

**REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION  
MANAGEMENT SERVICES  
For Sierra Madre Library Remodel and Addition**

REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL CONSTRUCTION MANAGEMENT  
FOR THE SIERRA MADRE LIBRARY REDESIGN AND IMPROVEMENTS

**PROJECT BACKGROUND**

The City of Sierra Madre is seeking proposals of qualifications from firms to provide construction management for the Library Redesign and Improvements Project.

Requested services include leading the bid process, construction management and oversight, and working closely with the city and architect in coordination of the project. The City is looking for a trusted-advisor with ongoing relationships with the design team, City staff, and local stakeholders to maximize the City's capability to deliver a successful project. The selected firm will work with designated City representatives and project architect and their team.

It is expected that the construction management firm shall demonstrate an effective history and demonstrated ability in public outreach for such projects.

**PROJECT DESCRIPTION**

The 8,364-square foot Library was built in 1954 to provide library services to the community. The Library's is built in a Mid-Century Modern Design Style and is a precious resource to the community of Sierra Madre.

The remodel and improvement include the 8,364 square feet to the existing building with an expansion of approximately 5,808 square feet, which will improve the delivery of service to the community for years to come. The project also includes associated site work on the approximately 1.2-acre site. Total funding assigned to this project, including construction management, all construction, plan check fees, other fees, and special inspections, is estimated at around \$9,500,000.

**FUNDING**

The City of Sierra Madre is using local donations and grant funds as the primary sources for the project.

**PROJECT SCHEDULE**

The following is the preliminary project schedule:

<u>Consultant Selection Schedule</u>	
December 11, 2023	RFQ issued
January 4, 2024	Questions Due
January 11, 2024	Qualification Proposals due
January 23, 2024	Selected firm recommended to City Council

The City reserves the right to modify the above schedules to accommodate changing conditions and needs of the City of Sierra Madre.

#### RFQ SUBMITTAL REQUIREMENTS

All individuals and companies responding to this Request for Qualifications shall provide a total of five original copies of their submittal to be physically received in City Hall of the City of Sierra Madre **no later than 3:00 p.m. on Thursday, January 11, 2024**, at the following address:

City Hall  
City of Sierra Madre  
Care of: Arnulfo Yanez, Director of Public Works  
232 West Sierra Madre Blvd  
Sierra Madre, CA 91204

Postmarks are not accepted. RFQ submittals shall include the following:

1. Letter of Interest, including a brief statement indicating the firm's philosophy regarding Construction Management, client relationships, and program implementation. The firm should be specific as to how it intends to thoughtfully address the expectations of the City.
2. Statement of the total not-to-exceed fee that will be charged for all activities.
3. Statement of the fixed percentage that will be applied on all reimbursable costs during the construction and post-construction phases.
4. Summary of recent Construction Management projects completed within the last ten years with project values for direct work around \$10,000,000. Additional consideration will be given to experience with library facilities, and other municipal and institutional projects.
5. Description of how the firm has interfaced with the local community in past projects and how the firm plans to address the community of Sierra Madre during the construction of this library project.
6. Statement of individuals' and company's qualifications including, but not limited to, the following information:
  - a. Business organization type (whether the company/firm operates as a partnership, corporation, or sole proprietorship) and the name and title of the individual(s) authorized to negotiate contract terms and enter into legally binding commitments.
  - b. Description and organizational structure of the project team and company.
  - c. Identify a valid California Contractor B license number under which the firm operates.
  - d. Detailed resumes of key personnel, including complete updated references.

- e. Identification of past library projects.
- 7. Provide a list of all names and titles of proposed team members expected to be involved throughout the life of the project. Provide an organizational chart of the proposed project staffing. The City must approve any proposed consultants.
- 8. Any other information, reports, exhibits, recommendations, photographs, copies of past and current management contracts, and other materials that will assist the City's Selection Committee to evaluate this submittal.
- 9. Detailed description of the approach to be used to capture the City's vision and translate into the final construction project.
- 10. Detailed description of the approach that will be used to work and coordinate with the design team during bidding, construction, and project closeout.
- 11. Demonstration of construction management experience with each item in the Description of Services section.
- 12. Identify if within the last ten years as a Construction Manager or General Contractor the firm failed to complete a project or was terminated or replaced by another firm during the construction of any project(s) for any reason. If so, explain.
- 13. List litigation history from the past five years.
- 14. Submit all other items that are required to be submitted elsewhere in this RFQ and in particular items listed in the SELECTION CRITERIA section of this RFQ
- 15. Include any requested exceptions or revisions to the sample Professional Service Agreement.

