



MCS

Managed Career Solutions (Hollywood and Boyle Heights WorkSource Center Subcontractor) in conjunction with City of Los Angeles Economic and Workforce Development Department (Prime Contractor with the Employment Development Department) have released the following:

Subcontractor Invitation For Bid (IFB): **“September 2020 ‘Bobcat’ Fire National Dislocated Worker Grant (NDWG)”**

Date of Issuance of IFB: Monday May 17, 2021

Proposal Submission Deadline: Friday June 4, 2021 at 5pm PST

Electronic Submissions to: aaltounian@mcslosangeles.com

Term of Resulting Contract: July 1, 2021 -- December 31, 2022

Total Amount of Funding to Each Contractor: Up to \$500,000 for the first installment of grant funds

Eligibility Requirements for Program Participants: See Appendix 1, "Eligibility Requirements"

Area of Proposed Work: TBD within one or more areas identified in the accompanying map and site list, "Appendix 2 and 4."

IFB Overview and Scope of Work:

This Invitation to Bid (IFB) has been articulated to procure multiple subcontractors to manage a 18 month¹ Wildfire clean-up effort on City/EDD pre-approved September 2020 “Bobcat” Wildfire affected sites in incorporated and unincorporated Los Angeles County (see Appendix 4 “Map”). Clean-up crews must be composed of local fire affected residents or WIOA eligible dislocated workers/unemployed workers (please see Appendix 1 for definitions and eligibility criteria). Wildfire clean-up activities will vary slightly by site and each site will have a formal scope of work issued to subcontractors.

The awarded agency or agencies will be required to meet or provide the following:

1. Full-time work supervision for clean-up crews consisting of at least eight, but not more than 12 impacted residents or dislocated workers per crew. Due to COVID restrictions, larger crews may require additional transportation vehicles to ensure social distance is maintained in transit. Subcontractors may design crew size and work schedules as desired within these parameters, but please note that COVID restrictions and crew size may change;
2. All entry level crew participants may be paid up to \$17.00 per hour (but not less than the City of Los Angeles minimum wage²). Participant supervisors may be paid up to \$19.00 per hour (but not less than the City of Los Angeles minimum wage³). All clean-up work must be on pre-approved sites including, but not limited to, those sites listed in Appendix 2. Participant crew members and participant supervisors may not work more than 900 hours on this project unless otherwise granted approval. While MCS will track participant work hours, subcontractors will also be required to track hours for their crew members. Participant wages over the allotted 900 hours will not be reimbursed without prior approval;
3. Leadership/supervision of each work crew (i.e. Crew Supervisors);
4. Required equipment/tools/resources for workers, including COVID-19 PPE (see Appendix 3 for minimum recommended list);
5. Daily, round-trip site transportation for all workers and supervisors;

¹ The original grant term is defined presently as 7/1/2021 - 12/30/2022, this grant term is subject to change based on: availability of funds, scope of work, timeline, expected site availability and extenuating natural circumstances (i.e. Pandemic conditions). Subcontractors will be informed if the term would be shortened or extended.

² <https://bca.lacity.org/living-wages-ordinance-lwo>

³ <https://bca.lacity.org/living-wages-ordinance-lwo>

6. Weekly electronic work-site attendance sheet, crew work log or other documentation for daily or weekly work attendance;
7. Monthly worksite report and photos, including worksite and participant success stories (see Appendix 5 for Bobcat Fire Monthly Report template);
8. Electronic transmission of billing/invoicing portfolio including timesheets, payroll records, supply purchase receipts and expense supporting documentation to MCS Accounting;
9. Participation in site visits and/or virtual partnership meetings, share status updates on project worksites and crew members as needed/requested.

The awarded agency or agencies shall work closely with Contractor, MCS, in order to keep the program operating smoothly. MCS will provide assistance recruiting, vetting eligible dislocated worker participants. Subcontractors are also requested to recruit participants, however all workers (participant crew members and participant crew supervisors) must be WIOA eligible and cleared through MCS before engaging in clean-up work or attending training. Once enrolled in WIOA, participants will be assessed and provided with supportive services based on need (i.e. reflective vests, hard-hats work clothing, work boots).

