

**CITY OF HAWAIIAN GARDENS  
COMMUNITY DEVELOPMENT DEPARTMENT**



**REQUEST FOR PROPOSALS  
FOR  
RESIDENTIAL REHABILITATION CONTRACT FOR THE BEAUTIFICATION PROGRAM  
OF THE CITY OF HAWAIIAN GARDENS COMMUNITY DEVELOPMENT DEPARTMENT**

**SUBMITTAL DEADLINE: ON OR BEFORE THURSDAY, JUNE 2, 2022, BY 5:00 P.M.**

**CITY OF HAWAIIAN GARDENS**

**REQUEST FOR PROPOSALS**

**SERVICES: RESIDENTIAL REHABILITATION CONTRACT FOR THE BEAUTIFICATION PROGRAM FOR THE CITY OF HAWAIIAN GARDENS COMMUNITY DEVELOPMENT DEPARTMENT**

**PROPOSAL DUE DATE IS THURSDAY, JUNE 2, 2022, BY 5:00 P.M.** to the following name and address:

City of Hawaiian Gardens  
Community Development Department  
Attn. Gloria R. Thomas, Housing Rehabilitation Supervisor  
21815 Pioneer Boulevard Hawaiian Gardens, CA 90716.

Proposals should be labeled **"Request for Proposal – Residential Rehabilitation Contract for The Beautification Program for The City of Hawaiian Gardens Community Development Department."** If you have any questions concerning the RFP, please contact:

Gloria R. Thomas, Housing Rehabilitation Supervisor  
City of Hawaiian Gardens  
21815 Pioneer Boulevard  
Hawaiian Gardens, CA 90716  
(562) 420-2641 X237

**Release Date: May 11, 2022**

## **CITY OF HAWAIIAN GARDENS**

### **REQUEST FOR PROPOSAL**

#### **SUMMARY**

The City of Hawaiian Gardens ("City") is seeking proposals from qualified and experienced licensed contractors to provide housing rehabilitation services for the City's Residential Rehabilitation Program. One selected Contractor will be required to provide residential rehabilitation services to the property owners.

The program is budgeted for (FY) 2021-2022 and (FY) 2022-2023 at \$100,000 for each fiscal year. The City of Hawaiian Gardens residents receives a \$10,000 grant to those who own and occupy a single-family property, duplex properties, or condominium properties; absentee landlords may also qualify.

The City's Beautification Residential Rehabilitation Program intends to bring properties in compliance with the City of Hawaiian Gardens Municipal Code and address deteriorated and unsightly conditions visible from the street to enhance the home's exterior.

The grant can be used for the cost of removing exterior property code violations but is not limited to general property maintenance, landscaping, irrigation, roofing, painting, garage door replacement, walkways, and driveways. The grant can also assist in removing dilapidated or unsafe fences. As part of the grant, the City will also offer assistance in installing a City-approved fence to bring existing fences into compliance with City code requirements.

The City will award only one contract to the most-qualified Contractor to provide residential rehabilitation services for one year.

## ABOUT THE CITY

The City of Hawaiian Gardens is a small city located in the southeastern section of Los Angeles County, just east of the San Gabriel (I-605) Freeway. Adjacent cities include Lakewood to the north and northwest, Cypress to the east, and Long Beach to the south and west. The City covers slightly less than one square mile of land just west of the Los Angeles-Orange County boundary. The intersection of Carson Street and Norwalk Boulevard represents the approximate geographic center of the City while also encompassing the major commercial corridors.