#### MISCELLANEOUS REQUIREMENTS

##### The Construction Manager's Proposal shall include the following:

- 1. A resource allocation matrix must be submitted with the Proposal. The resource allocation matrix must list duties associated with the appropriate individual (job title only).
- 2. A statement that the Construction Manager will document and provide the results of the work to the satisfaction of the City.
- 3. A statement that the Construction Manager will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- 4. A statement that all federal laws and regulations shall be adhered to notwithstanding any state or local laws and regulations.
- 5. The Construction Manager's relationship to the City in the performance of the Construction Manager's services for this project is that of an independent Consultant. The Consultant's personnel performing said

services shall at all times be under the Construction Manager's exclusive direction and control, and shall be employees of the Construction Manager and not employees of the City. The Construction Manager shall pay all prevailing wages, salaries and other amounts due his employees in connection with the performance of said work and shall be responsible for all employee reports and obligations, including but not necessarily restricted to, social security, income tax withholding, unemployment compensation, and Workers' Compensation.

### DESIRED PROJECT OUTCOMES

1. Fully completed project within the established timeframe, with approved and appropriated monies.
2. Ability to timely manage and process changes in project deliverables and priorities as directed or mandated by the various approving authorities.
3. Provide for appropriate separation of construction and non-construction adjacent properties including sound mitigation as required.
4. Interface with the public during construction as representatives of goals of the project to serve the community.
5. Consistent and reliable communications as related to project scheduling and conflict management, and customer service to the community-at-large.
6. Deliver this project within budget and on time.

### DESCRIPTION OF SERVICES REQUIRED BY THE CONSTRUCTION MANAGER

The selected construction management firm will be required to provide all services necessary to deliver the project through construction including, but not limited to value engineering recommendations as required; oversight, administration and coordination of project bidding; construction contract administration; construction oversight, administration, coordination and observation; collection of certified payroll and delivery to the City for labor compliance; arrangement, coordination, and supervision of City-paid material testing services; arrangement, coordination, and supervision of City- paid construction surveys; arrangement, coordination, and supervision of City-paid special inspections; and project close out services.

The following basic services shall be performed by the Construction Manager:

### BIDDING PHASE

1. The Construction Manager shall review the Project Construction Plans and shall recommend alternative solutions whenever details affect construction feasibility or schedules, without, however, assuming any of the Architect's responsibilities for design of the Project. The Construction Manager shall implement and maintain cost management procedures and provide conceptual value engineering as needed.
2. The Construction Manager shall verify that the City's standard contract front-end documents are

included in the Contract. The City will assist the Construction Manager by providing the format and front-end documents.

3. The Construction Manager will make sure the following requirements are included in Contract Documents: Requirements for equal employment opportunity programs, if applicable:
  - a. Faithful Performance bonds at 100% of the total contract amount
  - b. Labor and material bonds at 100% of the total contract amount
  - c. Bid bonds at 10% of the total contract amount
  - d. Notice Inviting Bids
  - e. Non-Collusion Affidavit
  - f. Bidders Proposal
  - g. Bid Schedule
  - h. Agreement
  - i. List of References
4. The Construction Manager shall not be a bidder on the Project or any Project Component. However, the Construction Manager shall:
  - a. Develop bidders' interest in the project
  - b. Assist in the pre-qualification of bidders, if required, by coordinating and participating on an evaluation committee
  - c. Review and check the references and experience of the bidders
  - d. Share information in its possession with the City and the evaluation committee
  - e. Establish bidding schedules
  - f. Issue bidding documents to bidders
  - g. Conduct pre-bid conferences to familiarize and pre-qualify potential bidders with the bidding documents, management techniques and any special systems, materials or methods
  - h. In conjunction with the City and the Architect, receive, review and respond to questions from bidders
  - i. Issue any addenda to any bidding documents. The City and the Architect will assist the Contract Manager by providing the format of the document
  - j. Conduct one or more pre-bid job-site inspections

