

August 20, 2025

Andrew Nguyen, Associate Engineer
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254

Subject: Request for Qualifications No. 25-002

Dear Mr. Nguyen:

I am pleased to submit this Statement of Qualifications to Hermosa Beach to provide Community Development Block Grant (CDBG) Program Administration and Labor Compliance Services. I possess thirty years of experience providing municipalities with a broad array of federal and state grant administration, implementation, and labor compliance services.

I currently provide CDBG administration and labor compliance services to approximately eight local municipalities. I have provided federal grant administration and labor compliance services to several large municipal agencies, including both Santa Barbara and Los Angeles counties. I am experienced in implementing and administering unique single-release federal grants, such as Community Development Block Grant - CARES Act (CDBG-CV) grants. In addition, I provide comprehensive federal and state grant compliance monitoring services for capital improvement projects.

I am a sole proprietor and will act as the dedicated CDBG Contract Manager to the City. I will be responsible for the City's CDBG administration and labor compliance task orders. I am authorized to enter into an agreement with the City. I will ensure the overall quality of work and responsiveness to both tasks assigned and will respond to staff throughout the contract period.

Please contact me at the following address, telephone number or e-mail should you have any questions:

Tina Gall
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-9696, extension 109 Office
(818) 469-6822 Cell
tgall@mdg-ldm.com

Thank you in advance for your consideration.

Sincerely,



Tina Gall

CITY OF HERMOSA BEACH

**STATEMENT OF QUALIFICATIONS – RFQ 25-002
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
ADMINISTRATIVE AND LABOR COMPLIANCE SERVICES**

FIRM NAME: TINA GALL

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SECTION I. FIRM PROFILE

Tina Gall possesses 30 years of experience in the community development field which includes current and advanced planning, grant writing, and grants management. Currently, Ms. Gall is responsible for providing clients with the administration and implementation of the federal Community Development Block Grant (CDBG) Program. Her area of expertise also includes federal and state labor compliance requirements, including federal Davis-Bacon and Related Acts (DBRA) and California Public Works labor and contract compliance. Ms. Gall also offers advanced planning services in areas such as housing policy analysis, transportation planning, environmental review, and contract administration.

Grants Management:

Tina Gall leads the implementation, administration, monitoring and compliance for the CDBG Program in various cities. She provides clients with day-to-day administration of the CDBG Program, including oversight of public facilities and public infrastructure improvements, public service activities, economic development and housing-related projects. Services include development of annual CDBG Programs and review of CDBG program applications for eligibility and consistency with the goals of the Consolidated Plan. Ms. Gall acts as the liaison between cities, counties, federal, and state agencies. She develops program performance metrics, completes financial processing and monitoring, and is responsible for labor standards enforcement, subrecipient management, and capacity building.

Prior to consulting, Ms. Gall was employed by the city of Azusa and as a Contract Manager with the Los Angeles County Development Authority (LACDA). Her experience at LACDA makes her uniquely qualified to act as a liaison to LACDA on behalf of client cities, as well as provide cities the necessary expertise and technical assistance required to successfully implement all federal programs supported through LACDA.

Federal Labor Compliance:

Tina Gall provides labor compliance monitoring services for the CDBG Program in various cities. Tina Gall is responsible for labor compliance monitoring of Davis-Bacon and Related Acts (DBRA), as well as state labor wage requirements. The typical scope of work includes review of bid documents for compliance with the requirements of Davis-Bacon and Related Acts, Section 3, and DOL regulations; attend pre-construction meeting and present information on Davis-Bacon and Section 3; ensure contractor and subcontractor eligibility; review contractor bid documents for compliance; establish and maintain contractor and subcontractor labor files; conduct employee field interviews and document posting compliance; reconcile weekly certified payroll reports and supporting documentation; monitor contractors for Section 3 accomplishments; compile and submit labor standards and related reports to HUD and

LACDA; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

As the official point of contact, Ms. Gall may be reached at the following address, telephone number or e-mail:

Tina Gall
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-9696, extension 109 Office
(818) 469-6822 Cell
tgall@mdg-ldm.com

