



City of Santa Monica
Housing and Economic Development Department
1901 Main Street, Suite B
Santa Monica, CA 90405
(310) 458-8702

Request for Letters of Interest (LOI)
July 29, 2009

DRAFT REQUEST FOR PROPOSALS (RFP) TO DESIGN, BUILD AND INSTALL
'GREEN' AFFORDABLE HOME UNITS
AT MOUNTAIN VIEW MOBILE HOME PARK IN SANTA MONICA, CA

The Housing Division of the City of Santa Monica is developing a Request for Proposals to purchase new City-owned units at the Mountain View Mobile Home Park. The City seeks to develop a list of potential bidders and to garner input on the draft RFP.

The new affordable home units at Mountain View will be a model of affordability and sustainability. The RFP will solicit bidders to design, build and install manufactured or other innovative home designs that are durable, environmentally sustainable materials and aesthetically appealing.

Potential bidders are asked to provide the City with a hard copy letter stating the firm's interest, a paragraph or two describing its experience and contact information as follows:

- Firm Contact Name & Title
- Address
- Website
- Email
- Phone Number

The deadline for receipt of this letter is Monday, August 17th. Respondents to the LOI will be invited to a Potential Bidders Information and Input Session. The RFP will not be restricted to LOI respondents only. The LOI and Draft RFP can be downloaded at:

<http://www01.smgov.net/housing/news-notice.htm>

Please address your hard copy letter to:

Mountain View LOI
Housing Division - City of Santa Monica
1901 Main Street, Suite B
Santa Monica, CA 90405

Any questions should be addressed to the following two staff members:

Melissa Lindley
Senior Administrative Analyst
melissa.lindley@smgov.net
310-434-2646

Lisa Luboff
Senior Administrative Analyst
lisa.luboff@smgov.net
310-434-2651

DRAFT

REQUEST FOR PROPOSALS (RFP)

**TO DESIGN, BUILD AND INSTALL
'GREEN' AFFORDABLE HOME UNITS
AT MOUNTAIN VIEW MOBILE HOME PARK IN SANTA MONICA, CA**

**ISSUED BY THE
HOUSING DIVISION
OF THE CITY OF SANTA MONICA**

July 29, 2009



SUBMISSION DEADLINE IS TBD

Table of Contents

I.	PURPOSE OF REQUEST FOR PROPOSALS AND TIMELINE.....	1
	The Vision	1
	Project Description	1
II.	SELECTION PROCESS	1
	Process	2
	Pre-Submission Meeting	2
	RFP Deadline.....	2
	Questions Related to this RFP	2
III.	SELECTION CRITERIA	3
IV.	SCOPE OF WORK	3
	A. Design the Units.....	3
	B. Build/Manufacture the Units	4
	C. Install the Units.....	4
	D. Insure and Warrant the Units	4
V.	SUBMISSION REQUIREMENTS.....	4
	A. Cover Sheet	5
	B. Design Proposal.....	5
	C. Statement of Qualifications	6
	D. References.....	7
	E. Fee Schedules and Pricing	7
	F. Schedule of Completion for the Scope of Work	7
	G. Certifications	7
VI.	CONFLICT OF INTEREST	7
VII.	GENERAL NOTICES	7
VIII.	EXHIBITS.....	9
	Exhibit A – Cover Sheet	10
	Exhibit B – Minimum Specifications	11
	Exhibit C – Park Map/Information.....	13
	Exhibit E – Bonding Requirements.....	17
	Exhibit F – Living Wage Ordinance	18
	Exhibit G – Oaks Initiative Notice	20
	Exhibit H – Applicant Firm Experience	22
	Exhibit I – Proposed Fee Schedule and Pricing	23

**REQUEST FOR PROPOSALS (RFP)
TO DESIGN, BUILD AND INSTALL
'GREEN' AFFORDABLE HOME UNITS
AT MOUNTAIN VIEW MOBILE HOME PARK IN SANTA MONICA, CA**

I. PURPOSE OF REQUEST FOR PROPOSALS AND TIMELINE

The purpose of this RFP is to describe the development opportunity offered by the Housing Division of the City of Santa Monica and to solicit proposals from firms interested in designing, building/manufacturing and installing aesthetically pleasing and environmentally sustainable affordable home units at the Mountain View Mobile Home Park.