5. The Construction Manager shall ensure that the Contract Documents stipulate that any surety issuing any bond(s) in connection with the Project to be an “admitted surety insurer” as defined in Code of Civil Procedure Section 995.120 and said surety to meet the City’s minimum rating standard. The Construction Manager shall ensure that the Contract Documents require each bidder to include within its bid a copy of the information required pursuant to Code of Civil Procedure 995.311 for verification of the status of the bidder’s surety or sureties.
6. The Construction Manager shall ensure that the Contract Documents require the Contractor to develop and fully implement safety program(s), as required by law, including, but not limited to, CAL-OSHA requirements.
7. The Construction Manager shall prepare the Contract. The City will provide the construction manager the front-end documents and review the Contract for conformance to City standards.
8. The Construction Manager shall comply with procedural requirements for competitive bidding of the Contract Documents as required by applicable Public Contract Code. The Construction Manager shall assist in receiving bids, and shall make recommendations to the City for award of construction contract(s) for the Project. Such assistance shall include:
  - a. The Construction Manager shall arrange with the City the bid opening date, time and location at a City facility
  - b. Attend the bid opening
  - c. Review of bids for actual or potential inconsistencies or other problems
  - d. Review of bids to confirm that all scope of the project is covered.
  - e. Identify non-responsive bidders and identify potentially non- responsible bidders
  - f. Prepare bid summaries
  - g. Recommend to the City appropriate contract awards
  - h. Supply any required documentation to the City for any bid protest if necessary and provide any written report required by the City to address the issue
  - i. Attend the City Council meeting for the award of bids
  - j. Prepare the Notice of Award to the Contractor the day after the City Council awards the project with two originals of the contract agreements.
  - k. Edit the agreements to include the contractor’s name, bid amount, state contractor’s license, and other necessary information
  - l. Include all required bond documents
  - m. List all classification or types of workman anticipated
9. The Construction Manager shall coordinate and conduct a preconstruction conference with the potential

bidder and shall coordinate any required pre-construction meetings. The Construction Manager will coordinate the time and date of any required pre-construction meeting and insert information into the specifications. The City will provide the meeting location only.

## CONSTRUCTION PHASE

1. The Construction Manager, in conjunction with the Architect/City, shall administer the Contract, as set forth below and in the General Conditions included as a part of the Contract. The Construction Manager shall provide administrative, management and related services necessary to coordinate the work of the contractor with the activities and responsibilities of the Construction Manager, the City and the Architect, and to facilitate the completion of the Project in accordance with the City's objectives. The Construction Manager shall provide sufficient organization, personnel and management to carry out the requirements listed in this RFQ.
2. After receipt of completed Contract documents from the Contractor, the Construction Manager shall perform the following:
  - a. Verify five copies of the agreement are included
  - b. All blanks are filled in
  - c. If corporation, or LLC, verify entity is in good standing with Secretary of State
  - d. Verify bonds are provided by have admitted surety insurer seal
  - e. Verify corporate and surety acknowledgements are attached
  - f. Verify certificates of insurance requirements
3. After review of the Contract documents for completeness, the Construction Manager shall forward the completed contracts to the City for review and approval. After approval, the Construction Manager shall prepare the purchase requisitions and submit to the City for approval and processing.
4. The Construction Manager shall post in a prominent place at the site of the Project ("Job Site") a list of the prevailing wages in the area for the work to be performed on the Project, as required pursuant to the Labor Code Section 1770 et seq. unless the Contractor completes this.
5. The Construction Manager shall verify that the Contract has a valid City Business License.
6. The Construction Manager shall obtain certificates of insurance, performance bonds and payment bonds from the Contractor as are required pursuant to the Contract and shall forward originals of such documents to the City Clerk-Treasurer's Office. As applicable, the Construction Manager shall forward to the City Clerk-Treasurer's Office all original Preliminary Notices, Stop Notices and renewals of insurance certificates that it receives. After the contract document is received, the Construction Manager shall:
  - a. Verify the contractor's license number is valid