Program Funding Source:

Employment Development Department (EDD) 2020 September “Bobcat” Fires National Dislocated Worker Grant awarded to the City of Los Angeles EWDD.

Available Funding:

Up to \$500,000 is currently available for each subcontractor for the projected duration of the project. Subcontractors may bid for all or a portion of the available funding ceiling. Should additional funds become available to this grant project, subsequent funding may become available to interested subcontractors procured through this solicitation. Based on performance additional funding will be awarded, an additional IFB response will not be required. Budgets may be submitted for up to 18 months. Monthly expenditure plans are required among other budget forms (see proposal package Excel files).

Once the IFB has closed, MCS may request subcontractors to modify or revise budgets as needed. At this time the number of participating subcontractors has not been determined.

Sub-contractors must ensure that at least 70% of the budget is dedicated to participant related costs (wages and fringe benefits, including workers compensation). It is possible that additional Bobcat Fire NDWG funds may be made available based on project performance and success.

Anticipated Terms of Contract:

The anticipated term of contract is **July 1, 2021 to December 30, 2022**. Based on performance and funding allocations, additional Terms may be granted.

Important Dates:

IFB Application Open Period: **5/17/2021 - 6/4/2021**

Non-Mandatory Bidder's Conference: **Wednesday May 26th from 2:00-3:30pm PST**

IFB Submission Deadline: **Friday 6/4/2021, close of business (5pm PST)**

Subcontractor Award Notification: **Friday 6/11/2021, close of business (5pm PST)**

Electronic Submission:

All responses are due as an electronic submission. Please send completed responses to: Alexis Altounian, Director of Development aaltounian@mcslosangeles.com with a copy to MCS' Executive Director, Philip Starr pstarr@mcs-careergroup.com and bobcat@mcslosangeles.com

Submission Format:

All responses must be submitted via email. Narrative responses are preferred in PDF but Word format is also acceptable. Budget documents are preferred in Excel but PDF is also acceptable. Any other supporting documentation should be submitted as a PDF. **Please note, late submissions, time-stamped after 5:00pm on Friday 6/4/2021 will not be evaluated or considered.**

Bidder's Conference:

A virtual bidder's conference will be held to review this RFI solicitation and answer any questions from prospective bidders. The bidder's conference is not mandatory but bidders are encouraged to attend. The bidder's conference will be held on Google Hangouts, please use this link or telephone number to access the live virtual event on **Wednesday May 26th, 2021 at 2:00pm:**

Google Meet Joining Information

Video call link: <https://meet.google.com/imn-wtja-hai>

Or dial: (US) +1 406-518-1245 PIN: 783 575 982#

For more phone numbers: <https://tel.meet/imn-wtja-hai?pin=4692696114632>

Technical Assistance/IFB Questions:

Please contact: MCS Bobcat Fire Staff: bobcat@mcslosangeles.com

Scope of Work:

At this time scope of work is under development. Scope will be similar to that of the Woolsey and Creek NDWGs. Work is expected to focus on trail and campground wildfire clean-up on public lands impacted by the Bobcat fire. Greater detail will be provided to awarded subcontractors.

Proposal Package:

Proposals must include a cover letter acknowledging the scope of work of this IFB signed by an agent of the organization with binding authority to enter into a subcontract agreement.

Proposals shall include two program narratives, including demonstrated ability, program design and one set of budget forms. In total, all proposal narratives (1-2) should not exceed six single spaced pages.

Narrative 1 Demonstrated Ability (5 points)

- Include organization's background and history on:
 - Facilitating and implementing successful work-crews dedicated to wildfire clean-up, trail maintenance, litter abatement and landscaping in Southern California (especially in excessive heat conditions)
 - Supervision and training of work-crews
 - Ability to recruit participants with barriers⁴ to employment
 - Ability to recruit adults that are actively seeking employment across the wide geography of the City of Los Angeles
 - Support and services for multi-barrier participants

Narrative 2 Program Design (5 points)

