

**MDG**

Associates, Inc.

**City of Carson**

**PROPOSAL**

**Residential and Commercial Inspection and Project  
Coordination Services**

**RFP 23-015**

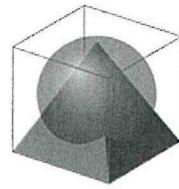
**May 2023**

**Corporate Headquarters**

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Rancho Cucamonga, CA 91730

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**MDG**  
Associates, Inc.

May 3, 2023

City of Carson  
Purchasing Department  
701 East Carson Street  
Carson, CA 90745

**Subject: RFP 23-015**  
**Proposal for Residential and Commercial Inspection and Project**  
**Coordination Services**

To Whom It May Concern:

MDG Associates, Inc. (MDG) is pleased to submit a proposal to provide Community Development Block Grant Administration and Home Improvement Program support services. MDG, along with its affiliate LDM Associates, Inc. (LDM), has been providing high-quality community development consulting services to municipal agencies and private clients for over 32 years.

MDG specializes in the provision of grant management services with an emphasis on the U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) funded programs, including one-time HUD entitlement grants such as the Neighborhood Stabilization Programs (NSP 1, 2 & 3), Community Development Block Grant Disaster Recovery (CDBG-DR) and Community Development Block Grant - CARES Act (CDBG-CV) grants. In addition to grants management services, MDG also provides administration and implementation services of housing and commercial rehabilitation programs, labor compliance monitoring, housing programs, and project management services.

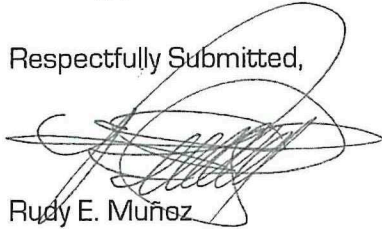
As requested in the RFP, you may contact me at the following address, telephone number, or e-mail should you have any questions regarding this proposal:

MDG Associates, Inc.  
Rudy E. Muñoz, President  
10722 Arrow Route, Suite 822  
Rancho Cucamonga, CA 91730  
(909) 476-9696  
[rmunoz@mdg-ldm.com](mailto:rmunoz@mdg-ldm.com)

As requested as part of the RFP, I certify that MDG Associates, Inc., a California corporation, is in good standing with the California Secretary of State.

We hope this proposal conveys our firm's ability to provide consulting services to assist you in meeting your needs.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Rudy E. Muñoz', is written over the text 'Respectfully Submitted,'.

Rudy E. Muñoz  
President

Enclosure: Proposal

**CITY OF CARSON**

**RFP 23-015**

**PROPOSAL**

**RESIDENTIAL AND COMMERCIAL INSPECTION AND PROJECT COORDINATION SERVICES**

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## **SECTION I. DESCRIPTION OF FIRM, QUALIFICATIONS, AND EXPERIENCE**

### **Firm History**

MDG Associates, Inc. (MDG) was established in 1991 and has undergone steady growth since its inception. MDG is a corporation registered in the State of California. MDG is a registered Minority Business Enterprise (MBE) and a Small Business Enterprise (SBE). In response to our clients' needs, MDG and its affiliate LDM Associates, Inc. (LDM), provide a wide variety of Community Development consulting services including, but not limited to grants management; project management; urban planning/architectural design; Urban Planning; and labor compliance monitoring.

### **Firm's Staff**

MDG is comprised of individuals with a wide variety of expertise including the services specifically requested by the City. Twenty-four (24) of the forty (40) staff members are experienced in the administration of the U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) grant programs including the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program. In addition, eight (8) staff members are experienced in the administration and implementation of housing and commercial rehabilitation program.

MDG provides administrative and management services to cities that are seeking a consultant that can act as an extension of their staff and look after the best interests of the City.

### **Grants Management**

MDG currently provides administration and implementation services for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Community Development Block Grant-Disaster Recovery (CDBG-DR), and Neighborhood Stabilization Programs (NSP). MDG has managed other grants such as State grants (Parks and Recreation, CalHOME, State HOME, Permanent Local Housing Allocation (PLHA), Prop. 40, etc.), CDBG – Recovery grant, Homeless Prevention and Rapid Rehousing (HPRP) grants. In addition, MDG implements activities funded under the aforementioned programs such as Residential Rehabilitation, Commercial Rehabilitation, and First-Time Homebuyer, Economic Development, Construction Project Management and Labor Compliance Monitoring and Enforcement Services.

MDG currently provides day-to-day administration and implementation services to 26 cities and three (3) counties with HUD CPD funds totaling approximately \$85.5 million. Our services include the day-to-day administration and implementation of their CDBG, HOME Investment Partnerships Grants (HOME), and Emergency Solutions Grant (ESG). We also administer one-time Federal HUD and U.S. Treasury grant funds such as Community Development Block Grant-Disaster Recovery (CDBG-DR), Community Development Block Grant - CARES Act (CDBG-CV), HOME American Rescue Plan (ARP), and U.S. Treasury American Rescue Plan (ARP) funds.

MDG staff maintain an excellent relationship with the local HUD field offices as well as at the headquarters level (Washington D.C.). Our staff has been providing training to grantees throughout the country on behalf of HUD Headquarters. The training has been in the areas of "Basically CDBG," Assessment of Fair Housing (AFH), Disaster Recovery Grant Reporting (DRGR), eCon Planning Suite, CPD Maps, and the Integrated Disbursement Information System (IDIS). Our staff currently assists grantees through the HUD Resource Exchange Ask a Question (AAQ) portal in the areas of CDBG, HOME, and DRGR. Our staff currently provides technical assistance (TA) to grantees throughout the country on behalf of HUD Headquarters in conjunction with the CPD Programs as well as HUD's reporting systems, the IDIS and DRGR systems.

In the past year, MDG has assisted more than 15 local jurisdictions to design and implement over \$50 million of CDBG-CV and ESG-CV resources. Further, MDG has led HUD-funded national technical assistance efforts in both programs. MDG is also a leader in disaster response and recovery technical assistance and is currently supporting the State of California (wildfires) and the Commonwealth of Puerto Rico (hurricanes) to implement their CDBG-DR programs.

Our staff is knowledgeable in several computer programs including all of the Microsoft Office software, Microsoft Project, Adobe programs and HUD's online reporting databases. These include the Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting System (DRGR), Recovery Act Management and Performance System (RAMPS), Performance and Accountability for Grants in Energy System (PAGE), HUD Environmental Review Online System (HEROS), and FederalReporting.gov.

As HUD CPD program management consultants, MDG assists with the day-to-day administration of the programs, including the preparation of Five-Year Consolidated Plans, One-Year Action Plans, and CAPERs. We conduct the monitoring of public service activities and capital improvement projects for compliance with the CDBG, OMB (2 CFR Part 200), Davis-Bacon Act requirements, and other cross-cutting requirements.

### **Housing Rehabilitation**

MDG is currently under contract with 18 cities throughout Southern California for the management and implementation of their housing rehabilitation programs, including mobile homes. During the prior year, the firm processed and completed the rehabilitation of approximately 350 residential single-family dwellings and mobile homes. The funds utilized for the implementation of the rehabilitation programs included U.S. Department of Housing and Urban Development (HUD) funds such as CDBG and HOME funds as well as State of California Housing and Community Development (HCD) funds such as State HOME and CalHome funds. Through the years, MDG has developed systems for different types of programs including, but not limited to, emergency repair programs, rental rehabilitation programs, owner-occupied single family rehabilitation programs, and mobile home repair programs. Responsibilities under these programs typically include the overall administration of the program; reviewing applications for eligibility; preparing the environmental review record and clearances where required (California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)); loan underwriting and loan document preparation for loan

based programs; initial, progress and final inspections; responding to contractor questions during the bidding process; construction management and oversight; review and process contractor payment request; and preparing regulatory reports for HUD and HCD.

### **Commercial Rehabilitation**

During the past 21 years, our firm has been assisting cities in the day-to-day administration and implementation of their Commercial Rehabilitation programs. During the past five years, we have assisted nine cities with the rehabilitation of approximately 70 commercial buildings. The level of service requested by each City differs. However, in most cases, we administer and implement the entire program. These include inspection, design services, project management, and Davis-Bacon Compliance monitoring.

### **Labor Compliance (Davis-Bacon Act)**

We are currently under contract to provide Labor Compliance services to 15 cities in Southern California. Our typical scope of work includes preparation and review of bid documents for compliance with Federal labor standards and requirements including Davis-Bacon and Related Acts, Section 3, and DOL regulations; attend pre-construction meeting and present information on Davis-Bacon and Section 3 requirements; review submitted 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; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

### **Section 3**

Our staff is experienced in the implementation of Section 3 employment, contracting and training requirements. Currently, MDG, along with its affiliate LDM, monitors labor compliance activities on 15 projects with a combined construction value of over \$12.5 million. Of these projects, ten (10) are Section 3-covered projects with contracts in excess of \$100,000.

### **CARES Act (CDBG-CV) Program Administration**

MDG is currently working with the State of California's CARES Act (CDBG-CV) programs as well as a number of Cities throughout southern California to establish and implement the administrative functions of the program. Duties include the preparation of the Action Plan amendments, preparation of subrecipient agreements, processing payment requests and monitoring agencies for compliance. In addition, MDG staff is currently working with HUD to provide on-call technical assistance and is also part of the CARES Act (CDBG-CV) "Ask a Question" portal for grantees to submit questions regarding the program.