The Vision

The new affordable home units at Mountain View will be a model of affordability and sustainability. The City seeks manufactured or other innovative home designs with durability, environmentally sustainable materials and aesthetic appeal. Proposed prototypes will include quality materials and a design scheme compatible with existing conditions at the park and in the neighborhood. Along streets and public pathways, the affordable home units will introduce elements that contribute to a friendly, interesting and hospitable pedestrian environment.

Project Description

In 2000, the City of Santa Monica purchased Mountain View Mobile Home Park (Mountain View) located at 1930 Stewart Street in Santa Monica, California. Mountain View occupies approximately five acres of land, consists of 105 rent-controlled spaces and has been occupied by travel trailers, recreational vehicles and manufactured homes for at least fifty years. Park amenities include a 1,130 square foot community building with restrooms, laundry facilities, office space and a modest-sized outdoor pool.

Mountain View is currently under construction to reconfigure spaces and upgrade infrastructure, including new electrical services; water service; sewer service; natural gas service; cable TV service; telephone service; street lights; curbs; and roadways. Completion of the construction is scheduled for August 2009.

Affordable home units developed at Mountain View Mobile Home Park will be affordable to low-income households. The initial City purchase will be of approximately 20 units. In the future the City and/or residents may purchase additional units from the selected vendor.

II. SELECTION PROCESS

Prospective firms must provide complete submissions by the stated deadline and in the format described by this RFP.

The Housing Division will create a Selection Committee which will review and analyze all responses, contact references, complete interviews, as necessary, to select a qualified firm. The Selection Committee may consist of staff and advisors of the Housing Division and City. Based on the review process of the RFP responses, the City will select one firm with whom it intends to enter into contract for the Scope of Services.

The Housing Division will hold a pre-submission meeting to fully describe the development opportunity and answer questions from potential developer-design teams. The meeting will be held on DATE TBD, beginning at TIME TBD, at LOCATION TBD.

Process

The conceptual RFP process is as follows:

- RFP Issued
- Pre-Submission Meeting
- Requests for Additional Information Deadline
- RFP Submission Deadline
- RFPs Reviewed
- Community Design Meeting/Presentations
- Firm Selected and Notified
- Selected Firm and City finalize and execute contract
- Firm submits Architectural Review Board Application

Note: All benchmarks and deadlines are conceptual and subject to change.

Pre-Submission Meeting

Attendance of a representative of the applicant firm at the Pre-Submission Meeting is recommended but not mandatory.

RFP Deadline

Qualifications (in the form specified in this RFP) must be received by mail at, or hand delivered to the Housing Division office located at 1901 Main Street, First Floor, Santa Monica, CA 90405, no later than TIME TBD on DATE TBD. All submittals must be sealed and marked "MOUNTAIN VIEW RFP – DO NOT OPEN". Qualifications and proposals received after 5:00 p.m. will not be considered. Incomplete submissions may be disqualified.

Questions Related to this RFP

All questions related to this RFP solicitation should be made via email or in writing to:

Melissa Lindley
City of Santa Monica Housing Division
1901 Main Street, Suite B
Santa Monica, CA 90405
Phone: 310-458-2646
Emails: melissa.lindley@smgov.com

The deadline for requests for additional information is DATE TBD at 5:00 p.m. Written responses will be provided directly to the questioner and on the City's website WEB INFO HERE by DATE TBD.

III. SELECTION CRITERIA

The following criteria shall be used in analyzing all submissions:

- A. Completeness of submissions
- B. Quality of proposed designs
- C. Qualifications
 - 1. Experience designing, constructing and installing high quality manufactured homes or other innovative home designs that can be built with the existing site conditions
 - 2. Experience successfully completing comparable developments
 - 3. Experience with environmentally sustainable building design and manufacturing
 - 4. Current financial capacity
 - 5. Familiarity with and ability to meet applicable HUD, Federal, State and local codes related to the design, construction and installation of manufactured homes or any alternative housing unit models proposed for the site that work with existing site conditions
- D. References
- E. Competitive pricing for the Scope of Work
- F. Schedule of completion for the Scope of Work

Whoever is selected must therefore be committed to working with the City and/or third-party consultants to mutually plan, design, finance, and/or construct environmentally sustainable housing units. Prospective firms not willing or able to accept this requirement are advised against responding to this RFP.

IV. SCOPE OF WORK

The selected firm and/or its subcontractors will design, manufacture, install and insure/warrant the proposed housing units at the Mountain View Mobile Home Park.