- b. Verify no action taken against license
  - c. Verify license is issued to the individual or corporation listed in the bid documents
7. The Construction Manager shall obtain from the Contractor, and review for general conformance and quantity, all required shop drawings, product data, samples and other submittals ("Submittals"). The Construction Manager shall ensure that the Submittals are consistent with the Contract and information contained in related documents, and shall transmit the Submittals to the Architect for review and approval. In collaboration with the Architect, the Construction Manager shall establish and implement procedures for expediting the processing and approval of Submittals.
8. The Construction Manager shall:
- a. Require that the Contractor provide written certification that required safety program(s) are in place and effective prior to initiating work on the Project; and obtain a written copy of their safety programs for the file.
  - b. Require that the Contractor confirm, in writing, as a condition of submitting its monthly payment request(s), that it has continuously administered and enforced its published safety program throughout the preceding month, including monthly safety meetings.
9. The Construction Manager shall schedule and conduct pre-construction meeting.
- a. The Construction Manager shall provide all invitations to the pre-construction meeting.
  - b. The Construction Manager will provide the agenda for the pre-construction meeting and provide a copy to the City for review.
  - c. The Construction Manager shall provide a typed copy of pre-construction meeting minutes and distribute a copy to all attendees within one week of the meeting.
10. The Construction Manager shall schedule weekly construction meetings, and progress meetings to discuss matters relevant to the construction of the Project, such as procedures, progress problems and scheduling. The Construction Manager shall prepare and promptly distribute official minutes of such meetings no later than four days after the meeting time.
11. The Construction Manager shall endeavor to obtain satisfactory performance from the Contractor. The Construction Manager shall recommend courses of action to the City when requirements of the Contract is not being fulfilled and the non-performing party will not take satisfactory corrective action required by the Construction Manager or the City.
12. The Construction Manager shall post approved changes to the Project Construction Plans as they occur; pursuant to Change Orders, Request for Information or other means that modify or alter the contract plans prepared by the Architect, and shall develop cash-flow reports and forecasts as needed.
13. The Construction Manager shall, subject to City approval, develop a standardized system for processing, tracking and timely submittal to the City of all Change Orders. The Construction Manager shall:
- a. Recommend necessary or desirable changes in the Project to the Architect and the City

- b. Review requests for Change Orders
  - c. Negotiate proposals by any Contractor for a Change Order
  - d. Submit recommendations to the Architect and the City
14. The Construction Manager, in conjunction with the Architect, shall promptly, upon receipt, review and approve all invoices submitted by any Contractor. Within seven days of submittal by a Contractor, the Construction Manager shall send approved invoices to the City for payment and shall notify the City of any questionable invoices or portions thereof. The City may request that the Construction Manager direct the Contractor to provide additional information or documentation to verify and approve the payment request. Upon receipt of any City request for additional information or documentation, the Construction Manager shall promptly notify the Contractor so that the Contractor can provide such information or documentation to the Construction Manager, which shall then forward such information to the City. The Construction Manager shall serve as the conduit for any request by the City to obtain certified payroll information from Contractors as authorized pursuant to Section 1776 of the Labor Code or other provisions of law.
15. The Construction Manager shall regularly monitor and report on the status of the Project Construction Budget on a monthly basis, indicating estimated costs for completed activities and work in progress, and indicating estimates for uncompleted work. The Construction Manager shall identify variances between actual and budgeted or estimated costs, and shall advise the City and the Architect whenever it appears that the Actual Construction Cost has exceeded, or will exceed, the Project Construction Budget for the entire Project or any Project Component.
16. The Construction Manager shall maintain cost accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, or other work requiring accounting records.
17. The Construction Manager shall assist the City in selecting and retaining the professional services of surveyors, special consultants and testing laboratories, and shall coordinate their services. The Construction Manager shall coordinate all testing required by the Architect or other parties with authority over the Project.
18. The Construction Manager shall:
- a. Observe the materials and equipment being incorporated into the work
  - b. Assist the Architect in determining whether the work of the Contractor is performed in accordance with the requirements of the Contract. The Construction Manager shall make recommendations to the Architect regarding special inspection or testing of work that may not be constructed in accordance with the Contract, regardless of whether such work is at that time fabricated, installed or completed. The Construction Manager shall immediately inform the Architect, the City and the Inspector of Record of any work that Construction Manager believes may not conform to the requirements of the Contract. The Construction Manager shall, in conjunction with the Architect, review the Contractor's recommendations for corrective action with respect to such non- conforming work.
19. The Construction Manager shall not be responsible for the construction means, methods, techniques,

sequences or procedures employed by the Contractor in the performance of its contract with the City. The Construction Manager also shall not be responsible for the failure of any Contractor to carry out its work in accordance with the Contract. The Construction Manager shall strictly enforce the provisions of the Contract and shall employ its best efforts in an attempt to ensure satisfactory and timely performance by the Contractor.