The following table represents the services provided to Public Agencies in the last five years within most recent within the last 2 years:



**Public Agencies Provided Services in Last 5 Years with Most Recent within Last 2 Years.**

Client	Con Plan/ AI/CPP	CDBG HOME Grant Mgmt.	CDBG/ HOME TA	Housing/ Comm. Rehab. Admin.	Housing/ Comm. Rehab. TA	CARES Act or CDBG-CV TA	Davis-Bacon Monitoring/ Section 3	Disaster Recovery (CDBG- DR)	Misc. HUD Programs TA
<b>Services Provided in Last 2 Years</b>									
Apple Valley, CA	X	X		X		X	X		
Azusa, CA							X		
Carson, CA			X	X		X			
Chula Vista, CA			X		X				X
Commerce, CA		X		X					
Commonwealth of Puerto Rico			X*					X	
Corona, CA	X	X				X	X		
County of Allegheny, PA			X						
County of Henrico, VA			X*						X*
County of King, WA									X
County of Imperial, CA									X
County of Los Angeles, CA			X						X
County of Orange, CA						X			
County of San Bernardino, CA			X						X
Dallas, TX			X		X				
Downey, CA	X	X		X		X			X
Duarte, CA		X					X		
Fontana, CA	X	X		X		X	X		
Fresno, CA			X		X				
Hawthorne, CA	X	X		X		X	X		
Hesperia, CA	X	X		X		X	X		X
Irvine, CA	X	X		X		X	X		X
La Habra, CA	X		X	X		X			
Los Angeles, CA			X						X
New York City						X			
Palmdale, CA	X	X		X		X	X		X
Paramount, CA	X	X		X		X	X		X
Rancho Cucamonga, CA	X	X		X		X			X
San Dimas, CA		X		X					
San Juan, Puerto Rico			X*		X*				
Santa Ana, CA	X		X			X			X
Seattle, WA			X*						X*
State of Alabama								X	
State of California			X			X		X	
State of Iowa			X*			X*			
State of Michigan								X	
State of North Dakota			X*						
Temecula, CA	X	X			X	X	X		
Upland, CA	X	X		X		X	X		X
Walnut, CA		X		X			X		
<b>Services Provided in Last 5 Years</b>									
Albuquerque, NM	X		X		X				
Arecibo, Puerto Rico			X*		X*				
County of Harris, TX								X	
County of Santa Barbara, CA		X							X
Detroit, MI			X*		X*				
Houston, TX								X	
Kansas City, KS			X*						
La Cañada Flintridge, CA		X		X					X
County of Riverside, CA	X								
Simi Valley, CA			X*		X*				X*
State of New Mexico			X						X
State of Utah			X*						X*
Tulsa, OK			X*						X*
Tucson, AZ			X*						X*

\*Conducted on behalf of HUD

## SECTION II. REPRESENTATIVE PROJECTS

This section represents some of the Commercial Rehabilitation projects completed by MDG. Due to the size of the pictures, they are made available upon request. Additional information is included under the Corporate Profile section including Housing Rehabilitation Program.

### City of Carson

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True Value Hardware  
20840 Leapwood Ave.

Carson Professional Bldg.  
2601 Carson Ave.

Carson Commercial Plaza  
2641 Carson Ave.

Carson Commercial Plaza  
1361 W. Carson Ave.

Chinese Deli  
537 E. Sepulveda Blvd.

### City of Hawthorne

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Academy Insurance  
12735 Hawthorne Blvd.

Mi California Restaurant  
14047 Hawthorne Blvd.

Hawthorne Inn Hotel  
11644 Hawthorne Blvd.

Cell-Tell Building  
12849 Hawthorne Blvd.

Small Onion Restaurant  
12852-66 Hawthorne Blvd.

New Vision Furniture  
12846 Hawthorne Blvd.

Hawthorne Clothing Outlet  
11701 Hawthorne Blvd.

Hawthorne Plumbing & Plumbing  
11628 Hawthorne Blvd.

Shafaa Turkish Restaurant  
12211 Hawthorne Blvd.

Olewewe Medical Clinic  
11712 Hawthorne Blvd.

Denny's Restaurant  
13201 Hawthorne Blvd.

American Auto  
11508 Hawthorne Blvd.

Chips Restaurant  
11908 Hawthorne Blvd.

El Fogon Restaurant  
11433 Hawthorne Blvd.

I.A.M. Building  
12109 Hawthorne Blvd.

TC Electronics  
13110 Hawthorne Blvd.

### City of El Monte

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Superior Produce  
2732 Santa Anita Ave.

Calzamunso Plaza  
Peck/Lambert Ave.

Garvey Mobil Park  
Garvey Ave.

Acorn Trailer Park  
2818 Durfee Ave.

Super 8 Hotel  
12047 Valley Blvd.

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**City of Lawndale**

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Millennium Hair Studio  
14710 Hawthorne Blvd.

Boulevard Pawn Shop  
14805 Hawthorne Blvd.

Los Jaliscienses Market  
16310 Hawthorne Blvd.

El Pollo Inka Plaza  
15400 Hawthorne Blvd.

Valu Plus Plaza  
15202 Hawthorne Blvd.

Lawndale Printing  
16206 Hawthorne Blvd.

Cook's Windows and Doors  
14410 Hawthorne Blvd.

South View Medical Clinic  
14829 Hawthorne Blvd.

Kitchen Concepts  
16306 Hawthorne Blvd.

Hawthorne Motors  
16223 Hawthorne Blvd.

Holiday Inn  
Manhattan/Hawthorne Blvd.

Prairie Shopping Plaza  
14617 Prairie Ave.

Mann Building  
17013 Hawthorne Blvd.

Roma 2000 Furniture  
16821-27 Hawthorne Blvd.

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**City of Montebello**

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Jimmie's Family Restaurant  
701 Whittier Blvd.

Seidner's Collision Center  
321 Whittier Blvd.

Super Wash  
116 Whittier Blvd.

Alondra Wings Restaurant  
616 Whittier Blvd.

Montebello Bakery  
528 Whittier Blvd.

Sam's Liquor  
301 Whittier Blvd.

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**City of Monterey Park**

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Ted's Liquor  
825 Garvey Ave.

Jim's Volkswagen Service  
829 Garvey Ave.

Comp-Media Building  
127-135 S. Garfield Ave.

Johnny Thompson Music  
222 E. Garvey Ave.

Monterey Appliances  
272 E. Garvey Ave.

Dim Sum Express Restaurant  
326 N. Garfield Ave.

Wing Hop Fung Delicacies Shopping Center  
Atlantic Blvd.

**City of Paramount**

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Elegance H Hair Design  
15504-08 Paramount Blvd.

Spray Zone Inc  
14059 Garfield Blvd.

Navarro's Apartment Building  
13919 Paramount Blvd.

Christian Church  
15543 Paramount Blvd.

Knights of Columbus Building  
15731 Paramount Blvd.

Adriana's Bakery  
7015 Somerset Ave.

La Venetta Market  
6559 Somerset Ave.

Paramount Furniture  
16450 Paramount Blvd.

Paramount Postal Office  
7200 Somerset Blvd.

La Michoacana Plaza  
7045 Somerset Ave.

V & R Auto Supply  
6555 Somerset Blvd.

Somerset Apartments  
6554 Somerset Blvd.

Rafael's Tools  
7718 Rosecrans Ave.

El Perihuate Restaurant  
16600 Paramount Blvd.

**City of Rialto**

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Jimmy's Upholstery  
140 S. Riverside Ave.

Gladly's Video Games  
134 S. Riverside Ave.

Rialto Mattress  
128 S. Riverside Ave.

Johnson's ACE Hardware  
115 S. Riverside Ave.

**City of Upland**

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Pro5 Brewing  
105 E A St.

The Local Baker  
120 E 9<sup>th</sup> St.

Captain's Grill  
161 N 2<sup>nd</sup> Ave.

Padua Pasta  
300 E Arrow Hwy.

Jim Bones BBQ  
251 N 2nd Ave.



### SECTION III. PROJECT APPROACH AND SCOPE OF WORK

#### Project Approach

MDG proposes to provide services on-site and at its home office as required by the City. We anticipate becoming an extension of City staff and would provide flexible scheduling which meets the needs of the City. We will make ourselves available during non-scheduled hours should the need arise by providing staff with our cell phone numbers.

#### Residential and Commercial Inspection and Project Coordination Services Entity

As requested in the Request for Proposal (RFP), the resumes of the principal and key individuals that will be involved in the contract are provided in the resume section of this proposal.

#### Contact Information:

Mr. Rudy Muñoz will be the contact person and will be responsible for the overall management of the contract with the City. His contact information is as follows:

10722 Arrow Route, Suite #822  
Rancho Cucamonga, CA 91730  
Phone: (909) 476-9696 ext. 103  
Fax: (909) 476-6086  
Email: [rmunoz@mdg-ldm.com](mailto:rmunoz@mdg-ldm.com)

Mr. Clint Whited, Senior Vice President, will be responsible for overseeing the development of the Slum and Blight Analysis as requested by the City. Clint will also provide technical assistance on an as needed basis with the Integrated Disbursement Information System (IDIS).

Ms. Esther Luis, Director, will be the city's main point of contact (POC) and will be on-site as requested by the City to assist with administrative tasks and overall project coordination. Eshter may be assisted by other staff on as needed basis to ensure that we stay within the budget .

Mr. Miguel Ramirez, Manager, will be responsible for assisting the City with the project coordination and inspection functions of the Commercial Rehabilitation Program.

Mr. Art Gomez, Senior Associate, will be on-site as requested by the City to perform the day-to-day functions of the residential rehabilitation program and assist Mr. Miguel Ramirez as needed on the Commercial Rehabilitation Program.

MDG has additional staff members that are qualified and available to assist the City on as needed basis.