- Articulate your vision / plan for partnering with MCS to implement wildfire clean-up crews
- Identity how you would structure crews (i.e. size of crews; supervisor to worker ratio)
- Describe your current COVID-19 health and safety protocols and how such protocols would be incorporated into wildfire clean-up crews under this project
- Describe your emergency response plan (i.e. chain of command, contact, emergency procedures, practice drills) in event of excessive heat, safety or other potential emergencies in the field
- Describe your weather response plan (i.e. chain of command, contact, emergency procedures, practice drills) in event of excessive heat, rain, or poor visibility emergencies in the field
- Describe your outreach plan and referral strategy to promote temporary employment to adult job-seekers with barriers across the City of Los Angeles

Budget

Using the Excel budget templates provided, please complete the following:

- Budget Summary Sheet
- Budget Detail with simple narrative
- Schedule of Personnel
- Spending Plan Worksheet (18 months)
- Copy of Insurance Certificate with "Managed Career Solutions" named as a certificate holder with the following coverage types and policy thresholds.

⁴ Barriers include but are not limited to: previous incarceration, housing insecurity, homelessness, food insecurity, limited English proficiency or lack of post-secondary education

Policy Coverage	Policy Limits
Commercial and General Liability	\$1,000,000
Automobile Liability	\$1,000,000
Workers Compensation	\$1,000,000
Professional Liability	\$3,000,000
Crime and Cyber Liability	\$1,000,000

Agency Debarment/Good Standing:

Prior to IFB submission evaluation, MCS will check to ensure agencies have not been debarred. Agencies must be in Good Standing with the State of California.

IFB Evaluation Criteria:

The bid which meets and or exceeds program deliverables with the most efficient budget design will be awarded a subcontract with MCS. All bids will be reviewed out of a total maximum 15 points, with five points potentially awarded to each section. The highest scored applications will be considered first.

Appendix 1:

Eligible participants for enrollment and employment under this NWDG are those who:

1. Reside within the declared disaster areas;
2. Were forced to relocate due to the disaster or emergency event;
3. Were temporarily or permanently laid off as a consequence of the disaster; or
4. Are long term unemployed (unemployed at the time of enrollment and unemployed more than 15 of the previous 26 weeks prior to enrollment).

All participants must be vetted by MCS and enrolled in WIOA services with Hollywood or Boyle Heights WorkSource Centers before being assigned to a crew. This program is open to all eligible residents of the City of Los Angeles. Through MCS and partners outreach efforts, residents regardless of geographic location in the City, should be considered equally for this opportunity.

Appendix 2: Potential Worksite Locations for Bobcat Affected Sites

US Forest Service: Angeles National Forest
Devil's Punch Bowl Natural Area

Other sites are currently under review/approval

Updated Appendix 3 List of Potential Equipment for Bobcat Fire NDWG
(*This list is based on MCS' current Woolsey Tool Inventory)

Worksite Tools

Shovels

Rakes

McLeods

Reciprocating saw (Sawzall)

