signature

_____

Printed Name

Exhibit A
Scope of Services

The undersigned hereby proposes and agrees to furnish all professional services, labor, equipment, materials, transportation, and related expenses required to perform Project Management Services and Building Inspection Services for the La Puente Activity Center Project, in accordance with the scope of work described in this RFP.

Bidders shall provide a detailed schedule of prices that includes a breakdown of costs for each major component of services, including but not limited to:

Project Management Services

- Pre-construction planning and coordination
- Construction oversight and reporting
- Schedule and budget monitoring
- Coordination with City staff, architect, and contractors
- Project closeout assistance

Building Inspection Services

- On-site inspections
- Code and ADA compliance verification
- Documentation and reporting
- Assistance with final inspections and certification of occupancy

SPECIFICATIONS

The program has three primary goals:

GOAL 1: Ensure timely, on-budget, and high-quality construction of the La Puente Activity Center.

GOAL 2: Provide professional oversight and inspection services to ensure compliance with applicable building codes, ADA standards, and public works requirements.

GOAL 3: Document and report project progress and outcomes, supporting the City's transparency, accountability, and quality assurance objectives.

I. Program Description and Requirements

Metrics/Reporting

Consultants will be required to report the following metrics on a **monthly basis**:

- Number of site inspections conducted and documented
- Number of construction submittals and RFIs reviewed
- Status of project schedule and budget, including any deviations and corrective actions
- Description of specific project management and inspection activities performed
- Identification of potential risks or barriers to project completion and mitigation actions
- Safety or compliance issues observed and resolutions
- Photographic documentation of construction progress (as requested)
- Any additional data required by the City to evaluate project performance

II. Program Scope of Work

The scope of work for the consultant may include, but is not limited to, the following:

- **Project Management Services:**
    - Oversight of all phases of construction
    - Coordination between City staff, architect, engineer, and contractor
    - Schedule and budget monitoring
    - Review of submittals, RFIs, change orders, and contractor pay applications
    - Risk management and quality control
- **Building Inspection Services:**
    - On-site inspections for compliance with California Building Code, ADA standards, and public works requirements
    - Documentation and reporting of inspections
    - Identification and tracking of deficiencies and corrective actions
    - Assistance with final inspections and certification of occupancy
- **Reporting and Documentation:**
    - Preparation of monthly written reports summarizing project progress, issues, and recommended actions
    - Photographic documentation and recordkeeping of key milestones

    - Collaboration with City staff to provide information for annual reports or public updates
- **Additional Support:**
    - Recommendations to improve efficiency, safety, or regulatory compliance
    - Assistance in facilitating project closeout activities, including preparation and verification of punch lists, warranties, operations and maintenance manuals, and as-built drawings
    - Coordination with City staff, contractors, and design professionals to resolve field issues and maintain project progress
    - Support with documentation, reporting, and other related construction management or building inspection services as needed

Exhibit B
Rate Schedule

Exhibit C
Insurance Requirements

Without limiting Consultant's indemnification of Agency, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Agency.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

Consultant shall submit to Agency, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Agency, its officers, agents, employees and volunteers.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance to Agency as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with Agency at all times during the term of this contract. Agency

reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by Consultant, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by Agency shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of Agency before the Agency's own insurance or self-insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Agency has the right but not the duty to obtain the insurance it deems necessary and any premium paid by Agency will be promptly reimbursed by Consultant or Agency will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Agency may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against Agency, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Agency, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the Agency to inform Consultant of non-compliance with any requirement imposes no additional obligations on the Agency nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to Agency with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that Agency and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to Agency and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to Agency for review.

Agency's right to revise specifications. The Agency reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the Agency and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by Agency. Agency reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by Agency.

Timely notice of claims. Consultant shall give Agency prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Exhibit D

LA PUENTE CITY PARK ACTIVITY CENTER BUILDING AT 501 GLENDORA AVENUE

Plans, Specifications, and Contract Documents
Dated: March 23, 2026
BID NO. 26-593

Bid Document and Specifications
Bid Document – Special Provisions Attachments (A-G)
La Puente Activity Center Plan Set Part 1
La Puente Activity Center Plan Set Part 2
La Puente Activity Center Plan Set Part 3
La Puente Activity Center Plan Set Part 4
Building Permit Application Highlighted
Catalog Cuts-La Puente Activity Center.pdf
La Puente Activity Center Struct Calculations
La Puente MATERIALS SUBMITTAL
SOILS REPORT
Update Letter La Puente Community Center Expansion-April 2025
Technical Specifications For City of La Puente Activity Center
Addendum 1
Addendum 2
Addendum 3
Addendum 4
Addendum 5
Addendum 6
Addendum 7