## Contract Management

MDG proposes to have Ms. Esther Luis, Director, perform the day-to-day administrative tasks as requested by the City. Currently Esther is on-site one- and one-half days per week (12-hours). Ms. Luis will report directly to the City's assigned staff person.

MDG proposes to have the Mr. Art Gomez, Senior Associate, perform the day-to-day Residential Rehabilitation Program tasks as requested by the City. Art will be the project coordinator, will perform all inspections, and will be the City's point of contact (POC) for the program. Based on the prior history of the level of staffing for the program, MDG proposes to have Art on-site for 30 hours per week. As future needs change (more or less), MDG will work with the City to adjust the staffing levels to accommodate the City's needs. MDG can provide the City with alternate staff members should the City request the services of alternate inspectors.

MDG proposes to have the Mr. Miguel Ramirez, Manager, perform the day-to-day Commercial Rehabilitation Program tasks as requested by the City. Miguel will be the project coordinator, will perform all inspections and Davis-Bacon Act (Labor Compliance) review functions, and will be the City's point of contact (POC) for the program. Based on the prior history of the level of staffing for the program, MDG proposes to have Miguel for an average of 10 hours per week. As future needs change (more or less), MDG will work with the City to adjust the staffing levels to accommodate the City's needs. Art will be assisting Miguel on an as needed basis to address any urgent matters on days that Miguel is not available. MDG will provide the City with alternate staff members should the City request the services of alternate inspectors.

Any issues with the MDG assigned staff members would be reported to Mr. Rudy Muñoz. Mr. Muñoz will work with the City to assure that all staff members meet their needs.

## Staff Biographies

**Rudy Muñoz, President** - Rudy Muñoz is the President and founder of MDG Associates, Inc. With more than 38 years of experience in the community development field, Mr. Muñoz' primary focus is on assisting municipalities with all aspects of the administration and implementation of their HUD-funded CPD Programs. These include but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

Rudy works hand-in-hand with municipalities on the development of implementation strategies and tools that facilitate the management of their CPD programs, providing training for the HUD CPD Programs, and at times implementing the day-to-day functions of the programs. These functions include all phases of the program implementation from the initial development of Consolidated Plans and Action Plans for the various programs up to the programmatic and financial closeout of projects and grants. He assists grantees in developing HUD mandated Policies and Procedures for the overall management and oversight of the various CPD Programs as well as individual activities funded under these programs such as Housing Rehabilitation, Commercial Rehabilitation, and Homebuyer Programs.

Rudy is a Certified HOME Specialist and is a subcontractor to national Technical Assistance (TA) providers through HUD's OneCPD and Community Compass initiatives. Through the initiatives, he provides TA and training to municipalities throughout the U.S. in CDBG, HOME, NSP, and CDBG-Disaster Recovery Programs. He currently provides training at the national level in "Basically CDBG", Assessment to Fair Housing (AFH), Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). He is a beta tester for HUD on the Disaster Recovery Grant Reporting system. Because of his fluency in Spanish, he has provided many of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

**Clint Whited, Vice President** - Mr. Clint Whited joined MDG Associates, Inc. in 2006 and currently serves as Vice-President of Grants Management. With more than 20 years of experience in the planning and implementation of federal grants including those offered by the U.S. Department of Housing and Urban Development – Office of Community Planning and Development, Mr. Whited assists municipalities with all aspects of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) management.

Mr. Whited focuses on strategic community investment in affordable housing, development of infrastructure and coordinating the supportive services necessary to achieve local goals and to affirmatively further fair housing choice. His work in these areas includes 25 Consolidated Plans, 100 Annual Action Plans, 20 Analysis of Impediments to Fair Housing Choice, and two Assessment of Fair Housing (AFH) documents and numerous program policy and procedure documents to facilitate the implementation of the housing and community development projects resulting from these plans.

He is currently responsible for the management and implementation of CPD programs for a number of cities in Southern California and recently working with the City of Houston and Harris County on their Disaster Recovery efforts utilizing HUD funds. Mr. Whited is a Certified HOME Specialist (Regulations) and is a national technical assistance provider through HUD's OneCPD technical assistance initiative.

Prior to joining MDG, Mr. Whited was a Contract Compliance Specialist for the Los Angeles County Community Development Commission – the second largest Urban County CDBG program in the nation. His responsibilities included contract development, monitoring the implementation of CDBG funded activities implemented by participating cities and non-profit organizations. His work with the Urban County included the development of labor standards policies and procedures covering the Davis-Bacon Act, Minority and Women's Business Enterprise and Section 3 of the Housing and Community Development Act.

**Esther Luis, Director** – Esther Luis joined MDG Associates, Inc. in 2000 and currently serves as Director of Grants Management. With more than 22 years of experience in the planning and implementation of federal grants including those offered by the U.S. Department of Housing and Urban Development – Office of Community Planning and Development, Ms. Luis assists

municipalities with all aspects of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) as well as Housing Rehabilitation Program administration.

Esther focuses on the day-to-day aspects of CPD program administration and compliance, including Consolidated Plan and Action Plan development and implementation, Integrated Disbursement and Information System (IDIS) functionality and management, subrecipient management, and monitoring. Esther often goes into cities that require a revamping of their internal systems to comply with HUD monitoring findings.

Before joining MDG, Esther was a Contract Compliance Specialist for the Los Angeles County Community Development Commission – the second largest Urban County CDBG program in the nation. Her responsibilities included contract development, monitoring the implementation of CDBG funded activities implemented by participating cities and non-profit organizations.

**Miguel Ramirez, Manager** - Miguel Ramirez joined MDG Associates, Inc. in 2004 and currently serves as a Manager on the Housing and Commercial Rehabilitation team. With more than 19 years of experience in the administration and implementation of CDBG, HOME and CRA funded housing rehabilitation programs, Miguel has been successful in assisting municipalities with the implementation of their programs. Over the past 16 years, he has successfully rehabilitated over 525 homes.

Miguel's responsibilities include reviewing for applicant eligibility; conducting initial and progress inspections and preparing work write-ups/estimates; providing the project management to assure contractor is complying with the requirements of the scope of work and contract; maintaining applicant files current and audit-ready; preparing bid packages; reviewing bids from contractors; preparing contractor agreements; processing progress and final payments; working with sub-consultants such as lead paint inspector and appraisers as required; filing required documents including but not limited to Notice of Completion.

Miguel is a certified State of California Notary Public. He is bilingual/bi-literate in English and Spanish and is a certified Building Inspector.

**Arthur Gomez, Senior Associate** – Arthur Gomez joined MDG Associates, Inc. in 2010 and currently serves as a Senior Associate on the Housing Rehabilitation team. With more than 15 years of experience in the administration and implementation of CDBG, HOME and CRA funded housing rehabilitation programs, Arthur has been successful in assisting municipalities with the implementation of their programs. Over the past 12 years, he has successfully rehabilitated over 500 homes.

Arthur's responsibilities include reviewing for applicant eligibility; conducting initial and progress inspections and preparing work write-ups/estimates; providing the project management to assure contractor is complying with the requirements of the scope of work and contract; maintaining applicant files current and audit-ready; preparing bid packages; reviewing bids from contractors; preparing contractor agreements; processing progress and final payments;



working with sub-consultants such as lead paint inspector and appraisers as required; filing required documents including but not limited to Notice of Completion.

Arthur is a certified building inspector, certified real estate appraiser, and State of California Notary Public. He is bilingual/bi-literate in English and Spanish.

The resumes of the staff members are included in the Resume of Key Personnel section of this document.

### **Scope of Work**

MDG will perform the suggested tasks in the Request for Proposal, but not limited to:

1. Initial Inspection of the Property: Identify rehabilitation items eligible under current CDBG and/or HOME (as applicable) program guidelines.
2. Description of Work: Based on the results of the initial inspection, a description of work will be created summarizing the items identified in the initial inspection including a construction cost estimate utilizing the City of Carson Inspection and Project Services Checklist.
  - Abatement of health and safety concerns regarding the foundation, structure, and the garage (where there is one).
  - An evaluation of deficiencies within the property that will include the following:
    - Code violations, and health and safety issues;
    - Roofing;
    - Plumbing;
    - Electrical;
    - Heating;
    - Pest infestation;
    - Interior and exterior painting window replacement;
    - Lead-based paint and asbestos abatement;
    - Interior carpet; and
    - Foundation.

(Including all items per the City of Carson Residential Rehabilitation Standards checklist and the program guidelines under the program)
3. Bid Procedure: Compile information for projects that will be used to implement the bid process.
4. Coordination of Pre-Construction Meetings and Job Walks.
5. Coordination and Monitoring of Job Progress: Conduct inspections to determine work progress. Keep a written log of inspections and comments.
6. Recommend/Request Payments: Based on results of inspection(s) of work performed, recommend progress and final payments to the contractor.

7. Case File Completion: Complete all paperwork needed to complete and close out project. Case file shall include a completed check-off list.
8. Compliance Monitoring: Monitor compliance with State of California prevailing wage requirements and Federal Davis-Bacon and Related Acts (DBRA) provisions.
9. Section 3 Compliance: Monitoring compliance with Section 3 of the Housing and Community Development Act of 1968, which states that HUD-funded jobs and contracts are to be directed, to the greatest extent possible, to local low-income residents and the businesses that employ them.
10. Administrative Tasks (as needed):
  - Assistance and training on the HUD IDIS system for employees responsible for administering the Federal and State grant programs;
  - Assist and coordinate with the City's Finance Department to prepare HUD IDIS system required drawdown submissions;
  - Assistance in preparation of Slum and Blight Analysis for Community Block Grant funded programs; and
  - Assist City staff with evaluation oversight of CDBG Public Service recipients.
11. Appraisal Evaluation Services:
  - Prepare interior and exterior evaluations of subject properties; and
  - Provide a summary appraisal report, photographs, sketches, comparable photographs, comparable property locations and a signed statement of limiting conditions specifically for the HOME program.
12. Commercial Facade Program Consultant Services:
  - Initial Inspection of Property
  - Description of work
  - Bid Procedure
  - Pre-Construction Meetings and Job Walks
  - Coordination and monitoring of job progress
  - Recommend/request payments
  - Case File Completion

Additional services are available upon request:

Notary Services: MDG is also available to perform notary services for the projects that it works on. Most of MDG's staff members hold a current notary commission.