Pole saw

Line trimmers/grass trimmers

*Suggestion to vary handle type (bicycle and loop handle) i.e. FS240/FS240r

Additional wire

2 Stroke oil for trimmers

Chainsaws 10" and/or 18" bar

Chainsaw protective equipment

Truck trailer

Portable restroom facilities

Garmin or equivalent satellite phone for emergency communications

Emergency kits

Fire extinguishing for field and/or vehicle emergencies

*Potentially other tool types will be defined during SOW review/ site visits

Van or truck for transportation for supervisors/participants

Minimum Recommended COVID PPE

Masks and/or face shields

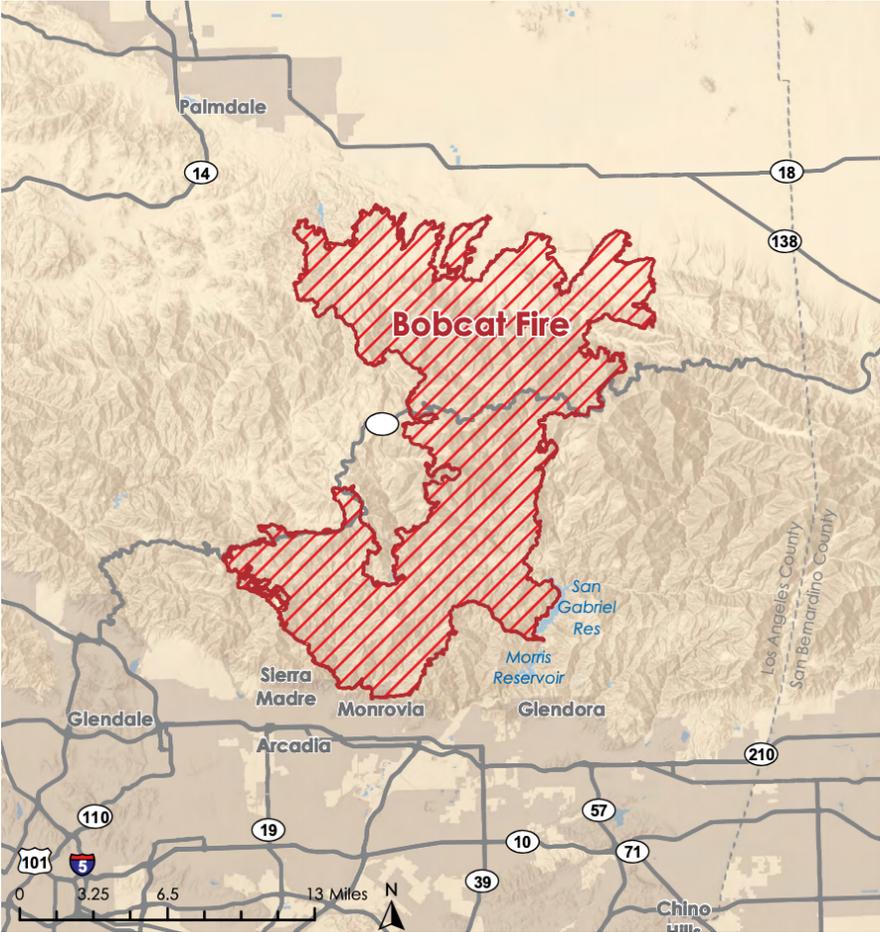
Hand sanitizer

Touchless thermometer

Disinfecting wipes (for shared tools, vehicle interior, and door handles)

Portable restroom with extra sanitation measures needed for sites without restroom facilities

Appendix 4: Bobcat Burn Area Reference Map



Source: fire.ca.gov

II. Site Summary and Site Successes: Please describe what work was accomplished. Please also include quantitative metrics, even if estimates, on accomplished work and how many days were spent in work on a specific area. Supporting photos are required. Photos must have description captions. Additional photos are welcome but at least two photos (one before and one after) of the work being described must be included to correspond to the site summary/site success story. If there are any COVID related protocols or challenges, please describe them here as well.

Example: *In the month of May, one crew of eight removed 30 snag trees (each approximately 15 feet tall); restored over 20 french drains back to pre-Woolsey fire working order; reset 15 campgrounds at Leo Carrillo State Park and restored 2-3 miles of trail at Malibu Creek State Park. For all completed work, please see attached before and after photos. All snag trees were felled by the crew supervisor, a certificated chainsaw operator. Crew members were provided with industrial chipper machine safety and usage training by State Parks. At the end of each workday transit vans are sanitized and prepared for the following day.*

BEFORE: Submit pictures from the same area and angle if possible.



AFTER: Include a detailed description for each image to give some insight on what each picture shows.



IV. Participant Successes: Please feature one participant by first name and last initial and provide context for how they were hired, what personal and or employment barriers they've overcome and how either they are doing on-the-job or how they have transitioned out of the project to other related unsubsidized work. Please include participant photos, ideally photos of the participant engaged in on-site work. If crew members request anonymity, please use pseudo names.

Example: *John S. was previously incarcerated for five years and found out about this program from his case manager, his first occupational re-entry training program was OSHA 10 under the 2018 Creek NDWG Program with MCS. John had previous fire camp experience but no paid work experience for his resume. John worked as a crew member for approximately six months and in May 2019 he was promoted to assistant site supervisor. As a young father, he now has a reliable source of income, has recently secured his own transportation and spends time on weekends with his daughter.*