A. Design the Units

The selected firm and/or its subcontractors will design affordable home units that enact the Vision, meet the Specifications, are appropriate for the Site Plan, function with the existing site conditions and meet all other requirements of this RFP.

- 1) Provide designs and written specifications for five (5) 1-story options and one (1) of 2-story unit option, including at least one (1) ADA accessible model
- 2) Additional designs may be provided for accessory structures such as habitable room additions, awnings, porches, decks and storage sheds
- 3) Work with the City to submit the designs, make necessary revisions and obtain approval from the City's Architectural Review Board for the various unit and accessory structure designs. Information about the Architectural Review Board process is located at:

<http://www01.smgov.net/planning/planningcomm/archreviewboard.html>

B. Build/Manufacture the Units

The selected firm and/or its subcontractors will:

- 1) Build/manufacture the units
- 2) Build/manufacture them properly and meet all local, state and Federal codes, which may possibly include but are not limited to:
 - a. When applicable, hold any local, State or Federal licenses required to build, install or sell the units
 - b. If applicable, meet the National Manufactured Home Construction and Safety Standards (24 CFR 3280), a uniform building standard administered and enforced by the U.S. Department of Housing and Urban Development
 - c. If applicable, meet the California Uniform Building Code Title 25, the California Health & Safety Code and all other relevant requirements of the State of California

C. Install the Units

The selected firm and/or its subcontractors will:

- 1) Obtain permits to install the units; install the units; and install them properly and meet all local, state and Federal codes and requirements
- 2) Conduct installation in accordance with all local, state and Federal labor laws and regulations
- 3) Conduct installation activities in a way that ensures the safety and security of the works, residents and the public, including meeting all local, state and Federal health and safety rules and regulations

D. Insure and Warrant the Units

Provide a statement of liability for the accuracy, validity and reliability of services including insurance coverage. The manufacturer shall maintain types and amounts of insurance

- 1) A statement, signed by the firm's principals, that the firm will maintain the types and amounts of insurance as outlined in Exhibit D and will provide a Certificate of Insurance in a form acceptable to the City.
- 2) Meet all bonding requirements as outlined in Exhibit E
- 3) A statement, signed by the firm's principals, that the firm will provide a minimum once year structural warranty per State law plus an extended two to ten year warranty (Indicate if an additional fee is charged for additional warranty).
- 4) Provide warranties for all appliances and any non-structural components not included in the warranty above.

V. SUBMISSION REQUIREMENTS

Firms will submit five (5) copies of the following information in bound document form, one (1) unbound copy suitable for reproduction and one complete PDF formatted copy document containing the response on Compact Disc (CD). THE HARD COPY MUST BE THE SAME AS THE WORD DOCUMENT ON THE CD.

Format: Submissions should be organized in an 8-1/2" X 11" format with tabbed sections corresponding to the following submission requirements. Materials boards are not required to be in this format.

A. Cover Sheet

B. Design Proposal

- 1) Stewart Street Elevation – Provide one color elevation depicting the proposed Stewart Street units (assume all units are one-story). Show any possible variations.
- 2) One-Story Unit Design – Provide five (5) models of affordable home units that can fit within the building envelope described in the Specifications. For each prototype, provide:
 - a. Exterior renderings, pictures or photographs
 - b. Floor plans with dimensions
 - c. Summarize exterior materials and colors on the ARB Application for Building Design, Colors, Materials and Landscape Plan, Supplemental Information – Building Design Review (Page 4). Application can be downloaded at:
<http://www01.smgov.net/planning/planningcomm/archreviewboardapplications.html>
 - d. Provide samples of exterior colors/materials, organized in a folder or booklet or material board. If material samples are unavailable, product brochures, specification sheets, or photos are acceptable. All materials and colors must be labeled and keyed to the elevation drawings. (If a material board is submitted, it must be of a durable material and no greater in size than 8 ½" x 14")
 - e. Optional interior/exterior design features and a description of exchangeability of such features
- 3) Two-Story Unit Design – Provide one prototype of two-story affordable home unit that can fit within the building envelope described in the Specifications. For each prototype provide:
 - a. Exterior renderings, pictures or photographs
 - b. Floor plans with dimensions
 - c. Summarize exterior materials and colors on the ARB Application for Building Design, Colors, Materials and Landscape Plan, Supplemental Information – Building Design Review (Page 4). Application can be downloaded at:
<http://www01.smgov.net/planning/planningcomm/archreviewboardapplications.html>
 - d. Provide samples of exterior colors/materials, organized in a folder or booklet or material board. If material samples are unavailable, product brochures, specification sheets, or photos are acceptable. All materials and colors must be labeled and keyed to the elevation drawings. (If a material board is submitted, it must be of a durable material and no greater in size than 8 ½" x 14")