- Authorized Signatory: Tina Gall
- Business Type: Ms. Gall is an independent contractor
- Tax Identification Number: If selected as the City's CDBG Consultant, Ms. Gall will provide a Social Security Number.
- Contract Failures or Refusals: None

SECTION II. ORGANIZATIONAL STRUCTURE:

Tina Gall, Principal

Resume of Tina Gall - Exhibit 1

SECTION III. RELEVANT EXPERIENCE AND REFERENCES

City of El Segundo - CDBG Consultant Since 1994

Contact: Michael Allen, AICP, Community Development Director
Community Development Department
350 Main Street, El Segundo, California 90245-3895
Office: 310-524-2345
Email: mallen@elsegundo.org

Services provided: Implement, administer, and monitor the City's CDBG Program, including public service activities, housing-related projects and public facilities and public infrastructure improvements,. Monitor and ensure compliance with Davis-Bacon and Related Acts and Section 3. Provide technical assistance and contract compliance.

Annual CDBG Program Allocation: \$62,000

TINA GALL

Address:

10722 Arrow Route,
Suite 822
Rancho Cucamonga,
CA 91730
Office (909) 476-9696,
ext 109
Cell (818) 469-6822
Email: tgall@mdg-
ldm.com

AREAS OF EXPERTISE

- Grant Writing and Grants Management
- CDBG Program
- Housing and Community Development
- Davis-Bacon and Related Acts (DBRA) – Prevailing Wages

YEARS OF EXPERIENCE

30 Years

EDUCATION

- Master of Arts, Urban Planning
University of California at Los Angeles
- Bachelor of Arts, Psychology,
University of California at Los Angeles

WORK HISTORY

- Community Development Consultant
1994 - Present

Tina Gall possesses 30 years of experience in the community development field which includes current and advanced planning, grant writing, and grants management. Currently, Ms. Gall is responsible for providing clients with the administration and implementation of the federal Community Development Block Grant (CDBG) Program. Her area of expertise also includes federal and state labor compliance requirements, including federal Davis-Bacon and Related Acts (DBRA) and California Public Works labor and contract compliance. Ms. Gall also offers advanced planning services in areas such as housing policy analysis, transportation planning, environmental review, and contract administration.

PROJECT SPECIFIC EXPERIENCE

CDBG Program Administration (multiple agencies)

Project Manager | 1994 - Current

Tina Gall leads the implementation, administration, monitoring and compliance for the CDBG Program in various cities, including but not limited to El Segundo, Manhattan Beach, and Hermosa Beach. She provides clients with day-to-day administration of the CDBG Program, including oversight of public facilities and public infrastructure improvements, public service activities, economic development and housing-related projects. Services include development of the annual Notice of Funding Availability, review of program applications for CDBG eligibility and consistency with the goals of the Consolidated Plan. Ms. Gall acts as the liaison between cities, counties, federal, and state agencies. She develops program performance metrics, completes financial processing and monitoring, and is responsible for labor standards enforcement, subrecipient management, and capacity building.

Federal Labor Compliance (multiple agencies)

Project Manager | 1995 – Current

Tina Gall provides labor compliance monitoring services for the CDBG Program in various cities, including but not limited to El Segundo, Manhattan Beach and Hermosa Beach. Tina Gall is responsible for the labor compliance monitoring of Davis-Bacon and Related Acts (DBRA), as well as state labor wage requirements. This includes bid document review, HUD-11 employee field interviews, review of certified payroll reports, identification and resolution of any labor standard violations as well as MBE/WBE and Section 3 reporting and compliance. She is also responsible for determining Buy America Preference (BAP) applicability to infrastructure projects.

City of Manhattan Beach – CDBG Consultant Since 2017

Contact: Gilbert Gamboa, Interim City Engineer
Department of Public Works
City of Manhattan Beach
3621 Bell Avenue Manhattan Beach, CA 90266
Office: (310) 802-5356
Email: ggamboa@manhattanbeach.gov

Contact: Marzena Laskowska, Senior Civil Engineer
City of Manhattan Beach
3621 Bell Avenue Manhattan Beach, CA 90266
Office: (310) 802-5325
Email: mlaskowska@manhattanbeach.gov

Services provided: Implement, administer, and monitor the City's CDBG Program, including public facilities and public infrastructure improvements,. Monitor and ensure compliance with Davis-Bacon and Related Acts and Section 3. Provide technical assistance and contract compliance.