20. The Construction Manager shall consult with the Architect and the City if any Contractor requests interpretations of the meaning and intent of the Contract, and shall assist in the resolution of questions that may arise. The Construction Manager shall not be responsible for errors and omissions in the contract documents.
21. The Construction Manager shall record the progress of the Project, and shall, on a monthly basis, submit written progress reports to the City and the Architect ("Monthly Progress Report"). The Monthly Progress Report shall include information regarding the Project as a whole and regarding each Project Component or Contractor. The Monthly Progress Report shall indicate percentages of completion and the type, number and amount of each proposed and/or executed Change Orders, along with the affect, as of the date of the report, of such Change Orders on the Project Construction Budget for the Project and/or Project Components. The Construction Manager shall maintain a daily log containing a record of weather conditions, each Contractor on the job, work performed on the site, number of workers, problems encountered and other relevant data as is typically recorded or as the City may require ("Daily Log"). The Construction Manager shall make the Daily Log available to the City and the Architect at all reasonable times.
22. The Construction Manager shall maintain a record copy at the job site of the following:
  - a. Current Contracts, along with related addenda, Change orders and other modifications, all in good order and marked to record all changes made during construction
  - b. Shop drawings
  - c. Product data
  - d. Submittals
  - e. Materials and other samples
  - f. Materials invoices and inventories
  - g. Equipment invoices and inventories
  - h. Other purchase invoices and inventories
  - i. Applicable handbooks
  - j. Maintenance and operating manuals and instructions
  - k. Contractor's daily reports
  - l. Correspondence and other related documents and revisions that arise out of the Contract or construction work on the Project

- m. Certified payroll records of all trades on the project
  - n. Accident reports
  - o. Surveys by Professional Engineer
23. If the City elects to occupy the Project or any portion of the Project prior to recording of a Certificate of Completion, the Architect will apply to the Community Development Department's Building Division for a Temporary Certificate of Occupancy after approval of all life safety issues. The Construction Manager shall, upon such issuance, evaluate the completion of the work of the Contractors and make recommendations to the Architect when work is ready for final inspection. The Construction Manager shall assist the Architect and City in conducting the final inspection(s), and shall secure and transmit to the Architect, for approval and transmittal to the City, required guarantees, affidavits, releases, bonds and waivers. The Construction Manager shall also deliver all keys, manuals, record drawings and maintenance stocks to the City. The Construction Manager must also complete the following tasks:
- a. Resolve and final out all Prime Contractor and consultant claims, invoices and purchase orders
  - b. Obtain affidavit of payment from the Contractor
  - c. Obtain Unconditional Waiver and Release upon Progress Payment from each Prime Contractor
  - d. Conditional waiver and Release upon Final Payment
  - e. Obtain lien waivers from sub suppliers
  - f. Process lien bonds if required

#### SELECTION CRITERIA

Evaluation of firms' proposals and selection of firms for interview will be based upon the following criteria:

1. Experience in Construction Management and directly related experience with new and renovation construction of institutional and governmental facilities. Additional consideration will be given to firms that have prior experience with library buildings.
2. Experience with construction and value engineering in relation to institutional projects.
3. Resources and technical capabilities. Emphasis will be placed on the on-site Construction Managers assigned to the project.
4. Ability of firm to manage and achieve construction schedules with a proven track record that demonstrates the ability to meet construction schedules established by the owner.
5. Ability of firm to meet budget projections with a record of producing budgets that is realistic and

accurate considering changing economic conditions.

