



**Honorable Mayor and Members of the Hermosa Beach City Council**

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATION AND  
LABOR COMPLIANCE SERVICES**

(Public Works Director Joe SanClemente)

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**Recommended Action:**

Staff recommends City Council:

1. Award a contract for on-call CDBG Administration and Labor Compliance Services to Tina Gall at a not-to-exceed amount of \$250,000 for a term of five years ending October 1, 2030 (**Attachment 1**);
2. Award a contract for on-call CDBG Administration and Labor Compliance Services to Willdan Engineering at a not-to-exceed amount of \$250,000 for a term of five years ending October 1, 2030 (**Attachment 2**); and
3. Authorize the City Manager to execute and the City Clerk to attest the proposed agreements subject to approval by the City Attorney.

**Executive Summary:**

The City of Hermosa Beach employs third-party specialists to assist with on-call services to support on-going city operations and ensure the necessary personnel to meet project deadlines, grant and funding requirements, maintain service quality, address increased workloads across projects, and avoid delays that could impact residents, City projects, and City functions. Following a competitive Request for Qualifications (RFQ) process, staff recommends the City Council award Professional Services Agreements to Tina Gall and Willdan Engineering for on-call Community Development Block Grant (CDBG) administration and general labor compliance services in support of Capital Improvement Program (CIP) Projects, at a not-to-exceed amount of \$250,000, and a term of five years ending October 1, 2030 for each agreement.

**Background:**

The City's Public Works Department relies on the assistance of third-party professional services to assist with labor compliance for CIP projects and administration and management of the City's CDBG program.

Labor compliance is required on all major construction projects to ensure contractors on public works projects pay prevailing wages and overtime, submit certified payroll records,

comply with apprenticeship requirements, and necessary reporting requirements are met with the California Department of Industrial Relations (DIR). Staff often relies on third-party labor compliance services in support of CIP

The City is also a participating city in the County of Los Angeles Community Development Block Grant Program. The Los Angeles County Development Authority (LACDA) administers CDBG funding on behalf of the Los Angeles County Board of Supervisors, for the County and 48 participating cities. The City receives approximately \$60,000 to \$80,000 each year through the program which has been historically spent on construction projects for sidewalk improvements and curb ramps in designated areas. Those projects require specific labor compliance monitoring and CDBG administration to meet all of LACDA requirements which the City has met by using third-party specialists to provide those needed services.

**Analysis:**

The RFQ approach, which includes a formal competitive advertisement process, provides the City with a list of pre-qualified professionals to serve on the “bench” for the coming five years without the need to go out for a separate request for proposals (RFP) each time a routine service is needed. For this solicitation staff is recommending contracts be awarded to the top two ranked firms. As work is identified, the City will solicit proposals from one, or more, of the selected on-call firms. The designated Consultant(s) shall then provide a cost proposal (per the agreed upon rates), fee, and a schedule per each task order issued by the City. A task order will then be negotiated and executed between the City and the selected firm. Compensation and the basis of compensation will be agreed upon by both the Consultant and City before work begins. The selected consultant would serve as an extension of City staff and will provide a variety of support functions related to labor compliance services and CDBG administration for the Public Works Department. The RFQ approach improves efficiency and expedites commencement of work and project delivery.

On July 24, 2025, the City issued a Request for Qualifications (RFQ) 25-002 (**Attachment 3**) inviting experienced and highly qualified firms to submit a statement of qualification through a competitive process. The RFQ was on the City’s online bidding platform, Planet Bids. On Thursday, August 21, a total of four proposals were received in response to the RFQ.

The proposing firms are listed below in alphabetical order:

- Cumming Management Group, Inc.;
- MNS Engineers;
- Tina Gall; and
- Willdan Engineering.