Annual CDBG Program Allocation: \$101,000

City of Duarte - CDBG Consultant Since 2015

Contact: Craig Hensley, Director of Community Development
City of Duarte
1600 Huntington Drive
Duarte, CA 91010
Office: (626) 357.7931
Email: chensley@accessduarte.com

Services Provided (through LDM Associates, Inc.): Implement, administer, and monitor the City's CDBG Program, including public facilities and public infrastructure improvements,. Monitor and ensure compliance with Davis-Bacon and Related Acts and Section 3. Provide technical assistance and contract compliance.

Annual CDBG Program Allocation: \$121,000

SECTION IV: PROJECT MANAGEMENT PLAN

To be responsive to the City's needs and provide a high level of customer service, Ms. Gall will clearly communicate with the City, providing oversight and direct implementation of task orders to ensure on-time performance, budget adherence and quality control. Specifically, in the performance of administering and managing Hermosa Beach's CDBG Program and Labor Compliance services, Ms. Gall will be responsible for CDBG contract management and implementation functions and will act as an extension of City staff.

Based on the Scope of Work and the City's 2025-2026 CDBG Program, Ms. Gall anticipates providing an average of four (4) on-site and/or remote hours weekly, depending upon the various phases of project implementation, or as requested by City staff. Ms. Gall will provide flexible scheduling to meet the needs of the City. Ms. Gall will be available to attend virtual meetings or participate in telephone calls with City staff, as needed, to discuss the CDBG Program and work plan.

WORKPLAN

A. CDBG Administration and Management - Provide technical assistance for the administration and implementation of the City's CDBG projects.

- Prepare annual "CDBG Agreements to Implement" through the Los Angeles County Development Authority (LACDA) online system, including project descriptions and budgets.
- Prepare reports and publish public hearing notices for citizen input on the allocation of annual funds and/or any changes in the CDBG allocation of funds.
- Present related items to the City Council and other Commissions, as necessary.
- Prepare and process amendments to the "Agreement to Implement" for ongoing projects.
- Monitor the drawdown of CDBG funds in order to comply with LACDA/HUD performance goals.
- Develop and maintain all necessary files and documentation for LACDA and City CDBG Program monitoring and audit preparation.
- Assist City staff with annual CDBG Program monitoring, audits, federal and/or state file reviews, and/or program performance reviews. Draft responses to any monitoring findings or concerns, including corrective action plans, if necessary.
- Prepare and complete LACDA and U.S. Department of Housing and Urban Development (HUD) reports and documents, including Quarterly Performance Reports, Semi-Annual Labor Standards Report and Contract/Subcontract Activity Report.
- Provide various administrative services to ensure compliance with all CDBG federal regulations and Los Angeles County Development Authority policies, as changes occur.
- Provide CDBG financial management assistance.
- Submit, upon request by City staff, all available records, financial or otherwise, for activities performed on State or Federally funded projects.
- Provide training to City staff on labor compliance requirements and review current

procedures and best practices for City projects.

- Act as City's liaison and representative to the LACDA. Attend required LACDA CDBG training workshops and/or meetings.
- Ensure compliance with all applicable federal, State, and local laws, rules, regulations, and policies.

B. Labor Compliance Services - Provide Davis-Bacon and Related Acts (DBRA) and Section 3 monitoring and contract compliance for CDBG-funded construction projects.