## SECTION IV. REFERENCES

This section reflects some of MDG's client references, however, as required in the RFP, the City's Client List Reference is included under Appendix "F" of this proposal.

### Company References

#### **City of Fontana – Valerie Gonzales, Housing Manager**

Services Provided: CDBG/HOME/CDBG-R/NSP/PHLA Program TA; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; PLHA Administration/Implementation; Davis-Bacon/Section 3 Compliance; Policies and Procedures for FTHB and Housing Rehabilitation Programs.

Date of Contract: 2009 to Present

Contact Person: Phone Number: (909) 350-6625; email address: [vgonzales@fontana.org](mailto:vgonzales@fontana.org)

#### **City of Hawthorne – Kimberly Mack, Director of Housing**

Services Provided: CDBG/HOME Program Administration and Technical Assistance; CDBG and HOME funded Housing Rehabilitation Program Implementation; RDA funded Commercial Rehabilitation Program Implementation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation.

Date of Contract: 2002 to 2010 and 2014 to Present

Phone Number: (310) 349-1603; email address: [kmack@cityofhawthorne.org](mailto:kmack@cityofhawthorne.org)

#### **City of Upland – Robert Dalquest, Director of Development Services**

Services Provided: CDBG Program Technical Assistance; CalHome and RDA funded Housing Rehabilitation Program Implementation (4 separate programs); RDA funded Commercial Rehabilitation Program Implementation; CalHome and RDA funded Homebuyer Assistance Program; Project/Construction Management; PLHA Administration/Implementation; Davis-Bacon and Section 3 Compliance; Analysis of Impediments; Planning Services; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; affordable housing monitoring.

Date of Contract: 2004 to Present

Phone Number: (909) 931-4148; email address: [rdalquest@ci.upland.ca.us](mailto:rdalquest@ci.upland.ca.us)

#### **City of Palmdale - Mike Miller, Director of Neighborhood Services**

Services Provided: CDBG/HOME/CDBG-R/NSP Program Administration and Technical Assistance; Redevelopment Consultation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; 5 Year Implementation Plan (Redevelopment); Davis-Bacon and Section 3 Compliance; affordable housing monitoring.

Date of Contract: 2000 to Present

Phone Number: (661) 267-5126; email address: [MikeM@cityofpalmdale.org](mailto:MikeM@cityofpalmdale.org)



## SECTION V. COST PROPOSAL AND SCHEDULE OF HOURLY BILLING RATES

As required in the Request for Proposal, the following is a list of personnel that MDG will commit for the completion of this contract and the proposed number of hours that each will be assigned to the program noted. The proposed hours are based on the historical level of effort (LOE) required to perform those tasks. MDG will adjust the LOE for any of the programs based on the City's needs.

### Proposed Staffing/Budget

Program	Staff	Position	Hourly Rate FY 23-24*	Proposed Hrs./ Wk.	Estimated Annual Fees*
Administrative Tasks	Esther Luis	Director	\$117.00/Hr.	12 hrs./wk.	\$73,008
Commercial Rehabilitation	Miguel Ramirez	Manager	\$111.50/Hr.	10 hrs./wk.	\$57,980
	Arthur Gomez	Senior Associate	\$105.50/Hr.	As needed	As needed
Housing/Commercial Rehabilitation	Arthur Gomez	Senior Associate	\$105.50/Hr.	30 hrs./wk.	\$163,2800
Slum and Blight Analysis	Clint Whited	Senior Vice President	\$128.00/Hr.	To be Determined	Lump Sum price to be provided based on S/B Study Area

*\*The Proposed Staffing/Budget provides the hourly rates based on 2023-24 rates. The estimated fees should be adjusted annually based on the rate schedule attached and labeled Exhibit A.*

Based on our prior experience, we propose to have Mr. Art Gomez on site 30 hrs. a week to implement the Residential Rehabilitation Program. Due to the different fluctuating staffing needs of the Commercial Rehabilitation Program, the staffing needs for that program are more difficult to determine, however, MDG staff will work with City staff in making ourselves available to accommodate the City's staffing needs. However, an average of 10 hours per week on average is what we have budgeted under the proposal. MDG will provide appraisal services, as requested by the City, on a per Unit basis and will bill each appraisal at a lump sum of \$390.00 each.

MDG proposes to perform the Scope of Services on an hourly basis, billed in quarter-hour increments based on the billing rates listed on the attached Rate Schedule (Exhibit "A") that are effective as of July 1, 2023. Should the City choose to extend the agreement for an additional two years beyond the first year, the Rate Schedule provides the effective rates for each year through June 2026.

### Conflict of Interest

MDG Associates, Inc. is not aware of any possible conflict of interest that might limit the projects on which our firm could work.

### Third Party/Subcontractors

MDG does not anticipate subcontracting with third parties in the performance of this contract.

## EXHIBIT "A"

### MDG Associates, Inc.

#### SCHEDULE OF HOURLY BILLING RATES

Rates effective as of July 1, 2023

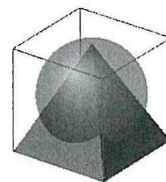
Title	PY 2023-2024	PY 2024-2025	PY 2025-2026
President/Senior Vice President	\$128.00	\$131.00	\$134.00
Vice President	\$122.00	\$125.00	\$128.00
Director	\$117.00	\$120.00	\$123.00
Manager	\$111.50	\$114.50	\$117.50
Senior Associate	\$105.50	\$108.00	\$111.00
Associate	\$95.00	\$97.50	\$100.00
Senior Project Assistant	\$78.00	\$80.00	\$82.00
Project Assistant	\$73.00	\$75.00	\$77.00
Secretary	\$51.00	\$52.50	\$54.00

Note: If MDG staff is requested by the City to attend a meeting not considered a part of this proposal or on a day in which a consultant is not scheduled to be on site, the City shall be billed for the time it takes to drive to and from the City and its corporate office.

#### **REIMBURSABLE ITEMS:**

Appraisals	\$390.00 per appraisal
Project Supplies	At Cost plus 10% surcharge (if applies)
Prints/Reproductions	At Cost plus 10% surcharge (if applies)
Postage/Delivery	At Cost plus 10% surcharge (if applies)

## RESUMES OF KEY PERSONNEL



**MDG**  
Associates, Inc.





**RUDY MUÑOZ**

President

#### AREAS OF EXPERTISE

Grants Management  
HUD CPD Programs  
Disaster Recovery Programs  
CARES Act  
Disaster Recovery Grant  
Reporting (DRGR) System  
Uniform Administrative  
Requirements-2 CFR Part 200

#### YEARS OF EXPERIENCE

37 Years

#### CERTIFICATIONS/TRAINING

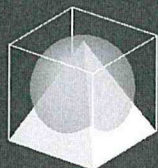
Certified HOME Program  
Regulations  
California General Contractor  
No. 681042  
ICBO Earthquake Retrofit -  
Wood Frame Certification  
Certified Lead Visual Inspector

#### EDUCATION

Bachelor of Architecture  
California Polytechnic  
University - Pomona

#### WORK HISTORY

MDG Associates, Inc.  
1991 - Present  
City of Huntington Park  
1988 - 1991



**MDG**  
Associates, Inc.

Rudy Muñoz serves as President and founder of MDG Associates, Inc. Over the past 31 years, he has assisted cities and counties with the design, administration, and implementation of their HUD-funded CPD Programs, including, but not limited to the CDBG, HOME, NSP and CDBG-DR programs. Rudy works with government agencies on the development of implementation strategies and tools that facilitate the management of their programs. He has been involved in HUD Disaster Recovery Programs since the 1994 Northridge Earthquake, where he directed the rehabilitation of over 300 homes for two cities in Los Angeles County. Rudy works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. He has provided classroom training on behalf of HUD including Basically CDBG, Assessment of Fair Housing (AFH), CPD Maps, eCon Planning Suite, and the Disaster Recovery Grant Reporting (DRGR) system. Due to his Spanish fluency, he has also provided all of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

#### PROJECT SPECIFIC EXPERIENCE

##### State of California - Disaster Recovery and Mitigation Grant Financial Management, Data, and Reporting

###### Subject Matter Expert – Team Co-lead | November 2019 - Current

Rudy is the working group co-lead for the implementation of the 2017, 2018, and 2020 disaster recovery and mitigation grants financial management, data, and reporting (FDR) unit of the State of California Housing and Community Development (HCD) Disaster Recovery unit. In total, he is working with seven disaster recovery and mitigation grants totaling approximately \$1.5 billion. Building on the basic framework of the CDBG program regulations, CDBG-DR Federal Register Notices, and the 2 CFR Part 200 regulations, Rudy has led the preparation of financial management policies and procedures, the development of standard operating procedures (SOPs), workflows, forms and documents, checklists, and system tools to assist HCD-DR staff in the fiscal management aspects of the disaster recovery and mitigation grants. He is assisting in conducting regularly scheduled reconciliations of their labor costs as well as the reconciliation across the three different program level systems (DRGR, Fi\$CaI, and Grants Network) and one project level system (eGrants). Rudy also provides technical assistance and training to new staff assigned to the disaster recovery program and regularly provides training for subrecipients in matters related to financial management.