## HOW TO SUBMIT PROPOSALS

For proposals to be examined and evaluated by the Community Development Department, the City requests two (2) copies of any and all supporting materials. **Proposals must be received no later than 5:00 P.M., June 2, 2022.** Late submissions will not be considered. Once received, the proposals and supplementary documents become the property of the City. Please deliver proposals (hand deliver or ship) to:

City of Hawaiian Garden  
Community Development Department  
Attn. Gloria R. Thomas, Housing Rehabilitation Supervisor  
21815 Pioneer Blvd.,  
Hawaiian Gardens, CA 90716

## **I. GENERAL SPECIFICATIONS**

The City will only select and award bids to licensed California General Contractors in good standing with the California State Contractor License Board. The General Contractor shall perform the work with the standard of skill, care, and due diligence. According to the Work Specifications, a competent and suitable qualified person performing such services would reasonably be expected to exercise. The work shall be performed in a "Workmanlike Manner."

To the fullest extent permitted by law, the General Contractor shall indemnify, defend and hold harmless the property owner and the City and its agents and employees from and against claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the work or providing of materials to the extent caused in whole or in part by negligent or wrongful acts or omissions of, or a breach of the contract by, the General Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone whose acts they are legally responsible. The General Contractor certifies its financial capacity to complete the project and pay all sub-contractors and vendors.

The General Contractor will certify that the location of the proposed work has been examined to understand the nature of the work. The General Contractor is also responsible for measurements. The work should be completed within the time limit(s) specified and in accordance with the plans and Work Specifications.

The General Contractor must acquire necessary permits within 30 days of the issuance of the Notice to Proceed. Construction work must begin within fifteen (15) days from the date of the Building Permit issuance and shall be carried out at a rate that ensures its full completion.

The contract time frame for this project may be for a period of one (1) year from the date of the contract awarded, with the opportunity to extend the contract based on performance.

## **II. CONCRATOR REQUIREMENTS**

- A. The selected Contractor will be required to maintain in force at all times during the performance of their work the following policy or policies of insurance covering its operations:
  - 1. Comprehensive General Liability, including contractual liability, products, completed operations, and business automobile liability, will include coverage for bodily injury and property damage with a combined single limit of \$2,000,000. The City shall be named "additional insured" on all policies required to be furnished. Such insurance shall be primary and noncontributory to any other insurance maintained by the City of Hawaiian Gardens.

2. Professional liability coverage with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
3. Worker's Compensation coverage at statutory limits.
4. The Contractor must meet the following requirements:
  - a. A valid state Contractors License in the proper category and good standing.
  - b. Contractor must have public liability and property damage insurance.
  - c. Contractor must have City of Hawaiian Gardens Business License.
5. Staff will clear the Contractor with the State License Board and County Contractor Compliance Office.

### **III. SCOPE OF WORK**

- A. All construction work will be performed in accordance with the current California Building Standards Code as amended by the County of Los Angeles and adopted by the City of Hawaiian Gardens, including the residential, mechanical, electrical, plumbing, and green building codes.
- B. The Contractor will be required to submit costs for the scope of work for each residential rehabilitation project agreed between the City and the Contractor.
- C. The contractors must verify with Planning and/or Building and safety Departments what rehabilitation work requires permits and/or inspections. Proper licenses will be required before the commencement of work. Contractors who do not obtain all required permits before starting a job will be barred from bidding on future projects.
- D. The Contractor is also responsible for verifying all required dimensions, square footage, linear footage, and material.
- E. Below is a general outline of work specifications:
  1. Permits/Licenses:
    - a. Obtain all necessary City permits to complete all the required scope of work per work scope write-up, change orders, and the California Building Codes and municipal codes.

- b. Obtain a City of Hawaiian Gardens Business License. Please contact the City's Business License Department at (562) 420-2641 ext. 257 for fees.
- c. If a trash bin will be used, the Contractor is responsible for obtaining a trash bin through Consolidated Disposal Services (562)946-6441 or Republic Services 1(800) 299-4898. Submit receipt to Building and Safety Division. An encroachment permit is needed from Engineering if a bin will be parked on City Street.

2. Smoke Detectors:

- a. Install battery-operated smoke alarms per State requirements; location: in each bedroom and hallway adjacent to bedrooms on each story. The location of smoke detectors is preferably on the ceilings towards the center of the living and sleeping areas as possible; wall placement is acceptable, but no more than 12" (max.) below the ceiling height.