- Coordinate construction activities for CDBG-funded public works projects with the City Engineer or his/her designee, to ensure consistency with the CDBG project scope of work (Agreement to Implement), as approved by LACDA.
- Review construction contracts and bid specifications for compliance with Federal requirements to ensure that all appropriate forms are included in bid package.
- Submit construction bid document to LACDA prior to advertisement of bids.
- Verify contractor and subcontractor eligibility.
- Ensure, if applicable, Section 3 compliance. Verify eligibility of Section 3 workers and targeted Section 3 workers. Maintain Section 3 documentation. Complete LACDA and HUD Section 3 Compliance Reports. Provide technical assistance with Section 3 compliance.
- Participate in preconstruction conferences.
- Report and track wage modifications, or other changes in federal and state wage decisions.
- Review and verify accuracy of weekly Certified Payroll Reports.
- Conduct employee job site interviews to ensure compliance with prevailing wage requirements. Verify job site postings.
- Prepare and maintain labor and contract compliance files for LACDA and HUD monitoring.
- Follow-up with contractor, either by telephone, electronic mail, or through certified mail, as necessary, to address missing document submittals or payroll discrepancies.
- Coordinate with City staff regarding withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements. Similarly, if all documentation requirements have been met and there are no unresolved issues, notify City staff to proceed with payment request.
- Receive, pursue, address, and document labor complaints; recommend action to be undertaken for contractors continuously failing to comply with requests and requirements. If necessary, prepare labor violation reports, coordinate and process payment restitution to resolve labor violations.
- Review all construction contract files prior to project close-out.
- Prepare and submit documents and reports required by the U.S. Department of Labor (DOL), U.S. Department of Housing and Urban (HUD), and LACDA for construction projects.

6.2 Required Forms

6.2.1 Certification of Qualifications

RFQ #: 25-002

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

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 statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, 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 RFQ.
3. Proposer has carefully reviewed its statement of qualifications 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 statement of qualifications and to waive any informality or irregularity in any statement of qualifications received by the City.
5. The statement of qualifications response includes all of the commentary, figures and data required by the Request for Qualifications.
6. The statement of qualifications shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: N/A

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their statement of qualifications.

RFQ 25-002

Signature of Authorized Representative:

Tina Gall

Printed Name and Title:

Tina Gall, Principal

6.2.2 Non-Collusion Affidavit

RFQ #: 25-002

The undersigned declares states and certifies that:

1. This statement of qualifications is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This statement of qualifications 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 statement of qualifications and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham statement of qualifications or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the rate schedule price or to fix any overhead, profit or cost element of the rate schedule price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the statement of qualifications and related documents are true.
6. I have not directly or indirectly submitted the rate schedule 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, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham statement of qualifications.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this statement of qualifications .
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:



Printed Name and Title:

Tina Gall, Principal



6.2.3 Compliance with Insurance Requirements

RFQ #: 25-002

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:



Printed Name and Title:

Tina Gall, Principal



6.2.4 Acknowledgement of Professional Services Agreement

RFQ #: 25-002

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Please note: I am an independent, sole practitioner. No other employees work with or for me. As such, I do not carry Workers Compensation insurance.

Signature of Authorized Representative:



Printed Name and Title:

Tina Gall, Principal

**CITY OF HERMOSA BEACH
STATEMENT OF QUALIFICATIONS RFQ 25-002
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
ADMINISTRATIVE AND LABOR COMPLIANCE SERVICES**

FIRM NAME: TINA GALL

RATE SCHEDULE

Tina Gall proposes providing an average of four (4) on-site and/or remote hours weekly, depending upon the various phases of project implementation, or as requested by City staff. Ms. Gall will provide flexible scheduling to meet the needs of the City. Ms. Gall will be available to attend virtual meetings or participate in telephone calls with City staff, as needed, to discuss the CDBG Program and work plan.

Based on the scope of work for the City's CDBG Program Year, July 1, 2025 through June 30, 2026, Ms. Gall will provide CDBG Program Administration and Labor Compliance services for \$130.00 per hour at an annual not-to-exceed amount of **\$25,000**. Should a multi-year Agreement be offered, Tina Gall reserves the right to annually re-evaluate the hourly rate and "not to exceed amount".

Services will be invoiced monthly. Fees for consulting services are inclusive of all normal business overhead. Consultant requests payment of invoices by City within ten to fifteen business days, but not to exceed thirty (30) calendar days from date of submittal.