Programs: CDBG-DR | CDBG-MIT | 2 CFR Part 200

Client: Wendy Nelson, Section Chief – Fiscal Compliance, California HCD  
2020 W. El Camino Avenue, Suite 200, Sacramento, CA 95833  
wendyp.nelson@hcd.ca.gov (916) 841-8996





## **RUDY MUÑOZ**

President

### **PROJECT SPECIFIC EXPERIENCE**

#### **Rehabilitation Programs (multiple agencies)**

##### **Program Manager / President | 1985 - Current**

Rudy has provided residential and commercial rehabilitation program administration services to the City of Upland in addition to approximately 40 other grantees / participating jurisdictions in the last 30 years. Rudy's services to Upland have supported improvements to residential and commercial structures in the low- and moderate-income sections of the community. Rudy has designed and implemented housing rehabilitation programs utilizing a variety of grants including, but not limited to, CDBG, HOME, state, and local redevelopment funds that resulted in the rehabilitation of over 1,000 residential dwellings. In addition, he has designed and implemented commercial rehabilitation programs utilizing CDBG and local funds that has resulted in the renovation of over 200 commercial buildings in commercial districts that serve the low- and moderate-income community. In this role, Rudy has developed program guidelines, policies and procedures, implementation forms and documents, and tracking and monitoring systems for these programs. Rudy is currently overseeing MDG program staff implementing these programs in cities across Southern California.

Programs: CDBG | HOME | Housing Rehabilitation | Commercial Rehabilitation

Client: Liz Chavez, Development Services Manager, City of Upland  
460 N. Euclid Avenue, Upland, CA 91786    lchavez@ci.upland.ca.us    (909) 931-4146

#### **City of Paramount (plus various other cities), HUD CPD Programs Administration/Housing & Commercial Rehabilitation Administration**

##### **Program Manager / President | 2001 - Current**

Rudy has provided program administration services to the City of Paramount in addition to 30 other grantees / participating jurisdictions during the last 20 years. Rudy's services to Paramount have supported improvements to a number of community facilities and infrastructure projects in the low- and moderate-income sections of the community. Rudy has designed and implemented a housing rehabilitation program utilizing HOME program funds that resulted in the rehabilitation of over 350 homes. In addition, he has designed and implemented a commercial rehabilitation program utilizing CDBG funds that has resulted in the renovation of over 60 commercial buildings in the City's core commercial district that serves the low- and moderate-income community. In this role, Rudy has developed program guidelines, supporting forms and documents, and tracking and monitoring systems for all of these programs to ensure compliance with CDBG and HOME regulations. Rudy is currently overseeing MDG program staff implementing these programs in cities across Southern California.

Programs: CDBG | HOME | Housing Rehabilitation | Commercial Rehabilitation

Client: John Carver, Community Development Director, City of Paramount  
16400 Colorado Avenue, Paramount, CA 91723    jcarver@paramountcity.com    (562) 220-2048





## RUDY MUÑOZ

President

### PROJECT SPECIFIC EXPERIENCE

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#### **"Basically CDBG" Curriculum Trainer / TA**

##### **Subject Matter Expert /Co-Lead Trainer | 2010 - Current**

Rudy was a co-trainer under contract to Enterprise Advisors and ICF for HUD's live in-person Basically CDBG Trainings from 2010 to 2017, which culminated in a recorded session in Atlanta, GA that was subsequently edited and used as part of HUD's Basically CDBG Online e-learning curriculum that is available to the public on the HUDEXchange.info website. Rudy also worked with Enterprise and HUD Headquarters staff to produce the Basically CDBG Online e-learning curriculum that is currently posted to the HUDEXchange.info website (2019-2020). Specifically, Rudy assisted in writing the content for the topical capacity building modules, made recommendations for edits to the live video recordings and reviewed all content for consistency with current HUD policy and guidance. Rudy assisted in the translation of the Basically CDBG training slide deck and manual into Spanish and provided the training in Spanish for the Commonwealth of Puerto Rico.

Programs: CDBG | Federal Crosscutting

Client: Diane Lobasso, Senior Advisor, HUD Office of DAS for Grants Programs  
451 7<sup>th</sup> St. SW, Washington, D.C., 20410 Diane.L.Lobasso@hud.gov (202) 402-2191

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#### **HUD CPD Program Trainings**

##### **Subject Matter Expert / Trainer | 2010 - Current**

Rudy has provided a number of live in-person trainings on behalf of HUD through multiple service providers such as Enterprise Advisors, Cloudburst Group, ICF and NALCAB. Rudy has provided in-class training and technical assistance for grantees in two of HUDs reporting systems: the Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). He has assisted HUD Headquarters as a beta tester for the updates to the DRGR system as well as being a drafter/reviewer on the Ask A Question (AAQ) pool. Rudy was also selected as a trainer for the Assessment of Fair Housing (AFH) Final Rule and has also trained Financial Management Systems (2 CFR Part 200 - Uniform Administrative Requirements), eCon Planning Suite (for the development of Consolidated Plans and Action Plans); and CPD Maps. Rudy has provided all of the aforementioned training in English and in Spanish for the Commonwealth of Puerto Rico. In 2020, Rudy presented the CDBG-CV National Objectives training.

Programs: CDBG | Federal Crosscutting | AFH | IDIS | eCon Planning Suite

Client: HUD Office for Grants Programs  
451 7<sup>th</sup> St. SW, Washington, D.C., 20410 Diane.L.Lobasso@hud.gov (202) 402-2191

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**CLINT WHITED**  
Senior Vice President

#### AREAS OF EXPERTISE

Grants Management  
HUD CPD Programs  
Disaster Recovery Programs  
CARES Act

#### YEARS OF EXPERIENCE

20 Years

#### CERTIFICATIONS/TRAINING

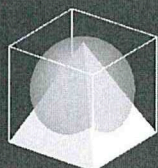
Certified HOME Program  
Regulations  
Lead Based-Paint Visual  
Assessment Certification

#### EDUCATION

B.S. Public Policy and  
Management  
University of Southern  
California

#### WORK HISTORY

MDG Associates, Inc  
2006 - Present  
L.A. County Community  
Development Commission  
2002 - 2006



**MDG**  
Associates, Inc.

Over the past 20 years, Clint has assisted hundreds of states and cities in the design and implementation of housing and community development programs – primarily through HUD CPD Programs. Clint focuses on strategic community investment in affordable housing, development and coordinating the supportive services necessary to achieve local goals and to affirmatively further fair housing choice.

Areas of specialization include grants planning, grantee capacity building, compliance monitoring, HUD CPD technical assistance, and the implementation of housing programs including all phases of acquisition, rehabilitation and/or development, ownership or rental.

#### PROJECT SPECIFIC EXPERIENCE

##### **State of California Department of Housing and Community Development Division of Federal Financial Assistance – Disaster Recovery Multifamily Housing Program**

###### **Subject Matter Expert | November 2019 - Current**

Clint is the working group lead for implementation of the 2017, 2018, and 2020 disaster recovery multifamily housing programs. Building on the basic framework of the CDBG program regulations and Federal Register Notices, Clint developed program policies, procedures, and underwriting standards in early 2020 and has since guided the commitment of over \$285M to 26 California cities and counties to develop over 2,000 housing units to replace those lost to the wildfires. In this capacity, Clint led the preparation of standard operating procedures, supporting forms and documents, checklists, and tracking systems. Clint provides technical assistance and training to new staff assigned to the disaster recovery program and regularly provides training for subrecipients and developers.

Programs: CDBG-DR

Client: Stacy Rodgers, CDBG-DR Section Chief, HCD  
2020 West El Camino Avenue, Sacramento, CA 95833  
stacy.rodgers@hcd.ca.gov (916) 841-6268

##### **City of Irvine (plus various other cities), CDBG-CV and ESG-CV Programs/ Rental, Mortgage, and Business Assistance Program Administration**

###### **Program Manager/Senior Vice President | April 2020 - Current**

Clint has provided program administration services to the City of Irvine and nine other cities to evaluate the impact of COVID-19 on housing and business markets and assisted these cities in designing and implementing CDBG-CV, ESG-CV, and U.S. Treasury Coronavirus State and Local Fiscal Recovery funded housing, vulnerable populations, and business assistance programs. In this capacity, Clint helped to program over \$50M in CDBG-CV and ESG-CV resources in the period between July 1 and December 31, 2020. Clint developed program guidelines, supporting forms and documents, and tracking and monitoring systems. Clint provided training locally and under subcontract for HUD TA to help grantees and subrecipients understand eligible activities, national objectives, COVID-19 tieback, and duplication of benefits. Clint is currently overseeing MDG staff implementing these programs in cities across Southern California.

Programs: CDBG Admin. | HOME Admin. | Housing Rehab Admin. | CDBG-CV

Client: Lisa Varon, Housing Manager, City of Irvine  
1 Civic Center Plaza, Irvine, CA 92606  
LVaron@cityofirvine.org (949) 724-6612





## **CLINT WHITED**

Senior Vice President • Grants Management

### **PROJECT SPECIFIC EXPERIENCE**

#### **City of Palmdale (plus various other cities), HOME Program Administration and Implementation**

##### **Lead Consultant/Senior Vice President | June 2008 - Current**

Clint provides HOME program administration and implementation services to the City of Palmdale and eight other participating jurisdictions. Clint's advisory services to Palmdale supported the development of eight multifamily apartment communities totaling 565 housing units for seniors, chronically homeless, and families. Clint has designed and implemented an acquisition, rehabilitation, resale program, tenant-based rental assistance programs, homeowner rehabilitation programs, homebuyer assistance programs, and provided technical assistance to build the capacity of a YouthBuild chapter to become a certified Community Housing Development Organization. In this role, Clint developed program guidelines, supporting forms and documents, and tracking and monitoring systems to ensure compliance with HOME regulations. Clint is currently advising the City in the development of its HOME-ARP Allocation Plan and early program design.