3. Carbon Monoxide Detectors:

- a. Install battery-operated Carbon Monoxide Detectors per state requirements; location: Outside of each separate sleeping area near the bedroom(s) in the dwelling unit and on every level, including basements within which fuel-fired fired appliances are installed in dwelling units that have attached garages.

4. Environmental Protection Agency Regulations/Lead-based Paint Paint Removal/Asbestos Abatement:

- a. Certified contractors are responsible for ensuring compliance with the work practice regulations at all renovations to which they are assigned. Each Contractor is responsible for fully complying with any and all applicable federal and State regulations. The Contractor's responsibility is to determine if a certified inspector or risk assessor is necessary for the full scope of work being performed.

5. Property address:

- a. Install Street numbers of the house on the front of the house in a protected location visible from the road. All numbers must be Arabic numerals at least 4 inches high. Stickers on numbers are not acceptable.

6. Mail Box replacement:

- a. Dispose of the mailbox and install a steel, black or white enamel finish, letter-size mailbox with magazine rack and lock-eye for padlock

7. Windows:

- a. For sleeping rooms, it's required to provide an adequate area for emergency egress. It needs to provide a minimum opening of 24", a minimum

opening width of 20", and at least 5 square feet of clear space of open area if on the ground floor; windows above the ground floor must provide a minimum clear opening area of 5.7 square feet.

b. Windows must also meet California Energy Code requirements and have a U- factor efficiency rating of .32 or lower and a shading co-efficiency rating of .25 or more. These Efficiency measures stickers shall remain in the window until after inspection by Building Department.

c. Remove the existing window: Remove the window frame for all windows identified for replacement and repair and /or modify the opening to receive the new replacement window and insect screen.

d. Replacement Window: must be vinyl windows in existing frames of equal size and made airtight (bedroom windows must meet required aggressive requirements).

e. Install windows: the area between the window frame and framed opening shall be insulated, trimmed, and caulked so as not to allow air infiltration. The window shall efficiently operate and shall not bind or be restricted by improper installation. Should also install, install new, or replace molding and finish completely.

#### 8. Fascia Boards and Eaves:

- a. Power wash all exterior wood surfaces to remove all peeling paint, dirt, dust, etc. Scrape, patch, and sand all exterior wood surfaces (i.e., Fascia boards, eaves/overhang. Check to see if any boards need to be replaced. Prep and paint with a complete exterior primer coat, followed by 100% acrylic semi-gloss enamel exterior paint. Apply one full-coverage coat to obtain comprehensive, even coverage. Clean all overspray. Only use paint with low or zero Volatile Organic Compounds (VOCs) for exterior painting. Property owner to select a color from samples provided by Contractor. Final color approval is required from Planning Department. The City will choose which option best meets their needs.

9. Roof: requires a permit from Building Department to assure compliance with adopted City codes; property may be subject to review and approval by a Homeowner's Association (HOA); provide a copy of approval from HOA at time of application for building permit.

- a. Asphalt shingles – not more than two overlays of asphalt shingles may be applied over an existing asphalt shingle roof.



- b. Metal roofing- metal roofing shall be installed per the manufacturer's specifications. An ICBO report number equivalent for this product is required for approval.
- c. Tile Roofing- not more than two overlays; may be applied to an existing tile roof.
- d. Tile roofing weighing over six (6) psf or less may be installed after removing the roof covering without the need for structural calculations. Tile roofs weighing over six (6) psf less may be installed over an existing roof covering required structural measures by a licensed engineer or architect. Submit calculations and a dimensioned framing plan for review and approval of the Building Department.
- e. Built-up roofing shall be completely removed before applying the new roof covering unless approved by the Building Official.

