



# REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

CONSENT  
March 13, 2007

Honorable Mayor and  
Members of the City Council

**Title:** Professional Services Agreement for Labor Compliance Field Investigation  
& Administrative Services (JN: 3431)

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution:** 1) approving the Professional Services Agreement with DCM Group, Inc for \$119,999, and 2) authorizing the City Manager to execute an agreement in the amount of \$119,999 with DCM Group, Inc for Labor Compliance Field Investigation & Administrative Services (JN: 3431).

**Contact:** David Flores, Jr., Administrative Analyst, 808-8277; Nicholas Theocharides, Engineering Services Manager, 808-5065.

**Presenters:** None

**Department:** Department of Transportation

**Division:** Engineering Services

**Organization No:** 3431

## **Description/Analysis**

**Issue:** Approval of the agreement is required to provide labor compliance field investigation and monitoring services for City construction projects. These services are necessary to facilitate staff effort in meeting regulatory requirements of the City's approved Labor Compliance Program (8/95) and State of California Department of Transportation (Caltrans) policies and procedures relating to City construction projects.

**Policy Considerations:** The proposed action is consistent with the City's policy on labor compliance monitoring.

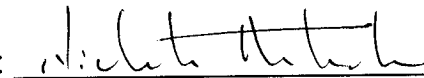
**Environmental Considerations:** The approval of professional service agreements is not considered a project as defined by Section 15378 of the California Environmental Quality Act guidelines. The recommended action

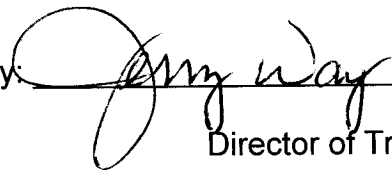
involves no physical construction and has no potential to cause significant impact to the environment.

**Rationale for Recommendation:** A request for proposal (RFP) was advertised, and DCM Group, Inc was selected as the top-ranked consultant firm.

**Financial Considerations:** The cost of the services to be performed by DCM Group, Inc will be fully funded through capital improvement projects, as services are needed.

**Emerging Small Business Development (ESBD):** Project assignments under this Agreement will be paid for through City and/or federal funds. As such, both Emerging and Small Business Enterprise (E/SBE) rules and federal Disadvantaged Business Enterprise (DBE) project participation requirements apply. The City assigned a 20% E/SBE participation requirement and a 25% DBE Availability Advisory to this project. DCM Group, Inc is a City-certified SBE prime consultant and is also certified by Caltrans as a DBE prime. E/SBE project participation is 100%.

Respectfully Submitted by:   
Nicholas Theocharides  
Engineering Services Manager

Approved by:   
Jerry Way  
Director of Transportation

Recommendation Approved:

  
RAY KERRIDGE  
City Manager

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**Attachment 1**

**Background Information:**

The City's approved Labor Compliance Program (8/95) and State of California Department of Transportation (Caltrans) policies and procedures require specific labor compliance field investigation, monitoring and administrative services for City construction projects subject to state or federal prevailing wage laws and apprenticeship standards. Activities include, but are not limited to: field interviews with employees at the project job site, review of certified payroll and apprenticeship documents, investigation of prevailing wage violation complaints, processing and reconciliation of contractor pay request applications, facilitating the project closeout process and provision of technical assistance and administrative support to staff, management and contractors related to labor compliance.

To facilitate staff effort in meeting these regulatory mandates, the Department of Transportation has procured these services under professional services agreement since its inception in April 2004. In October 2006, the Department of Transportation advertised a Request for Proposals for professional services to conduct labor compliance field investigation and administrative services. Three firms responded. A panel of City staff from the Engineering Services Division, the Office of the Director, the Procurement Services Division of the Department of Finance, and one representative from the County of Sacramento reviewed and evaluated the firm's written proposals based on experience, qualifications, and proposed work plan for the project. Two firms demonstrated they were highly qualified for the project. Based on this, the panel held interviews with both firms to better define the top-ranked firm. Based on the selection process, DCM Group, Inc was ranked the top firm.

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH  
DCM GROUP, INC TO PROVIDE PROFESSIONAL SERVICES  
FOR LABOR COMPLIANCE FIELD INVESTIGATION & ADMINISTRATIVE  
SERVICES FOR VARIOUS CITY CONSTRUCTION PROJECTS (JN: 3431)**

**BACKGROUND**

- A. The City's approved Labor Compliance Program (8/95) and State of California Department of Transportation (Caltrans) policies and procedures require specific labor compliance field investigation, monitoring and administrative services for City construction projects subject to state or federal prevailing wage laws and apprenticeship standards. Activities include, but are not limited to: field interviews with employees at the project job site, review of certified payroll documents, processing and reconciliation of contractor pay request applications, and provision of technical assistance and administrative support to staff, management and contractors related to labor compliance.
  
- B. To facilitate staff effort in meeting these regulatory mandates, the Department of Transportation has procured these services under professional services agreement since its inception in April 2004. In October 2006, the Department of Transportation advertised a Request for Proposals for professional services to conduct labor compliance field investigation and administrative services. Three firms responded. A panel of City staff from the Engineering Services Division, the Office of the Director, the Procurement Services Division of the Department of Finance, and one representative from the County of Sacramento reviewed and evaluated the firm's written proposals based on experience, qualifications, and proposed work plan for the project. Two firms demonstrated they were highly qualified for the project. Based on this, the panel held interviews with both firms to better define the top-ranked firm. Based on the selection process, DCM Group, Inc was ranked the top firm.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. Approve a Professional Services Agreement with DCM Group, Inc for Labor Compliance Field Investigation & Administrative Services in the amount of \$119,999.

Section 2. Authorize the City Manager to execute an agreement in the amount of \$119,999 with DCM Group, Inc for Labor Compliance Field Investigation & Administrative Services.