Programs: HOME | HOME-ARP | Successor Housing Agency

Client: Sophia Reyes, Housing Manager, City of Palmdale  
38250 Sierra Highway, Palmdale, CA 93550  
SReyes@cityofpalmdale.org (661) 267-5164

#### **U.S. HUD Technical Assistance – Basically CDBG Training**

##### **Trainer | March 2017 – Current**

Clint was a co-trainer under contract to Enterprise Advisors for HUD's live in-person Basically CDBG Trainings in New Orleans, Milwaukee, and Seattle (2017). Clint also worked with Enterprise and HUD Headquarters staff to produce the Basically CDBG Online e-learning curriculum that is currently posted to the HUDEXchange.info website (2019-2020). Specifically, Clint wrote the content for the topical capacity building modules that followed the live video recordings and reviewed all content for consistency with current HUD policy and guidance. In 2020, Clint prepared CDBG-CV slide deck materials for HUD Headquarters to present during the initial round of CDBG-CV webinars. More recently, Clint presented the Basically CDBG-CV Public Services, National Objectives, and Other Federal Requirements virtual sessions during the 2022 HUD CARES Act Virtual Training Conference.

Programs: CDBG | CDBG-CV

Client: Diane Lobasso, Senior Advisor, HUD Office of DAS for Grants Programs  
451 7<sup>th</sup> St. SW, Washington, D.C., 20410  
Diane.L.Lobasso@hud.gov (202) 402-2191



## **CLINT WHITED**

Senior Vice President • Grants Management

### **PROJECT SPECIFIC EXPERIENCE**

#### **Assessment of Fair Housing, Cities of Paramount and Temecula**

##### **Lead Consultant/Senior Vice President | January 2016 – June 2017**

Clint prepared Assessment of Fair Housing documents for the Cities of Paramount and Temecula, California using HUD's new planning framework designed to ensure that HUD grant recipients take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. This work included an analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals. Clint facilitated robust citizen and stakeholder engagement through community meetings, focus groups, surveys, individual consultations with protected class representatives and advocacy groups. The resultant AFH documents were accepted by HUD and incorporated into each City's 5-year Consolidated Plan and other local plans. Concurrent with this work, Clint also supported HUD Technical Assistance efforts through a subcontract with the National Association for Latino Community Asset Builders whereby Clint provided training and technical assistance to several other cities and counties similarly engaged in the development of AFH documents for the first time.

Programs: CDBG | HOME | Fair Housing and Equal Opportunity

Client: Luke Watson, Deputy City Manager, City of Temecula  
41000 Main Street, Temecula, CA 92590  
Luke.Watson@temeculaca.gov (951) 694-6400





**ESTHER LUIS**

Director

#### AREAS OF EXPERTISE

Grants Management  
HUD CPD Programs  
Housing Rehabilitation Programs  
Commercial Rehabilitation Programs

#### YEARS OF EXPERIENCE

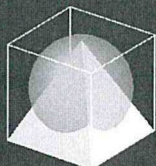
22 Years

#### EDUCATION

B.A. Sociology / Business Administration  
University of California  
Los Angeles

#### WORK HISTORY

MDG Associates, Inc  
2000 - Present  
Los Angeles County  
Development Authority  
(LACDA)  
1997 - 2000



**MDG**  
Associates, Inc.

Over the past 22 years, Esther has assisted multiple cities in the planning and implementation of housing and community development programs through HUD CPD and County Programs. Esther's focus is on the day-to-day administration of the CDBG, HOME, CDBG-CV programs, development of Action Plans, subrecipient (public service) management and monitoring, labor standards enforcement, compliance with federal reporting requirements including the Consolidated Annual Performance and Evaluation Report (CAPER), and all other aspects of program development, administration, implementation, and compliance.

#### PROJECT SPECIFIC EXPERIENCE

##### City of Paramount (and others) - CDBG and HOME Program Administration

###### Program Manager / Director | June 2013 - Current

Esther provides the City of Paramount and other cities with day-to-day administration of the CDBG and HOME programs, including oversight of public service, public facilities and infrastructure improvements, affordable housing development, homeowner rehabilitation, and tenant-based rental assistance activities. This work includes development and implementation of the Notice of Funding Availability process, application eligibility reviews, facilitation of committee meetings, preparation of the Action Plan and associated approval documents, IDIS setup and management, performance and financial processing and monitoring, labor standards enforcement, subrecipient management, monitoring, capacity building, and preparation of the CAPER.

Programs: CDBG | HOME

Client: John Carver, Planning Director, City of Paramount  
16400 Colorado Avenue, Paramount, CA 90723  
JCarver@paramountcity.com (562) 220-2048

##### City of Walnut (and others) - CDBG Programs Administration (LACDA)

###### Lead Consultant | June 2000 - Current

Esther oversees the implementation, administration, monitoring and compliance for the CDBG Program in the City of Walnut various other cities. She provides clients with day-to-day administration of the CDBG and CDBG-CV programs, including oversight of public facilities and 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. Esther functions as the liaison between the City, LACDA, and 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.

Programs: CDBG

Client: Chris Vasquez, Community Development Director, City of Walnut  
21201 La Puente Road, Walnut, CA 91789  
cvasquez@cityofwalnut.org (909) 595-7543





## ESTHER LUIS

Director

### PROJECT SPECIFIC EXPERIENCE

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#### City of Paramount – CDBG-CV Administration

##### Program Manager / Director | June 2020 – June 2022

Esther provided program administration services to the City of Paramount and others to evaluate the impacts of COVID-19 on housing availability and business retention, and assisted these cities to design, implement, and monitor CDBG-CV funded housing and business assistance programs. Esther helped to program close to \$1M in CDBG-CV U.S. Treasury resources in the period between June 2020 - June 2022. Esther developed program guidelines, supporting forms and documents, and tracking and monitoring systems to support rental assistance programs, business grant programs, and microenterprise assistance programs.

Programs: CDBG-CV | U.S. Treasury SLRF

Client: John Carver, Planning Director, City of Paramount  
16400 Colorado Avenue, Paramount, CA 90723

JCarver@paramountcity.com (562) 220-2048

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#### City of Carson – CPD Financial Management

##### Program Manager / Director | June 2017 – Current

Esther provides technical assistance to enhance the City of Carson's capacity in their administration of federal and state grant programs including, but not limited to, setting up budgets based on the adopted Annual Action Plans; assisting in preparing agreements and purchase orders; and reviewing invoices and supporting documentation for compliance with applicable requirements (e.g., procurement, contracts, and Davis Bacon compliance, etc.). She also assists in setting up draws in the IDIS system upon reconciliation of the grantee's general ledger; conducts programmatic and financial monitoring of subrecipients and City Departments to assure that activities are compliant with agreements/MOUs and all applicable requirements. Esther assists in inputting quarterly accomplishments in IDIS; conducting annual reconciliations of City's accounts against entered IDIS data; tracks accounts/budgets for any carryovers or unexpended funds upon activity close-out; monitors and maintains program income and/or loan portfolio ledgers, and provides requested information to auditors during the single-audit process. Esther also oversees MDG program staff implementing the residential rehabilitation program.

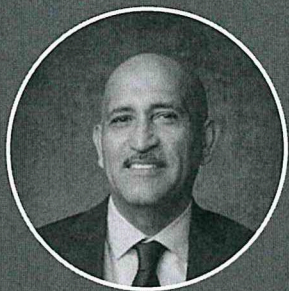
Programs: CDBG | HOME | Housing Rehab Admin

Client: Saied Naaseh, Community Development Director, City of Carson  
701 East Carson Street, Carson, CA 90745

SNaaseh@carsonca.gov (310) 952-1770

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**MIGUEL RAMIREZ**

Manager

#### AREAS OF EXPERTISE

Residential Rehabilitation  
Commercial Rehabilitation  
Construction Management  
Labor Compliance

#### YEARS OF EXPERIENCE

24 Years

#### CERTIFICATIONS/TRAINING

Lead-Based Paint Visual  
Assessment Certification  
Certified Lead Visual Inspector  
Notary Public

#### EDUCATION

B.S. Urban and Regional  
Planning  
California Polytechnic  
University - Pomona

A.S. Architectural Design  
Long Beach City College

#### WORK HISTORY

MDG Associates, Inc.  
2003 - Present  
City of Lawndale  
2001 - 2003  
City of La Puente  
1998 - 1999



Over the past 24 years, Miguel has assisted multiple cities in the design, administration, and implementation of their residential rehabilitation programs funded with HUD CPD grant funds including CDG and HOME as well as state and local funds such as CalHOME (state) and Successor Agency (local/state) funds. He has assisted multiple cities in the design, administration, and implementation of their commercial rehabilitation programs funded CDBG and local funds.

Miguel has also been responsible for performing federal (Davis-Bacon and Related Acts) and state labor compliance and monitoring as well as the implementation of Section 3 requirements for capital improvement projects funded primarily through CDBG and HOME funds. Areas of specialization include estimating projects, preparation of bid packages, procurement of services, conducting inspections, and serving as liaison between contractors and contracted clients.

