



# CITY OF WHEATLAND

## CITY COUNCIL MEETING STAFF REPORT

February 27, 2024

**SUBJECT:** Consideration to approve the Task Order with Raney Planning and Management to process the Wheatland Senior Housing-Prevailing Wage Monitoring for the First Street Senior Housing Project.

**PREPARED BY:** Bill Zenoni, City Manager

### Recommendation

Staff recommends that the Wheatland City Council consider the attached Task Order with Raney Planning and Management to conduct the necessary tasks required to monitor prevailing wages for the First Street Senior Housing Project (see Attachment 1).

This action does not include any recommendations on the project itself. The Task Order will allow the processing, monitoring, and reporting for the prevailing wage as required by the HOME Fund

### Background

On February 8, 2022, the Wheatland City Council authorized the submittal of the HOME Fund application for the First Street Senior Housing Project. The HOME program assists cities, counties, developers, and nonprofit Community Housing Development Organizations to create and retain affordable housing.

The First Street Senior Apartments project site is located southwest of the intersection of First Street and E Street (see Attachment 2). The 2.4-acre project site is currently undeveloped vacant land and is entirely surrounded by existing residential development. The First Street Senior Apartments project includes the construction of a 32-unit affordable senior apartment complex with site amenities.

The City of Wheatland has been awarded \$5,788,142.00 for the new construction of the 32-unit affordable senior housing complex. The City of Wheatland is the Applicant for the HOME funds and will be the lender of the HOME funds to Wheatland Senior Associates, L.P.

**Discussion**

As stipulated by HOME regulations, the City is responsible for administration and monitoring of HOME assisted rental projects, from the time the Standard Agreement is issued through the affordability period, to ensure the continued compliance with Federal and State laws.

Laurin Associates is a division of Raney Planning and Management, Inc. which specializes in housing and community development, including HOME Project Administration. The attached Task Order would authorize Raney Planning and Management, Inc. and its Laurin Associates division to complete tasks of behalf of the City required by HCD to ensure prevailing wage compliance throughout the completion of the First Street Senior Housing Project over an estimated 14-month construction period. Laurin Associates would complete tasks such as pre-construction teleconference, monthly site visits to monitor labor compliance, progress summaries, weekly payroll reviews, and preparation of a project completion report.

The attached Task Order identifies a not to exceed amount of \$55,820.00 for Raney to provide the required monitoring and reporting tasks for the HOME project, which exceeds the City Manager's approval authority of \$25,000. As a result, the proposed Task Order requires City Council approval.

The proposed Task Order with Raney Planning and Management Inc. has been prepared pursuant to the Professional Services Agreement between the City of Wheatland and Raney Planning and Management Inc. executed on May 16, 2022.

**Fiscal Impact**

None. The cost for the prevailing wage monitoring will be billed to the project.

**Conclusion**

Based on the information contained in the staff report, staff recommends that the Wheatland City Council approve the attached Task Order, authorizing Raney Planning and Management Inc. and the Laurin Associates division to process and monitor the prevailing wages of the First Street Senior Apartments Project in compliance with the HOME Fund requirements.

**Attachments**

1. Consultant Task Order
2. Sample Project Exhibits

# TASK ORDER #15

## WHEATLAND SENIOR HOUSING – PREVAILING WAGE MONITORING

**Date:** January 11, 2024

**Contact:** City of Wheatland  
Bill Zenoni  
111 C Street, Wheatland, CA 95692  
[bzenoni@wheatland.ca.gov](mailto:bzenoni@wheatland.ca.gov)

**Consultant:** Raney Planning & Management, Inc.  
1501 Sports Drive, Suite A  
Sacramento, CA 95834  
(916) 372-6100  
[timraney@raneymanagement.com](mailto:timraney@raneymanagement.com)  
Tim Raney, President

**Original Project Contract:** Wheatland Planning Services Contract (May 16, 2022)

**Project Funding Source:** HCD – HOME AWARD / TAX CREDIT EQUITY

The Consultant is hereby authorized to perform the following work subject to the provisions of the Contract identified above:

**Fee (Not to Exceed):** Estimate of \$55,820

### Scope:

**Please see Attachment A for a complete scope of work.**

Raney will complete the following tasks to provide labor compliance monitoring services for the Wheatland Senior Housing Project:

1. Project Setup
2. Pre-Construction Conference
3. Monthly Site Visits
4. Weekly Payroll Reviews
5. Monthly Progress Summaries, and
6. Final Report

### Payment and Invoicing Procedures

Invoicing and Payment is per Professional Services Agreement executed on May 16, 2022.

The undersigned consultant hereby agrees that it will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services for the work above specified in accordance with the Contract identified above and will accept as full payment therefore the amount shown above.

City of Wheatland

Consultant: RANEY PLANNING + MGMT

Dated: \_\_\_\_\_

Dated: 1-11-24

Title: City Manager

Title: VICE PRESIDENT

Print Name: Bill Zenoni

Print Name: STEPHANIE WILLIAMS

Signature: \_\_\_\_\_

Signature: 

The following is a description of the tasks Laurin Associates will complete.

### **Task 1 Project Setup**

The Compliance Specialist will: obtain the appropriate prevailing wage rates from the Department of Labor for each of the sub-contractors to be employed on the project; request a wage determination for any classification not listed on the wage determination; check that all contractors have registered for a Unique Entity ID (SAM), and have valid licenses.

### **Task 2 Pre-Construction Conference**

The Compliance Specialist will conduct the pre-construction conference via telephone to provide the general contractor and the attending sub-contractors the appropriate forms and instructions for compliance with the prevailing wage requirements. This may include, but is not limited to copies of payroll reporting forms, statements of compliance, fringe benefit statements, apprentice certificates and proof of level, etc.