6. The proposer must have substantial past and current ongoing experience in construction management.
7. Proposers shall have completed a minimum of ten continuous years of conducting business under the same license number.
8. Proposer must have a minimum of ten continuous years of experience in delivering projects under contract delivering projects as a Construction Manager. A minimum of five most relevant example projects contracted as a General Contractor and a minimum of five most relevant example projects contracted as a Construction Manager must be submitted with this RFQ.
9. Proposer must have a safety "Experience Modification Rate" not exceeding point 60 (.60) within the last year.
10. Proposer must have a minimum available bonding capacity of \$2,000,000.
11. Proposer must have minimum liability insurance limits of \$2,000,000 per occurrence, \$2,000,000 aggregate and \$25,000,000 dollar umbrella coverage.
12. Proposer must have a bank rating of low seven figures.
13. The Proposer's current financials must have a minimum ratio of 1.25
14. The Proposer has NOT filed a lawsuit against any public municipality within the last five years.

#### EVALUATION CRITERIA, GENERAL DESCRIPTIONS AND SCORING SCHEDULE:

Firm Experience	20 points
Project Organization and Personnel Experience	20 Points
Project Approach and Qualifications	20 points
Value of Fee % and Cost of Service	15 points
<u>Direct Experience with CM Construction</u>	<u>20 points</u>
Total Possible Points	100 points

#### REVIEW OF RFQ SUBMITTALS

The City wishes to emphasize that this RFQ is intended to be a solicitation for a detailed professional services proposal and to that extent upon receipt staff will participate and coordinate the evaluation and ranking of the submittals received.

The City shall enter into negotiations with the individual and/or company ranked No. 1 by the City and its Selection Committee as a result of this RFQ evaluation process. In the event the City and the selected individual and/or company cannot successfully conclude negotiations in the sole judgment of the City, the City shall formally notify this individual and/or company and cease further negotiations. The City shall thereafter, at its sole discretion, enter into negotiations with the individual and/or company ranked No. 2 and will continue this process until an agreement is reached.

Ranking criteria to be used by the City include: completeness and thoroughness of the submittal; quality and organization of the materials submitted; depth and breadth of public agency contract management experience; relevance of past and current work to this project; experience and expertise of proposed operations and management; information received through reference contacts; information gathered during site visits by City representatives, if undertaken; recommendations from past and current clients; financial resources and stability of proposing individual, firm, or company; and any other information gathered by the City that, in its sole discretion, is determined to assist the City with this evaluation and ranking process.

The City wishes to emphasize the importance of limiting contacts and inquiries regarding this project and this RFQ to the individuals authorized below. All calls should be initially referred to the City's designated current project manager.

RFQ Questions / Project Issues:

Arnulfo Yanez  
Deputy Director of Public Works  
ayanez@cityofsierramadre.com

Design Inquires:

TSK Architects  
Jonathan Richert AIA  
Jonathan.richert@tska.com

## Statement of Non-Collusion by Contractor

The undersigned who submits herewith to the City of Sierra Madre a bid or proposal does hereby certify:

- a. That all statements of fact in such bid or proposal are true;
- b. That such bid or proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
- c. That such bid or proposal is genuine and not collusive or sham;
- d. That said bidder has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Sierra Madre or of any other bidder or anyone else interested in the proposed procurement;
- e. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal;
- f. Did not in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else;
- g. Did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member agent thereof, or to any individual or group of individuals, except to the City of Sierra Madre, or to any person or persons who have a partnership or their financial interest with said bidder in his business.
- h. Did not provide, directly or indirectly to any officer or employee of the City of Sierra Madre any gratuity, entertainment, meals, or anything of value, whatsoever, which could be objectively construed as intending to invoke any form of reciprocation or favorable treatment.
- i. That no officer or principal of the undersigned firm is related to any officer or employee of the city by blood or marriage or is employed, either full or part time, by the City of Sierra Madre either currently or within the last two (2) years.
- j. That no officer or principal of the undersigned firm to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal antitrust law in connection with the bidding upon award of, or performance of, any public work contract, with any public entity, within the last three years.

I certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this certification was executed:

On \_\_\_\_\_ at \_\_\_\_\_, California

Firm \_\_\_\_\_  
(Signature)

Street Address \_\_\_\_\_  
(Print Name and Title)

City State Zip \_\_\_\_\_