#### PROJECT SPECIFIC EXPERIENCE

##### City of Irvine (Plus various other Cities) - Residential Rehabilitation Program

###### Project Manager | July 2009 - Current

Miguel has provided residential rehabilitation program administration and implementation services to the City of Irvine in addition to six other grantees / participating jurisdictions during the previous 24 years. Miguel's services to Irvine have supported improvements to residential structures in for the low- and moderate-income residents of the City. He has been responsible for the design and day-to-day implementation of the housing rehabilitation programs, utilizing both CDBG and HOME program funds. His efforts have resulted in the rehabilitation of over 120 homes in the City and over the 24 years, Miguel has been responsible for the rehabilitation of over 800 dwelling units. In this role, Miguel has assisted in developing program guidelines and implementation documents; conducting initial and progress inspections; preparing the scope of work for the rehabilitation projects; provided guidance to applicants in the procurement of contractors; reviewed contractor payment requests and processed payments with the City; and closed out projects by filing a Notice of Completion for all projects.

Programs: CDBG | HOME | CalHome Residential Rehabilitation

Client: Amy Mullay, Senior Planner, City of Irvine  
1 Civic Center Plaza, Irvine, CA 92606  
amullay@cityofirvine.org | (949) 724-7454

##### City of Palmdale (plus various other cities) - Construction Management and Labor Compliance

###### Project Manager | 2016 - Current

Miguel has provided program administration services to the City of Palmdale in addition to various other cities. Miguel has been tasked with conducting and inspection of properties, and overseeing the City funded construction projects. His responsibilities included inspecting properties for deficiencies, preparation of a work description, preparation of a bid package, construction management to include inspection of construction completed, and labor compliance. Miguel has assisted in developing systems to ensure compliance with CDBG, HOME, and DIR regulations.

Programs: CDBG | HOME | Successor Housing Agency

Client: Sophia Reyes, Housing Manager, City of Palmdale  
38300 Sierra Highway, Palmdale, CA 93550  
sreyes@cityofpalmdale.org | (661) 267-5164





## **MIGUEL RAMIREZ**

Manager

### **PROJECT SPECIFIC EXPERIENCE**

#### **City of Paramount (plus various Other Cities) - Commercial Rehabilitation Program**

##### **Program Manager | July 2008 - Current**

Miguel has provided program administration services to the City of Paramount in addition to 4 other grantees / participating jurisdictions during the last 24 years. Miguel's services to the City of Paramount have supported improvements to a number of community facilities in the low- and moderate-income sections of the community. Miguel has designed and implemented a commercial rehabilitation program utilizing CDBG funds that has resulted in the renovation of over 20 commercial buildings in the City's core commercial district that serves the low- and moderate-income community. In this role, Miguel has assisted in developing program guidelines, supporting forms and documents, and tracking and monitoring systems for this program to ensure compliance with CDBG regulations.

Programs: CDBG Commercial Rehabilitation

Client: John King, Assistant Planning Director-City of Paramount  
16400 Colorado Avenue Paramount, CA 90723  
JKing@paramountcity.com | (562) 220-2000

#### **City of Paramount - CDBG-CV Program Administration**

##### **Co-Team Lead – Manager | July 2020 - Current**

Miguel provided program administration services to the City of Paramount as well as other cities to evaluate the impact of COVID-19 on housing availability and business retention and has assisted these cities to design, implement, and monitor CDBG-CV funded housing and business assistance programs. Miguel helped to program CDBG-CV U.S. Treasury resources in the period between July 2020-June 2021. Miguel developed program guidelines, supporting forms and documents, and tracking and monitoring systems to support rental assistance programs, business grant programs, and microenterprise assistance programs.

Programs: CDBG-CV | U.S. Treasury SLRF

Client: John Carver, Community Development Director, City of Paramount  
16400 Colorado Avenue, Paramount, CA 91723  
jcarver@paramountcity.com | (562) 220-2048

#### **City of Hawthorne – Davis Bacon Compliance for Street Improvement Project**

##### **Lead Compliance Consultant | 2018-2019**

Miguel provided the overall labor compliance and Section 3 monitoring for the project. The Street Improvement Project consisted of the repaving of Prairie Avenue and the replacement of existing sidewalk ramps and replacing them with ADA compliant access ramps. Miguel was responsible for Davis-Bacon and Related Acts (DBRA) prevailing wage compliance and monitoring, including bid document preparation, 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. Submit Semi-Annual and Annual reports to local counties and U.S Department of Housing and Urban Development (HUD).

Programs: CDBG | DBRA

Client: Kimberly Mack, Director of Housing, City of Hawthorne  
4455 West 126th Street, Hawthorne, CA 90250  
kmack@cityofhawthorne.org | (310) 349-1603





**ART GOMEZ**  
Senior Associate

#### AREAS OF EXPERTISE

Residential Rehabilitation –  
CDBG, HOME, and CRA  
funded

ERA Programs

#### YEARS OF EXPERIENCE

16 Years

#### CERTIFICATIONS/TRAINING

Real Estate Appraiser  
ICC Certified California  
Residential Building Inspector  
Lead-Based Paint Visual  
Assessment Certification  
Certified Lead Visual Inspector  
State of California Notary  
Public  
Certified Home Inspector

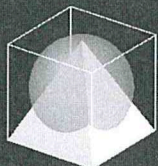
#### EDUCATION

Attended – East Los Angeles  
College

#### WORK HISTORY

MDG Associates, Inc.  
2006 - Present

3-Day Express Appraisals  
2001 - 2006



**MDG**  
Associates, Inc.

Over the past 16 years, Art has successfully administered hundreds of housing rehabilitation projects funded with CDBG, HOME, and CRA resources. Art has overseen the design and implementation of housing and community development rehabilitation programs for a number of client cities. Art focuses on strategic community investment in affordable housing and economic development to achieve local goals. Areas of specialization include all program development and implementation phases of housing rehabilitation programs, inclusive of all aspects of construction and financial management.

#### PROJECT SPECIFIC EXPERIENCE

##### City of Commerce - CDBG Housing Rehabilitation Program (LACDA)

###### Lead Consultant | October 2017 - Current

Art provides program administration services to the City of Commerce for implementation of its housing rehabilitation program. In conjunction with these services, Art developed program guidelines, supporting applications, forms, eligibility determination documentation, and tracking and monitoring systems. Art performs program marketing, applicant outreach, applicant intake, applicant eligibility reviews, participates in applicant funding approval reviews, performs property inspections, performs initial lead-based paint reviews, prepares rehabilitation scopes of work and corresponding bid documents, oversees contractor procurements, conducts bid reviews, coordinates contract award and prepares contract and loan/grant documents, conducts pre-construction meetings, performs construction progress inspections, processes contractor payments, provides oversight to the project closeout process, and coordinates payment reimbursements and accomplishment reporting.

Programs: CDBG

Client: Viviana Esparza, Director of Community Development, City of Commerce  
2535 Commerce Way, Commerce, CA 90040  
vesparza@ci.commerce.ca.us | (323) 722-4805

##### City of Carson - CDBG Housing Rehabilitation Program

###### Lead Consultant | June 2014 - Current

Art provides program construction management and inspection services to the City of Carson for the implementation of its CDBG funded housing rehabilitation program. Art provides support to staff on eligibility determination documentation, and tracking and construction systems. Art performs provides support to staff on an as needed basis in program marketing, applicant outreach, applicant intake, applicant eligibility reviews, and coordinating with lead staff on the preparation and signing of loan/grant documents. Art performs property inspections, performs initial lead-based paint reviews, prepares rehabilitation scopes of work and corresponding bid documents, oversees contractor procurements, conducts bid reviews, coordinates contract award, conducts pre-construction meetings, performs construction progress inspections, processes contractor payments, provides oversight to the project closeout process, and coordinates payment reimbursements and accomplishment reporting.

Programs: CDBG

Client: Saied Naaseh, Community Development Director, City of Carson  
701 East Carson Street, Carson, CA 90745  
SNaaseh@carsonca.gov (310) 952-1770





## **ART GOMEZ**

Senior Associate

### **PROJECT SPECIFIC EXPERIENCE**

#### **City of Downey – CDBG-CV Program Implementation**

##### **Case Manager / Senior Associate | 2020 – 2023**

Art was the case manager on the implementation of the City's CARES Act federally funded Rental Assistance Program and Business Assistance Program. Art was responsible for responding to calls from residents and business owners and providing information on the requirements of the program. He was responsible for ensuring that all applications submitted were reviewed for eligibility and logged to ensure timely responses. Art oversaw a team of project assistants responsible for setting up digital file management systems during the pandemic to ensure all program records were maintained and accessible to MDG staff as well as City staff. Art was responsible for preparing and submitting monthly status reports to the Housing Manager. All of the work performed under this program were completed remotely during the rise of the COVID pandemic, requiring extensive coordination with all the members who were involved with the implementation of the program.

Programs: CDBG-CV

Client: Jessica Flores, Economic Dev. and Housing Manager, City of Downey  
11111 Brookshire Avenue, Downey, CA 90241  
jflores@downeyca.org | (601) 326-1168

#### **City of Temecula, CDBG and CDBG-CV Program Administration**

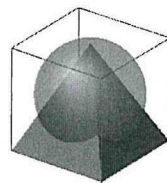
##### **Case Manager / Senior Associate | November 2020 – December 2022**

Art acted as the MDG Program Team Lead for the City of Temecula's CDBG-CV Program. Art evaluated the housing and business retention impacts of COVID-19 and assisted the City, in addition to two other cities, to design, implement, and monitor CDBG-CV funded housing and business assistance programs. Art performed program oversight of over \$5M in CDBG-CV resources during the time period of the pandemic. Art was responsible for tracking and monitoring systems supporting rental assistance, business assistance, and microenterprise assistance programs. He assisted in program implementation, inclusive of marketing, intake, verification of no duplication of benefits, non-debarment, programmatic verification, program reporting, and programmatic monitoring.