- e. Optional interior/exterior design features and a description of exchangeability of such features
- 4) Environmentally Sustainable Design – Describe how the proposed affordable home units will be environmentally sustainable in the following ways:
 - a. Construction/Manufacturing/Installation Methods
 - b. Exterior Materials
 - c. Interior Materials
 - d. Building Systems
 - e. Appliances
 - f. Any environmentally sustainable components not described above
 - g. Any environmentally sustainable 'add alternatives' that will be offered to buyers

C. Statement of Qualifications

- 1) Applicant Firm
 - a. Identify the entity that will contract with the Housing Division, including all joint ventures/limited partners indicating respective percentage interests of all parties. Include a complete listing of names, addresses, phone numbers, e-mail addresses, and fax numbers.
 - b. State the intended role of each design and development partner.
 - c. Identify the firm principals, the project team, their roles and responsibilities. Include résumés for each team member.
- 2) Consultants
 - a. Identify key consultants and describe their proposed role and relevant experience. Include resumes for each consultant.
- 3) Experience

Complete Exhibit H – Applicant Firm Experience and provide a written narrative describing:

 - a. Design Experience
 - b. Manufacturing Experience
 - c. Installation Experience
 - d. Green Building Experience
 - e. Affordable Housing Experience (HUD, HCD, local government)
 - f. Any additional information you would like to provide
- 4) Financial Capability

Provide the following materials:

 - a. Written narrative explaining your firm's financial capacity to carry out the Scope of Work.
 - b. Audited financial statements for the past three (3) years or audited financial statements, if available.
 - c. List of contracts currently planned and/or under construction including location, status, development schedule, and financial commitments required of the firm.

- d. Certification, signed by the firm principal, that your firm has the financial capacity to complete the Scope of Work described in this RFP.

D. References

Provide a minimum of three (3) but no more than five (5) current client references for contracts either in progress or completed within the past three years. Include name, title, company name, address, phone number, email, contracts in progress (with types and dates) and contract value.

E. Fee Schedules and Pricing

- 1) Complete Exhibit I - Proposed Fee Schedule and Pricing for the City units
- 2) Provide a narrative and/or spreadsheet explaining the difference between the 'developer cost' that will be charged to the City via this RFP and the 'resident cost' that may be charged, in the future, to residents at Mountain View Mobile Home Park if they chose to purchase a unit from your firm.

F. Schedule of Completion for the Scope of Work

Provide, in your own format, a Schedule of Completion for the Scope of Work. Include key milestones and critical path items.

G. Certifications

On your firm's stationery, signed by the firm principal, provide the following certification that your firm will:

- 1) Comply with all rules, regulations and laws outlined in this RFP;
- 2) Has read, understands and will meet all City of Santa Monica bonding and insurance requirements; and
- 3) Has read, understands and will meet all requirements of the City of Santa Monica's Living Wage Ordinance and Oaks Initiative.

VI. CONFLICT OF INTEREST

Firm(s) must comply with the requirements of all applicable federal, state and local conflict of interest laws affecting the Housing Division, the City, and Redevelopment Agency. They include, but are not limited to, Government Code Section 1090, et. seq., Government Code Section 87100, et. seq., Health and Safety Code Section 34281, the federal conflict provisions including those set forth in 24 CFR Part 85. In addition, the firm(s) may be required to comply with all additional conflict of interest provisions related to the City of Santa Monica, if and when applicable. This is not a comprehensive statement of all potentially applicable conflict of interest provisions. Any prospective developer(s) with a conflict of interest, real or apparent, will not be considered.

VII. GENERAL NOTICES

Please be advised that by submitting a response to this Request for Proposals, prospective firms waive all rights to protect or seek any legal remedies whatsoever regarding any aspect of this RFP. The City reserves the right to select any number of qualified firms. In addition, the City reserves the right to issue written notice to all participating firms of any changes in the Proposal admission schedule, should the City determine in its sole and absolute discretion that such changes are necessary. Acceptance of any Proposal submitted pursuant to the RFP shall not constitute any implied intent to enter into a contract. The City reserves the right to reject any and all submissions.