The proposals were independently evaluated in detail by a staff review panel and scored based on the following weighted criteria:

- Relevant Experience and Expertise (40 percent)
  - The consultant team's ability to dedicate a strong contract manager, knowledge with the needs of a Public Works Department, that will serve as a single point of contact for the duration of the project.
  - Recent experience providing similar services for other jurisdictions.
  - Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
  - The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project.  
The team's experience and ability to clearly communicate technical concepts and terminology with the community.
- Approach and Methods (40 percent)
  - Demonstration of the team's ability to be responsive to the City's needs and provide a high level of customer service.
  - Evidence of the team's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
  - Evidence of the team's ability to successfully deliver project tasks and deliverables within the identified project budget and minimize cost overruns.
  - Demonstration of the team's commitment to accurate and superior work products and services as detailed in the project management plan.
  - A well thought-out and tailored approach to as-needed work that responds to the City's particular issues and needs.
  - Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increased performance abilities.
- Administration (20 percent)
  - Billing rates and ability to comply with billing requirements
  - The extent and nature of any proposed amendments to the City's Professional Services Agreement.

The evaluation sought out firms with experience in on-call call CDBG administration and labor compliance services with a proven, responsible, and responsive contract manager to ensure timely execution of all work and to assist with an urgently anticipated task order or unanticipated staffing need. Based on a comprehensive review, staff recommends award of contracts for on-call CDBG administration and labor compliance services to the top two ranking firms, Tina Gall (**Attachment 4**), and Willdan Engineering (**Attachment 5**). Tina Gall and Willdan Engineering were ranked the highest according to the weighted

selection criteria versus the other proposals received. The proposer rankings are as follows:

<b>Ranking</b>	<b>Company</b>
1	Tina Gall
2	Willdan Engineering, Inc.
3	Cumming Management Group, Inc.
4	MNS Engineers, Inc.

Tina Gall and Willdan Engineering exhibited the greatest understanding of the City's needs and ability to provide on-call staff CDBG administration and labor compliance services while ensuring the highest quality. Tina Gall has provided on-call CDBG administration and labor compliance services for the City since 2023 and has provided exceptional service. Willdan Engineering has provided various on-call services for the City over the years and has also provided exceptional service.

If approved, on-call CDBG administration and labor compliance services would immediately begin as the City has an active CIP 626 CDBG Sidewalk Improvements project to be completed this fiscal year. Labor compliance support services would also be utilized for other CIP projects as necessary. Staff recognized the need to have two on-call CDBG administration and labor compliance teams for flexibility and ensure ability to fulfill urgent and specialized department needs. This approach improves timeliness and efficiency that meets the needs of the City and the community. The proposed contract for each firm includes a not-to-exceed amount of \$250,000 and a term of five years ending October 1, 2030. The contracts would be utilized on an as-needed basis over five years. On-call agreements do not guarantee any amount of work and offer the City flexibility.

**Fiscal Impact:**

Funds for the on-call CDBG administration and general labor compliance services are budgeted in the CIP Project Budgets for specific projects or in the Public Works Administration Contract Services Account for other as needed work. Labor compliance services generally cost approximately one percent, or less, of the project's construction value for large projects and are accounted for in the City's budget of each CIP when it is deemed that this service is required in support of staff.

<b>Agreement Request</b>			
<b>Agreement</b>	<b>Request Amount</b>	<b>FY 2025-26 Budget Dept. Account #</b>	<b>Total Contract Amount</b>
Tina Gall	\$250,000	Various CIPs XXX-8XXX-4201, Public Works Administration 001-4202-4201	\$250,000
Willdan Engineering, Inc.	\$250,000		\$250,000
<b>Total</b>	<b>\$500,000</b>		<b>\$500,000</b>

**Attachments:**

1. Proposed Professional Services Agreement with Tina Gall
2. Proposed Professional Services Agreement with Willdan Engineering, Inc.
3. RFQ 25-002 On-Call Community Development Block Grant Administration and Labor Compliance Services
4. Tina Gall Proposal and Fee Schedule
5. Willdan Engineering Proposal and Fee Schedule

**Respectfully Submitted by:** Andrew Nguyen, Associate Engineer

**Concur:** Brandon Araujo, Senior Engineer

**Concur:** Saad Malim, City Engineer

**Concur:** Joe SanClemente, Public Works Director

**Noted for Fiscal Impact:** Henry Chao, Finance Manager

**Concur:** Brandon Walker, Administrative Services Director

**Legal Review:** Jason Baltimore, Interim City Attorney

**Approved:** Steve Napolitano, Interim City Manager