Programs: CDBG | CDBG-CV | U.S. Treasury SLRF

Client: Luke Watson, Deputy City Manager, City of Temecula  
41000 Main Street, Temecula, CA 92590  
Luke.Watson@temeculaca.gov | (951) 694-6400

## APPENDICES – REQUIRED DOCUMENTS



**MDG**  
Associates, Inc.

## APPENDIX "A"

ADDENDUM NO. 1

RFP NO. 23-015

### RESIDENTIAL AND COMMERCIAL INSPECTION SERVICES

April 24, 2023

TO ALL BIDDERS:

The following addendum provides the following information to be incorporated into the bid document per this Addendum.

- 
1. Respond to Q&A
- 

Please sign below and attach this "Acknowledgment of Receipt" of Addendum 1 proposal to submittal documents. Failure to acknowledge this Addendum may result in your submittal being deemed non-responsive.

Sincerely,



Josilla Togiola  
Purchasing Manager  
April 24, 2023

#### ADDENDUM ACKNOWLEDGEMENT:

Proposer Firm Name: MDG Associates, Inc.

Authorized Signature:  Date: 4/24/2023

# RESIDENTIAL AND COMMERCIAL INSPECTION SERVICE...

## Addenda

✓ Apr 24, 2023 1 Q and A Set 1

Q and A Set 1 has been released for this project.

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## Email History

Apr 24, 2023

Notice of Bid Update for RESIDENTIAL AND COMMERCIAL INSPECTION SERVICES (RFP 23-015)

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# RESIDENTIAL AND COMMERCIAL INSPECTION SERVICE...

*Q&A Deadline April 20, 2023 2:00 PM (PDT)*

**Set 1** Released via Addendum 1 04/24/2023 12:46 PM (PDT) – 2 questions

**1.1** 2. RPF states 1-2 inspectors, is this full time, as needed, etc...

**Answer**

Yes, this would require inspections of Commercial and Residential projects, and yes, this is project based.

---

**1.2** 1. RPF states 40-50 projects a year. Is the city expecting the firm to only inspect those projects? Is this project based? Please clarify.

**Answer**

The inspectors would be as needed based on volume.

---

## APPENDIX "B"

### FEDERAL LOBBYIST REQUIREMENTS CERTIFICATION

Name of Firm: MDG Associates, Inc. Date: May 2, 2023  
Address: 10722 Arrow Route, Suite 822, Rancho Cucamonga  
State: CA Zip Code: 91730 Phone No.: (909) 476-9696

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;

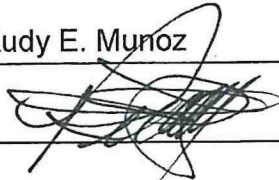
2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and:

3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: Rudy E. Munoz Title: President

Signature:  Date: 05/02/2023

## APPENDIX "C"

### CITY OF CARSON AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION

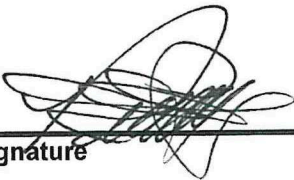
I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.

	05/02/2023
Signature	Date
Rudy E. Munoz	President
Printed Name	Title

## APPENDIX "D"

### CERTIFICATE OF COMPLIANCE WITH LABOR CODE SECTION 3700

Name of Firm: MDG Associates, Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

Consultant is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with provisions of that code, and will comply with such provisions before commencing the performance of the work under any contract awarded in response to Consultant's proposal.

**CONSULTANT**

By:  \_\_\_\_\_

Title: President

Date: 05/02/2023



## APPENDIX "E"

### DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: MDG Associates, Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and not does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this RFP/IFB.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

**CONSULTANT**

By:  \_\_\_\_\_

Title: President

Date: 05/02/2023

## APPENDIX "F"

### CLIENT REFERENCE LIST

In order to more fully evaluate your background and experience for the project herein proposed, it is requested that you submit a list of references and/or similar projects completed or in progress within the last 24 months or as noted in the requirements of the RFP or IFB. Your cooperation in this matter is greatly appreciated.

Company Name: MDG Associates, Inc,

Number of years as a contractor in the work of this type: 32 Years

Three projects/clients references for this type of work:

Client Name City of Hawthorne

Address 4455 W 126th St., Hawthorne, CA 90250

Contact Name Kimberly Mack Contact Email kmack@cityofhawthorne.org

Contact Phone Number (909) 310-349-1603

Project Description CDBG/HOME/CV Programs Admin., Housing and Commercial Rehab. Development of Con Plans, AP, CAPERs and AI.

Project Start Date 2002-2010 & 2014 to Present Project End Date \_\_\_\_\_

Project Amount: \$425,000.00

Client Name City of Fontana

Address 8353 Sierra Ave., Fontana, CA 92335

Contact Name Valerie Gonzales Contact Email vgonzales@fontana.org

Contact Phone Number (909) 350-6625

Project Description CDBG/HOME/ESG/CV Program Admin, Housing Inspections, Labor Compliance. Development of Con Plans, AP, AI.

Project Start Date 2009 to Present Project End Date \_\_\_\_\_

Project Amount: \$180,000.00

Client Name City of Palmdale

Address 38250 Sierra Highway, Palmdale, CA 93550

Contact Name Mike Miller Contact Email MikeM@cityofpalmdale.org

Contact Phone Number (661) 267-5126

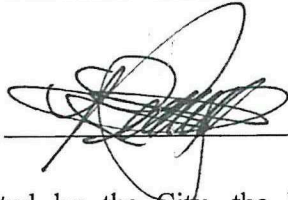
Project Description CDBG/HOME/NSP/CV/ARP Programs Administration, Housing Inspections and development of Con Plans, AP, AI and HOME ARP AP.

Project Start Date 2000 to Present

Project End Date \_\_\_\_\_

Project Amount: \$176,000.00

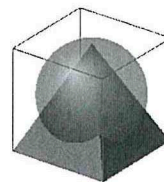
Bidder's Signature \_\_\_\_\_



NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.



## APPENDICES – REQUIRED DOCUMENTS



**MDG**  
Associates, Inc.

## APPENDIX "A"

ADDENDUM NO. 1

RFP NO. 23-015

### RESIDENTIAL AND COMMERCIAL INSPECTION SERVICES

April 24, 2023

TO ALL BIDDERS:

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- 
1. Respond to Q&A
- 

Please sign below and attach this "Acknowledgment of Receipt" of Addendum 1 proposal to submittal documents. Failure to acknowledge this Addendum may result in your submittal being deemed non-responsive.

Sincerely,



Josilla Togiola  
Purchasing Manager  
April 24, 2023

#### ADDENDUM ACKNOWLEDGEMENT:

Proposer Firm Name: MDG Associates, Inc.

Authorized Signature:  Date: 4/24/2023



# RESIDENTIAL AND COMMERCIAL INSPECTION SERVICE...

## Addenda

✓ Apr 24, 2023 1 Q and A Set 1

Q and A Set 1 has been released for this project.

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## Email History

Apr 24, 2023

Notice of Bid Update for RESIDENTIAL AND COMMERCIAL INSPECTION SERVICES (RFP 23-015)

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# RESIDENTIAL AND COMMERCIAL INSPECTION SERVICE...

*Q&A Deadline April 20, 2023 2:00 PM (PDT)*

**Set 1** Released via Addendum 1 04/24/2023 12:46 PM (PDT) – 2 questions

**1.1** 2. RPF states 1-2 inspectors, is this full time, as needed, etc...

**Answer**

Yes, this would require inspections of Commercial and Residential projects, and yes, this is project based.

---

**1.2** 1. RPF states 40-50 projects a year. Is the city expecting the firm to only inspect those projects? Is this project based? Please clarify.

**Answer**

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---

## APPENDIX "B"

### FEDERAL LOBBYIST REQUIREMENTS CERTIFICATION

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Address: 10722 Arrow Route, Suite 822, Rancho Cucamonga

State: CA Zip Code: 91730 Phone No.: (909) 476-9696

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

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2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and:

3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

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Authorized Official:

Name: Rudy E. Munoz Title: President

Signature:  Date: 05/02/2023



## APPENDIX "A"

ADDENDUM NO. 1

RFP NO. 23-015

### RESIDENTIAL AND COMMERCIAL INSPECTION SERVICES

April 24, 2023

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Sincerely,



Josilla Togiola  
Purchasing Manager  
April 24, 2023

#### ADDENDUM ACKNOWLEDGEMENT:

Proposer Firm Name: MDG Associates, Inc.

Authorized Signature:  Date: 4/24/2023

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*Q&A Deadline April 20, 2023 2:00 PM (PDT)*

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---

## APPENDIX "C"

### CITY OF CARSON AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION

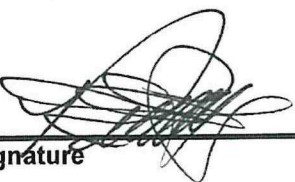
I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.

	05/02/2023
_____ Signature	_____ Date
Rudy E. Munoz	President
_____ Printed Name	_____ Title



## APPENDIX "E"

### DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: MDG Associates, Inc.

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Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

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**CONSULTANT**

By: 

Title: President

Date: 05/02/2023

Contact Phone Number (661) 267-5126

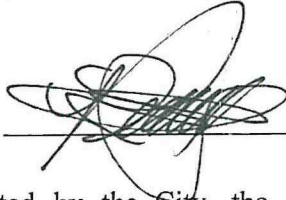
Project Description CDBG/HOME/NSP/CV/ARP Programs Administration, Housing Inspections and development of Con Plans, AP, AI and HOME ARP AP.

Project Start Date 2000 to Present

Project End Date \_\_\_\_\_

Project Amount: \$176,000.00

Bidder's Signature \_\_\_\_\_



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