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VIII. EXHIBITS

Exhibit A – Cover Sheet

Exhibit B – Minimum Specifications

Exhibit C – Park Map/Information

Exhibit D – Insurance Requirements

Exhibit E – Bonding Requirements

Exhibit F – Living Wage Ordinance

Exhibit G – Oaks Initiative Notice

Exhibit H – Applicant Firm Experience

Exhibit I – Proposed Fee Schedule and Pricing

Exhibit A – Cover Sheet
Request for Proposals – Mountain View

Applicant Information

Company Name	
Street Address	
City, State & Zip Code	
Contact Name & Title	
Phone Number	
Fax Number	
Email	
Alternate Contact	

Submission Requirements Included (Please check):

- ☐ A. Cover sheet
- ☐ B. Design Proposal
- ☐ C. Statement of Qualifications
- ☐ D. References
- ☐ E. Fee Schedules and Pricing
- ☐ F. Schedule for the Completion of Work
- ☐ G. Certifications

Copies Included:

- ☐ Five hard copies (bound or unbound)
- ☐ One unbound hard copy (bound or unbound)
- ☐ One electronic PDF format copy

DO NOT COMPLETE: FOR CITY STAFF ONLY

Bid Receipt	Documentation	Initials
Date/Time Rec'd		
Completeness of Application		

Exhibit B – Minimum Specifications

Manufacture the units properly and meet Energy Star standards and all local, state and Federal codes, including but not limited to:

- If applicable to the building type proposed, meet the National Manufactured Home Construction and Safety Standards (24 CFR 3280), a uniform building standard administered and enforced by the U.S. Department of Housing and Urban Development
- If applicable to the building type proposed, meet California Uniform Building Code, Title 25 and all other applicable codes within the California Administrative Code
- If applicable to the building type proposed, build units to comply with and process them to bear an insignia of approval with the requirements set forth in Section 19980 of the California Health and Safety Code
- If applicable to the building type proposed, meet California law requirement that manufactured home salespersons, dealers and manufacturers doing business in California be licensed by the California Department of Housing and Community Development

Minimally include the features listed below:

Exterior

- o Utility locations at front of home
- o Skirting
- o Front/rear overhang; side eaves (up to or greater than 12" if possible) (TBD)
- o T1-11 siding in a horizontal or vertical direction or a combination thereof
- o Lever handle and deadbolt for entry door

Structural/Energy

- o 2x6 Exterior Walls
- o R-19 Wall insulation
- o R-30 Roof Insulation
- o Cool Roof or Radiant Barrier
- o Meet roof load requirements (TBD)
- o Windows must have SHGC less than 0.35
- o Any ducts located in conditioned space OR tested and verified 6% max. leakage rate for ductwork

Electrical

- o 100 amp underground meter base (TBD)
- o Smoke detectors in bedroom, living room, and hallway
- o Energy Star ceiling fans in living room and bedroom
- o Energy Star lighting
- o TV/phone box/raceway (TBD)
- o Doorbell
- o Programmable digital thermostat
- o Exterior GFI outlet

Interior

- o No added urea formaldehyde in any interior wood products (plywood, cabinetry, baseboards, shelves, etc)
- o Zero VOC paint
- o Carpet must be CRI Green Label Plus certified

- o Single lever door handles
- o Fire Sprinkler systems that meet HCD and California Uniform Building Code requirements for manufactured homes

Kitchen

- o Single lever faucet
- o Badger or In-Sink-Erator Garbage disposal with a minimum of ½ horsepower
- o Stainless steel sink
- o Energy Star appliances
- o 22 cubic foot energy star refrigerator (TBD)

Bathroom

- o Dual flush toilets OR HETs (1.28 gallons per flush)
- o Single lever faucet

Unit Sizes (All to be confirmed in Final RFP)

Lot Number	12' x 36'
20	1
21	1
23	1
34	1
35	1
49	1
76	1
78	1
81	1
82	1
83	1
85	1
88	1
89	1
90	1
91	1
93	1
95	1
96	1
98	1
99	1
101	1
102	1
103	1
104	1
Total	25

Lot Number	13.5' x 30'	13.5' x 36'	13.5' x 38'	13.5' x 50'
16	1			
31	1			
45	1			
55	1			
17		1		
25		1		
26		1		
27		1		
28		1		
29		1		
33		1		
37		1		
46		1		
42		1		
7			1	
9			1	
14			1	
39				1
41				1
62				1
65				1
67				1
70				1
75				1
	4	10	3	7

Exhibit C – Park Map/Information

Park Map/Information will be provided with the Final Version of RFP.

