

# *Request for Proposals*

## **PERSONNEL RULES REVIEW AND REVISION SERVICES**



### **Contact Information:**

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### **Due Date:**

On or before 4:00 p.m. on Thursday, October 17, 2019

### **Deliver to:**

City Clerk's Office  
7100 Garfield Avenue  
Bell Gardens, CA 90201

**REQUEST FOR PROPOSAL  
TO PROVIDE PERSONNEL RULES REVIEW AND REVISION  
SERVICES**

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**I. PURPOSE OF REQUEST FOR PROPOSAL**

The City of Bell Gardens hereby issues a Request for Proposal (RFP) for Human Resources consulting services to review, revise and make recommendations regarding City of Bell Gardens' personnel rules.

**II. BACKGROUND INFORMATION**

Since its incorporation on August 1, 1961, the City of Bell Gardens, located in the southeastern part of Los Angeles County and bordered by the City of Commerce, Downey, South Gate, and Bell, has grown from a population of approximately 4,000 to nearly 45,000. The City provides a high level of municipal services under the City Council/City Manager form of government. City departments include Recreation and Community Services, Public Works, Finance and Administrative Services, Community Development, Police, City Clerk, and the City Manager's Office.

The City's personnel rules were last updated in 1991. A copy of the City's personnel rules can be made available upon request.

**III. OBJECTIVE AND SCOPE**

The City of Bell Gardens wishes to retain a consultant to perform a review and revision of personnel rules to ensure consistency among policies and conformation with state and federal laws.

The scope would include making recommendations and developing new policies, if necessary.

**IV. TERM**

If the selected firm performs satisfactorily, it is anticipated that the same firm will have an on-going relationship to perform similar services on an as-needed basis.

***INSURANCE***

The CONSULTANT shall at all times obtain and solely at CONSULTANT's cost and expense maintain insurance to protect the CONSULTANT from claims under worker's compensation acts; claims due to bodily or personal injury or death of any employee or any other person; claims due to injury or destruction of property; and claims arising

out of negligent and/or intentional acts, errors, or omissions of the CONSULTANT and each and every of the CONSULTANT's officials, officers, employees, independent contractors, contractees, subconsultants, representatives, and agents, as well as the employees and agents of the CITY. The insurance shall provide a minimum of One Million Dollars (\$1,000,000.00) coverage per occurrence and a minimum of Two Million Dollars (\$2,000,000.00) general aggregate. CONSULTANT's professional liability insurance shall provide a minimum of One Million Dollars (\$1,000,000.00) each claim and annual aggregate. The CONSULTANT shall provide to the CITY proof of such coverage at the time of execution of this Agreement and forthwith at all other times upon demand by the CITY. Failure to do so shall constitute a material breach of this Agreement.

## **V. PROPOSAL QUALIFICATION REQUIREMENTS**

Interested parties should include the following information in their proposal:

### **a. Profile of the Proposer**

The profile of the proposer should provide general background information. This should include:

- i. The organization and size of the proposer, whether it is local, regional, national or international in operations.
- ii. The location of the office from which the work is to be done and the number of professional staff, by staff level, employed at the office.

### **b. Proposer's Qualifications**

- i. Identify the staff who will work on the policy revision.
- ii. Describe recent experience similar to the type of policy review requested.
- iii. Describe prior experience with governmental entities, specifically special service districts providing fire protection and emergency medical services, including, if possible, client names and work descriptions.

### **c. Proposer's Approach**

- i. Submit a general work plan to accomplish the scope defined in

these guidelines.

- ii. Proposer will work with staff to review and revise policies.
- iii. Provide frequent progress/status report.

d. Time Requirements

Proposer will provide a proposed project schedule.

e. Fees

- i. Supply the billing rates, estimated number of billable hours, other billable expenses and a “not-to-exceed” fee for the policy revision.
- ii. Description of the proposer’s billing practice and payment terms.

f. Non-discrimination Clause

Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

## **VI. EVALUATION OF PROPOSALS**

The following criteria will be considered when making an evaluation of the proposals:

a. Technical Factors

- i. Responsiveness of the proposal in clearly stating an understanding of the services to be performed.
  - 1. Appropriateness and adequacy of proposed procedures.
  - 2. Reasonableness of time estimates and total hours.
  - 3. Approach to delivery of services.
- ii. Qualifications and relevant experience of firm.
- iii. Other factors that may be determined by the City of Bell Gardens to be necessary or appropriate in its discretion.

b. Cost

c. Right to Reject

The City of Bell Gardens reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the policy revision.

Any agreement entered into by the City of Bell Gardens and bidders is on a non- exclusive basis.

d. Interpretations

The City of Bell Gardens will be the sole and exclusive judge of quality and compliance with proposal specifications. The City of Bell Gardens reserves the right to award this contract in any manner it deems to be in the best interest of the City of Bell Gardens and make the selection based on its sole discretion.

The City of Bell Gardens will retain ownership of the final product.

**VII. SUBMISSION OF PROPOSALS**

Interested individuals and/or firms are invited to submit three (3) copies of their responses by **4:00 PM, Thursday, October 17, 2019**. Proposals should be submitted to:

**City Clerk's Office  
7100 Garfield Avenue  
Bell Gardens, CA 90201**

**Submissions will not be accepted after the deadline.**

All materials submitted in accordance with this RFP become the property of the City and will not be returned. If you have any questions regarding this RFP, please contact Nicholas Razo at 562-806-7718.

**VIII. COSTS INCURRED BY PROPOSER**

Costs for developing a response to the request for proposal, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City of Bell Gardens.