#### 10. Fencing: Block wall

- a. Concrete blocks shall be grade N units.
- b. Use  $f'_c=2500$  psi for concrete footing.
- c. Reinforcing steel shall be A615 grade 40 or 60.
- d. Fill all cells containing steel with grout, including beam.
- e. The wall shall be plumb, and all block courses shall be level.
- f. Reinforcing steel splices shall be a minimum of 24."

The first course may be set in fresh concrete for the footing

- g. O wall or fence shall be allowed 36" of a fire hydrant, and no wall, bar, or foundation shall be permitted within 12" of a water meter. Planning regulates the wall's height, location, and design based on the zone, location on the property, and community design standards.
- h. Wrought iron/stucco: paint the interior and exterior of stucco throughout the front. Properly prepare stucco surfaces by wire brushing all loose material to provide a suitable surface, repaint exterior stucco surfaces using "amarone" or paint. Apply paint for uniform coverage and appearance. The final surface will have an ould be of even color without trips or bubbles, incomplete coverage or any other surface imperfection; Contractor to match of the color of dwelling.

11. Porch: construct a forty-two (42) square foot porch; front set back requirements must meet Planning Department and Building and Safety requirements and applicable codes.; standard framing; roof material to match dwelling unit's roof; color match new fascia boards; landing and steps.

12. Door: Dispose of door and frame. Install a pre-hung, insulated, or solid core and jamb, including interior and exterior casing, spring metal weatherstripping, interlocking, threshold, one entrance, and one mortise deadbolt.

13. Demolition: All demolition work shall be done safely and workmanlike. A contractor must verify that all utilities have been turned off and properly sealed or disconnected before demolition work.

- a. Properly prepare all areas where demolition of illegal structures is to take place. Demolish structure, including removing all posts at the base, shall be flush with the ground. Replace fascia board if damaged, and paint to match existing. Discard all trash and debris. Permits and inspections are required.

#### 14. Exterior Stucco

- a. Adequately prepare all exterior stucco surfaces of the exterior dwelling by writing and brushing all loose material to provide a suitable surface. Repair damaged stucco and apply surface conditioner to all repaired and/or new stucco areas. Repaint all exterior stucco surfaces using "Ameritone" or equal paint. Apply paint for uniform coverage and appearance; color to be selected by the owner and approved by the City.
- b. Apply waterproofing material on stucco from ground level to 4' on all walls.
- c. Replace any damaged, rotting, missing fascia boards and damaged overhang with new material. Adequately prepare all fascia boards for repainting, color selected by owner and approved by City.

#### 15. Paint:

- a. Exterior wood trim: power wash all exterior wood surfaces to remove peeling paint, dirt, dust, etc. Scrape, patch, and sand all exterior wood surfaces. Prep and paint with a complete exterior primer coat, followed by 100% acrylic semi-gloss enamel exterior paint. Apply one full-coverage coat to obtain complete even coverage; clean all overspray; property owner to select a color from samples provided by Contractor. Final color approval is required from City.
- b. Properly remove all dirt and grime accumulation from the surfaces to be painted using lead-safe work. Wet scrape and sand all loose and flaking paint. Remove loose caulking and putty. All excess hardware on the exterior surfaces will be removed and all holes filled before painting.
- c. Paint all exterior surfaces to cover, minimally two (2) coats – one primer coat and one exterior finish coat. Use Low volatile Organic Compound (VOC) paint. All paint will be applied according to the manufacturers' specifications. All window sashes will be re-puttied as needed. All exterior windowsill, tracks, sash, and the

casing will be painted. Use paintbrushes, rollers, or pads. The owner will choose paint colors with City approval. Clear area of paint chips upon completion.

16. Garage:

a. Install one (1) new standard aluminum garage door with windows and hardware, including an automatic garage opener. Verify the condition of the exiting beam. If required, replace it with a new beam. Consult with Building and Safety Department for additional requirements. The homeowner will select from samples as approved by the City. Permits and Inspection required.

17. Trees and Shrubbery:

a. Trees that are dead, dying, or hazardous will be removed. Removal will include cutting close to the ground, grinding the stump to 12 inches below the finished grade, installing topsoil, and re-seeding.