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Contract for Services Insurance Requirements (Except Public Works)

Contractor's Insurance

Prior to commencing work, the Contractor shall procure and maintain at Contractor's own cost and expense 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 or services hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in Contractor's bid.

Without in any way affecting the indemnity provided, the Contractor shall secure before commencement of the work and throughout the contract the following types and amounts of insurance:

Minimum Limits of Insurance

Contractor shall obtain insurance of the types and in the amounts described below:

Commercial General Liability Insurance

Contractor shall maintain commercial general liability (CGL) with a limit of not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate.

Business Auto Liability Insurance

Contractor shall maintain business auto liability with a limit of not less than \$1,000,000 each accident.

Workers' Compensation and Employer's Liability Insurance

Contractor shall maintain workers' compensation insurance as required by the State of California and Employer's Liability Insurance in the amount of \$1,000,000 per accident for bodily injury or disease.

Minimum Scope of Insurance

CGL insurance shall be written on Insurance Services Office form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and explosion, collapse and underground hazards.

Business Auto Insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Coverage shall be written on Insurance Services Office form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City of Santa Monica. At the option of the City of Santa Monica, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City of Santa Monica, its officers, officials, employees, or volunteers; or the Contractor shall provide a financial guarantee

satisfactory to the City of Santa Monica guaranteeing payment of losses and related investigation, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

City of Santa Monica, its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. Under the CGL policy, using the Insurance Services Office additional insured endorsement form CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. City and other additional insureds mentioned in this paragraph shall not, by reason of their inclusion as additional insureds, become liable for any payment of premiums to carriers for such coverage.

For any claims related to this project, the Contractor's insurance coverage shall be primary as respects the City of Santa Monica, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Santa Monica, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under subdivision (b) of Section 2782 of the Civil Code.

Workers' Compensation and Employer's Liability

The insurer shall agree to waive all rights of subrogation against the City of Santa Monica, its officers, officials, employees, and volunteers for losses arising from activities and operations of Contractor in the performance of services under the contract.

All Coverages

Each insurance required by this clause shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City as set forth in the notice requirement of this Agreement.

If Contractor, for any reason, fails to maintain insurance coverage which is required pursuant to this Contract, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Contract and obtain damages from the Contractor resulting from said breach. Alternatively, City may purchase such coverage (but has no special obligation to do so), and without further notice to the Contractor, City may deduct from sums due to the Contractor any premium costs advanced by the City for such insurance.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:6 unless otherwise approved by the City's Risk Manager.

Verification of Coverage

Contractor shall furnish the City of Santa Monica with original certificates and amendatory endorsements effecting coverage required by this section. The certificates and endorsements for each policy are to be signed by a person authorized by the insurer to bind coverage on its

behalf. The certificates and endorsements should be on forms provided by the City of Santa Monica or on other than the City of Santa Monica's forms, provided those forms and endorsements conform to the requirements. All certificates and endorsements are to be received and approved by the City of Santa Monica before work commences. The City of Santa Monica reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

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Exhibit E – Bonding Requirements

Performance and Payment Bonds

The bidder and all of its subcontractors will furnish:

- (i) a performance bond naming the City as a co-obligee, in a form acceptable to City, in an amount equal to the amount of the approved contract, as security for the faithful performance of the contract; and
- (ii) a payment bond naming the City as a co-obligee, in a form acceptable to City, in an amount equal to the amount of the approved contract, as security for the payment of all persons performing labor on the project and furnishing materials in connection with the project.

The Payment and Performance Bonds will not be released until after the expiration of the Lien Period(s).

Exhibit F – Living Wage Ordinance



CITY OF SANTA MONICA
Living Wage Certification for Providers of Services to the
City of Santa Monica
(Fiscal Year 09/10 – July 1, 2009 through June 30, 2010)

***TO BE COMPLETED BY ALL CONTRACTORS PROVIDING SERVICES TO
THE CITY OF SANTA MONICA IN EXCESS OF \$54,200***

The City of Santa Monica Municipal Code Chapter 4.65, Living Wage Ordinance (LWO) establishes a Minimum Wage of **\$12.97 per hour¹** for certain employees of contractors providing services to the City.

