

May 4, 2020

175265

Mr. Charles Herbertson  
Public Works Director / City Engineer  
**CITY OF CULVER CITY**  
9770 Culver Bl.  
Culver City, CA 90232

***Via E-Mail***

**Subject: Culver Blvd. Filtration & Retention Project PR-002 and Culver Blvd. Realignment Project PZ-460  
Request for Authorization of Additional Services**

Dear Mr. Herbertson:

I am writing this letter to request your authorization to approve additional services and fee for Labor Compliance services in conformance with Proposition 84 Santa Monica Bay Restoration Grant Program, at the request of Mr. Lee Swain. At the time we submitted our CM/CI proposal the RFP did not include the Proposition 84 Labor Compliance guidelines and this support will require additional resources. Our proposal provided monitoring services, including collecting certified payrolls, monitoring ECPR posting, performing spot audits, and providing random onsite interviews with representative crafts, by the CM team.

In reviewing the Proposition 84 Grant, it requires that the City have an approved Labor Compliance Program (LCP) in place, as identified by the DIR. The application for an approved LCP requires the City submit evidence of its capacity and ability to operate an effective Labor Compliance Program. The LCP must present experienced team members and training of the staff that implement the LCP, and possess a quality, up-to-date enforcement manual. Michael Baker can provide the experienced staff, training, and development of a LCP Manual, under the direction of Mr. Damien Delany, our Labor Compliance Officer and his team. This team will assist the City in implementing and operating the programing, including providing Monthly Labor Compliance Reports and Annual Reporting. The monthly Labor Compliance Reports will notify the General Contractor and all subcontractors with a summary of any issues that require responses to be in conformance with the State Labor Code. We estimate that there will up to 10 sub-contractors that the Labor Compliance Team will follow up with on a regular basis.

The Scope of Services will include support to develop a Labor Compliance Manual, provide monthly reports and auditing, follow up with the General Contractor and subcontractors on a regular basis to facilitate compliance with the monthly Labor Compliance Reports and requests for information, and facilitate the yearly Labor Compliance Report.

We will support the Labor Compliance Team with our services identified in our proposal which include receiving the certified payrolls and performing the Labor Compliance Interviews. We are estimating the following budget:

<u>Task</u>	<u>Classification</u>	<u>Level of Effort (Hrs.)</u>	<u>Hourly Rate (\$)</u>	<u>Total (\$)</u>
Labor Compliance Plan/Manual	Labor Compliance Officer	12	\$170	\$2,040
	Labor Compliance Analyst	42	\$120	\$5,040
Monthly Labor Compliance Reports (18) yearly report (2) and Consultation	Labor Compliance Officer	36	\$170	\$6,120
	Labor Compliance Analyst	375	\$120	\$45,000
			Reimb Est:	\$750
			Total Est:	\$58,950

At this time we are requesting your authorization to increase our CM/CI Contract an additional \$58,950 to provide for the additional Labor Compliance Services. We will provide forecast to completions on a regular basis.

Please contact me at 949.981.2679 if I may provide additional information or answer any questions you may have. I look forward to your authorization and we look forward to a successful project!

Sincerely,



Jerome Ruddins, CCM

Principal Construction Manager

Email copy: Ms. Kim Braun  
Mr. Mate Gaspar  
Mr. Lee Swain  
Mr. Kieler Smith

Authorized By: Mr. Charles Herbertson