18. Termite and Pest Control: A licensed and insured professional exterminator will be used to treat termites, rodents, post beetles, or other pests. Upon completion of the work, the exterminator will furnish a certificate of completion. Basic Drive Way and/or walkway:

- a. Preparation: the soil under the concrete slab needs to be undisturbed soil or compacted and moist, but not powdery dry, or muddy. Place 4 inches of compacted  $\frac{3}{4}$ " base course over the native prepared and compacted soil. Concrete shall not be placed over frozen ground/rock base.
- b. Concrete: During weather exceeding 90 degrees, shall be protected from exposure to the sun, wind, and excessive moisture loss, moist cure for seven (7) days. Do not add water to the mix after it reaches the construction site (4" max. slump), and do not add water to the surface during finishing operations.

19. Water Heater:

- a. Shut off: provide shut-off valves on the supply and discharge lines of the water heater.
- b. Relief valve: provide relief valve within 5" of the floor, outside the building, or into a waste receptor.
- c. Manufacturer's installation instructions are an integral part of the installation requirement. Building and safety permits are required.

F. Once the Contractor has completed the site work, he shall remove all building materials, construction materials, and rubbish resulting from the work on site.

G. Cleaning should be completed at the end of each workday. Remove empty cans, rags, rubbish, and other waste material. After painting, clean glass and other paint-spattered surfaces.

#### **IV. CONSULTANT SELECTION**

A. The City will evaluate the proposals submitted and select the most qualified Contractor for the project. The bids will be considered based on several factors. These factors include the format, organization, proposal presentation, qualifications, and experience.

B. The company should have considerable knowledge of residential property rehabilitation standards.

C. In evaluating the proposals, the City will consider the following factors:

1. Costs are based on the proposed scope of work.
2. Completeness of the Proposals and compliance with the required format.
3. Experience with residential rehab work.

E. Upon receipt of Proposals, the City may select the most qualified Contractor or conduct additional interviews with the top three (3) ranked contractors. The City will negotiate the final scope and fee with the most qualified Contractor.

#### **V. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL**

A. Proposals shall include the following information:

1. Scope of work: The Contractor shall include in its proposal a detailed scope of work and understanding of the process to undertake such projects and complete it in compliance with all applicable rules, regulations, standards, and requirements.
2. Submit Proposed cost for scope of worksheet – Attachment A
3. Timeline: The preparation of the specifications will be required to be completed within 30 days with the bid package due to be approved by the City Council. Company qualifications: Provide a summary of your Contractor's general qualifications and service capabilities.
4. References: submit at least three (3) references, including firm name, contact person's name, address, size of the company, number of employees, relevant project experience, and current phone numbers.
5. Include information on subcontractors, if applicable.

## **VI. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP**

The City shall not be liable for any pre-contractual expenses incurred by any proposer or any selected Company. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP.

The City reserves the right to amend, withdraw and cancel this RFP. The City reserves the right to reject all responses to this request before contract execution. The City reserves the right to request or obtain additional information about any and all proposals.

## **VII. PROPOSAL CONTENT**

A. To be considered for selection, the respondent individuals or company shall submit a proposal using, as a minimum, the following criteria:

1. Copy of an active residential, building, or general Contractor's license.
2. Proposed cost for scope of work – Attachment A
3. Number of years the company (s) has been in business and hourly rate.

## **VIII. ACCEPTANCE OF PROPOSAL CONTENT**

- A. City Staff will schedule interviews as quickly as possible and make a recommendation to the City Council for possible award of the contract.
- B. Staff will likely use the content of the successful bidder's proposal in a legal contract as part of the agreement. Bidders should be aware that proposed methods and procedures could become contractual obligations.

## **XVIII. INQUIRIES**

If the contract company has any questions about this RFP, contact: Gloria R. Thomas (562) 420-2641, extension 237.