The LWO requires a contractor providing services to City of Santa Monica to pay at least the Minimum Wage to any Employee working on that contract for work done on the contract if the contract for services exceeds \$54,200. The requirements of the LWO do not apply to government agencies, City grantees, other non-profit corporations and corporations providing banking services. An Employee is any person who does not actually work as a manager, supervisor, or confidential employee, and who is not required to possess an occupational license. Contractors with collective bargaining agreements covering those employees assigned to contract are exempt from the wage requirements of the Living Wage Ordinance only if the waiver is explicitly set forth in such agreement in clear and unambiguous terms.

Please prepare the following certification if you are a contractor engaging in a contract for services with the City of Santa Monica in excess of \$54,200.

Your signature on this certification grants the City permission to review any and all payroll books and records to assure compliance with the LWO during the term of the contract.

Please direct any questions regarding applicability of the Ordinance to Chuck McBride, Assistant Director of Finance, City of Santa Monica Finance Department, 1717 4th Street, Suite 250, Santa Monica, CA 90401, or e-mail chuck.mcbride@smgov.net.

IF YOU ARE A CONTRACTOR PROVIDING SERVICES TO THE CITY UNDER A CONTRACT EXCEEDING \$54,200, YOU ARE REQUIRED TO CERTIFY THAT ALL EMPLOYEES WORKING ON THIS CONTRACT ARE PAID AT LEAST THE MINIMUM WAGE. Please fill out the Certification that follows and return to the Contract Administration Office, 1717 4th Street, Suite 250, Santa Monica, CA 90401. If you are exempt for a reason noted above, please note below why you are exempt and return the Certification to the Contract Administration Office, 1717 4th Street, Suite 250, Santa Monica, CA 90401.

**TO BE COMPLETED BY ALL CONTRACTORS PROVIDING SERVICES TO THE
CITY OF SANTA MONICA IN EXCESS OF \$54,200
(Fiscal Year 09/10 – July 1, 2009 through June 30, 2010)**

Please read, complete, and sign the following:

THIS CONTRACT IS SUBJECT TO THE LIVING WAGE ORDINANCE. ☐

THIS CONTRACT IS **NOT** SUBJECT TO THE LIVING WAGE ORDINANCE. ☐

Living Wage Ordinance requirements shall not apply to employers that are (*please check one*):

- (a) _____ government agencies
- (b) _____ City grantees
- (c) _____ non-profit corporations
- (d) _____ employers whose employees are covered by a bona fide collective bargaining agreement where the waiver is explicitly set forth in an agreement in clear and unambiguous terms (Please provide a copy of the collective bargaining agreement).
- (e) _____ corporations providing banking services

The undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, hereby certifies that he or she is fully aware of Santa Monica's Living Wage Ordinance (LWO), and the applicability of the LWO, and the applicability of the subject contract, as determined herein. The undersigned further agrees to be bound by all of the terms of the LWO, as mandated in the Santa Monica Municipal Code, Chapter 4.65. If, at any time during the term of the contract, the answers to the questions posed herein change so that Contractor would be subject to the LWO, Contractor will promptly notify the Director of Finance in writing. Contractor further understands and agrees that the failure to comply with the LWO, this certification, or the terms of the Contract as it applies to the LWO, shall constitute a default of the Contract, which shall be grounds for termination. City shall have the right to examine all books and records of the contractor as they relate to compliance with the LWO. Payroll records shall at a minimum include full name of each employee performing labor or providing services under the contract, job classification and rate of pay.

These statements are made under penalty of perjury under the laws of the State of California.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Contractor: _____

Bid Number: _____

Service Description: _____

¹ Adjusted annually each July 1 by an amount corresponding to the previous year's change (January to January) in the Consumer Price Index for Urban Wage Earners and Clerical Workers 1967=100 for Los Angeles-Riverside-Orange County, California (Rev. 04/07/09)

Exhibit G – Oaks Initiative Notice

CITY OF SANTA MONICA

NOTICE TO APPLICANTS, BIDDERS, PROPOSERS AND OTHERS SEEKING DISCRETIONARY PERMITS, CONTRACTS, OR OTHER BENEFITS FROM THE CITY OF SANTA MONICA

Santa Monica's voters adopted a City Charter amendment commonly known as the Oaks Initiative. It prohibits a public official from receiving specified personal benefits from a person or entity after the official votes, or otherwise takes official action, to award a "public benefit" to that person or entity. Examples of a "public benefit" include public contracts to provide goods or services worth more than \$25,000 or a land use approval worth more than \$25,000.