## **IX. LEGAL RESPONSIBILITIES**

- A. The Contractor shall keep itself informed of all local, State, and Federal laws and regulations, including but not limited to those pertaining to conflict of interest, which affect those employed by it or affect the performance of its duties under the scope of work. The Contractor shall observe and comply with all such laws and regulations.

## **XI. COSTS FOR PROPOSAL PREPARATION**

- A. The City of Hawaiian Gardens shall not be responsible for any costs incurred by any company to prepare any proposals, including interviews.

## **XII. RESERVATION OF RIGHTS TO REJECT, WAIVE, AND REISSUE**

- A. The City of Hawaiian Gardens reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

## **XIII. LIABILITY INSURANCE REQUIREMENTS FOR CONSULTANTS.**

- A. As a condition of awarding a contract, the firm will be required to have professional liability insurance, including liability at a minimum of one million per occurrence, worker's compensation at state-mandated minimums, and vehicle coverage, including comprehensive and collision insurance naming the City of Hawaiian Gardens as additional insured. The proposal shall state whether such insurances are currently in force or will be at the time of contract execution.

**ATTACHMENT A****PROPOSED COST FOR EXTERIOR SCOPE OF WORK**

This bid sheet intends to provide the bidder with a general outline of the tasks required to rehabilitate the exterior and interior of the residential property and give the cost. Submit the dollar amount for each construction work line item. Bidder will furnish all material and labor.

**EXTERIOR**

<b>ITEM NO.</b>	<b>Work Item</b>	<b>Area/Unit</b>	<b>Cost</b>	<b>Total</b>
1.	Address numbers	unit	\$	\$
2.	Windows- vinyl	SF	\$	\$
3.	Fascia Replacement	LF	\$	\$
4.	Fascia Repair	LF	\$	\$
5.	Eve Replacement	LF	\$	\$
6.	Eve Repair	LF	\$	\$
7.	Roof []rolled []asphalt []tile	SF	\$	\$
8.	Framing	SQ/Unit	\$	\$
9.	Front Door -Solid Core 1 ¾' thick	Unit	\$	\$
10.	Demolition	SQ	\$	\$
11.	Stucco: new or colored	SF	\$	\$
12.	Exterior Paint	SF/Unit	\$	\$
13.	Trees	LF	\$	\$
14.	Shrubbery- removal	LN/FT	\$	\$
15.	Termite or Pest Control	SQ/FT	\$	
16.	Skirting- indicate material use	L x W	\$	\$
17.	Manual Gates	LF	\$	\$
18.	Water heater 40 gal.	Unit	\$	\$
19.	Draught tolerant- Planting	SQ	\$	\$
20.	Basic Sod	SQ	\$	\$
21.	Irrigation	LN/FT	\$	\$
22.	Mail Box Replacement	Unit	\$	\$

## **INTERIOR**

<b>ITEM NO.</b>	<b>Work Item</b>	<b>Area/Unit</b>	<b>Cost</b>	<b>Total</b>
1.	Smoke Detector	Unit	\$	\$
2.	Carbon Monoxide Detector	Unit	\$	\$
3.	New Ceiling Fan	unit	\$	\$
4.	Flooring- Carpet with patting	SQ	\$	\$
5.	Flooring- Ceramic tile	SQ	\$	\$
6.	Sliding closet door	Unit	\$	\$
7.	New security screen door interior door	Unit	\$	\$
8.	Bathroom – new sink	Unit	\$	\$
9.	Bathroom new faucet	Unit	\$	\$
10.	Bathroom - new vanity	Unit	\$	\$
11.	Painting – (10x12 room)	SQ	\$	\$
12.	Painting- cost per gallon	Unit	\$	\$
13.	Painting- Ceiling	SQ	\$	\$
14.	Painting - Trim	SQ	\$	\$
15.	Cabinets- laminate	LF	\$	\$
16.	Cabinets- plywood	LF	\$	\$