The Oaks Initiative requires the City to provide this note and information about the Initiative's requirements. An information sheet on the Oaks Initiative is attached. You may obtain a full copy of the Initiative's text from the City Clerk.

In order to facilitate compliance with the requirements of the Oaks Initiative, the City compiles and maintains certain information. That information includes the name of any person who is seeking a "public benefit." If the "public benefit" is sought by an entity, rather than an individual person, the information includes the name of every: (a) trustee, (b) director, (c) partner, (d) officers, or (e) ten percent interest in the entity. Therefore, if you are seeking a "public benefit" covered by the Oaks Initiative, you must supply that information on the attached form (Attachment A).



City of Santa Monica Oaks Initiative Disclosure Form

All persons or entities receiving public benefits defined below from the City of Santa Monica shall provide the names of trustees, directors, partners and officers and names of those with more than a 10% equity, participation or revenue interest. This information is required by City Charter Article XXII—Taxpayer Protection.

Name of Entity: _____

NAME(S) OF PERSONS OR ENTITIES RECEIVING PUBLIC BENEFIT:

NAME(S) OF TRUSTEES, DIRECTORS, PARTNERS, AND OFFICERS:

NAME(S) OF THOSE WITH MORE THAN A 10% EQUITY, PARTICIPATION OR REVENUE INTEREST:

Public benefits include:

1. Personal services contracts in excess of \$25,000 over any 12-month period;
2. Sale of material, equipment or supplies to the City in excess of \$25,000 over a 12-month period;
3. Purchase, sale or lease of real property to or from the City in excess of \$25,000 over a 12-month period;
4. Non-competitive franchise awards with gross revenue of \$50,000 or more in any 12-month period;
5. Land use variance, special use permit, or other exception to an established land use plan, where the decision has a value in excess of \$25,000;
6. Tax "abatement, exception, or benefit" of a value in excess of \$5,000 in any 12-month period; or
7. Payment of "cash or specie" of a net value to the recipient of \$10,000 in any 12-month period.

Prepared by: _____ **Signature:** _____

Date: _____ **Title:** _____

FOR CITY USE ONLY:

Bid/PO/Contract # _____ **Permit #** _____

FISCAL YEAR 2009/2010

Exhibit H – Applicant Firm Experience

Firm Name _____

Provide Experience for Previous 5 Years Only
Page ___ of ___ (Use additional pages as needed)

	Project Name Street Address City, State, Zip	# of Units	Total Project Budget	Month/ Year the Project started	Month/ Year the Project ended	Did the contract include design? (Y/N)	Did the contract include manufac turing? (Y/N)	Did the contract include installati on? (Y/N)	Did the units include 'green' building ? (Y/N)	Were the units sold or rented as 'affordable' and/or financed with HUD monies? (Y/N)
1.										
2.										
3.										
4.										
5.										
6.										

Exhibit I – Proposed Fee Schedule and Pricing

NAME OF APPLICANT					
PROJECT NAME	Mountain View Mobile Home Park				
STREET ADDRESS	1930 Stewart				
CITY	Santa Monica				
Unit # Assumption	20				
RESIDENTIAL ONLY		Percent (if applicable)	COST	\$/UNIT	COMMENTS
CONSTRUCTION					
DIRECT UNIT COSTS					
	Unit Construction		-	-	
	Appliances		-	-	
	Other:		-	-	
	Subtotal - Direct Unit Costs		-	-	
UNIT INSTALLATION					
	Unit Transit		-	-	
	Unit Installation		-	-	
	Other:				
	Subtotal - Unit Installation		-	-	
SOFT COSTS					
	Local Permits and Fees		-	-	
	Waste Management Deposit		-	-	
	Inspections		-	-	
	Admin and Organizational		-	-	
	Insurance				
	Bonds				
	Other:		-	-	
	Subtotal - Soft Costs		-	-	
Total Proposed Costs					