At this time, the Compliance Specialist will provide: full instructions on how to complete the payroll reports, as well as other requisite forms; requirements for submittal of all paperwork; an explanation of what will be required in the event the proper wages are not paid; and the need for monthly site visits and employee interviews during construction. The Compliance Specialist will be readily available throughout the construction period to answer any questions regarding prevailing wage requirements.

### **Task 3 Monthly Site Visits**

Beginning with project construction, the Compliance Specialist will perform monthly site visits to monitor labor compliance. During site visits, the Compliance Specialist will conduct interviews with workers, who are chosen at random, to collect wage, hour, and classification documentation. Form HUD 11 will be used to document each interview.

In addition, the Compliance Specialist will take photographs of construction progress for reporting purposes and check to see that all signage and wage determinations are properly posted. With completion of each site visit, the Compliance Specialist will submit a memo to the Client with a summary of findings, including errors, recommendations, and any missing documentation, if applicable.

### **Task 4 Weekly Payroll Reviews**

The Compliance Specialist will review all weekly payroll reports to ensure that: all employees are being paid according to the applicable wage decision; all requisite information is included on the payroll report; employees are classified in accordance with the wage decision; employees are paid the approved overtime rate, if applicable; all computations are correct; all deductions and fringe benefits are identified; and the payroll has been signed. The General Contractor Contract Administrator will be notified of any discrepancies and corrections that need to be made promptly.

The Compliance Specialist will obtain a copy of each apprentice's registration and the approved program ratio and wage schedule. If the ratio of apprentices to journeymen on the payroll is greater

than the ratio in the approved program, the employer will be asked to pay wage restitution, based upon the journeyman's wage rate, to any excess apprentices.

If any information is missing or discrepancies are found during a site visit or payroll review, the Compliance Specialist will notify the General Contractor Contract Administrator of any discrepancies and corrections that need to be made promptly. If corrections are not made within a reasonable amount of time, the Compliance Specialist will prepare a report for the Client, recommending a course of action, including an opinion as to whether or not retention be withheld until a subcontractor is in full prevailing wage compliance.

### **Task 5 Monthly Progress Summaries**

Each month the Compliance Specialist will provide the Client and Contract Administrator with a summary report of all payrolls received to date and details of any outstanding documents or issues with reported wages.

### **Task 6 Final Report**

Upon completion of the project, the Compliance Specialist will compile and submit a Final Report to the Client. The Final Report will include a summary of the project, project site information, a list of all contractors that worked on the project, site pictures, copies of the payrolls and employee interviews, any potentially significant issues that arise during construction of the project, and all other requisite Davis Bacon documentation for bor compliance.

PROPOSED COST ESTIMATE					
Wheatland					
		Division Manager	Project Manager	PW Monitor	Cost per Task
	Project Oversight	2	12		\$ 2,310
TASK 1	Project Setup		2		\$ 310
TASK 2	Pre-Con Conference				\$ -
TASK 3	Monthly Site Visits (12)			72	\$ 9,720
TASK 4	Weekly Payroll Reviews (52)			130	\$37,260
TASK 5	Monthly Progress Summaries			18	\$ 2,430
TASK 6	Final Report		4	12	\$ 2,240
	<b>Total Hours</b>	2	18	232	
		\$ 165.00	\$ 155.00	\$ 135.00	
		Total Labor			\$54,270
	Travel for Site Visits Estimate	Actual			\$ 1,500
	LCP Tracker	Actual			
	Production Expense Estimate	Actual			\$ 50
		Total Expenses			\$ 1,550
<b>Total Cost</b>					\$ 55,820

Flight	\$0.00
Rental Car	\$80.00
Gas	\$30.00
Parking	\$0.00
Food	\$15.00
	\$125.00 Per Trip

# A5.2

## WHEATLAND SENIORS PHASE I & II

WHEATLAND HOUDA E STREET  
WHEATLAND, CA

PROJECT  
Pacific West Architecture  
490 E STATE STREET SUITE 100  
FOLSOM, CALIFORNIA 95630  
(916) 461-4022  
fax (916) 461-3287  
ALASKA, ARIZONA, CALIFORNIA, COLORADO, HAWAII, IOWA, ILLINOIS, KANSAS, LOUISIANA, MICHIGAN, MINNESOTA, MISSOURI, MONTANA, NEBRASKA, NEVADA, NEW JERSEY, NEW YORK, NORTH CAROLINA, NORTH DAKOTA, OHIO, OREGON, SOUTH DAKOTA, TEXAS, UTAH, VERMONT, WASHINGTON, WISCONSIN, WYOMING



AMG 2104  
NRC  
05/11/21

REVISIONS

PHASE I



PERSPECTIVE RENDER  
SENIOR COMMUNITY CENTER AND PERGOLA PICNIC AREA (VIEW FROM E STREET)



WHEATLAND SENIORS  
PHASE I & II

WHEATLAND CA  
WHEATLAND ROAD & STREET

PROJECT  
430 E. STATE STREET, SUITE 100  
EAGLE IDAHO 83616  
(208) 491-0022  
fax (208) 461-3267  
PACIFIC WEST Architecture  
ALAN - ARCHT - CALIFORNIA - CONARCH - JAMES - ARCHT -  
LINDSEY - ARCHT - NEW MEXICO - NYSZC - NORTH OREGON - DESIGN  
NORTH OREGON - OLYV - URM - WASHINGTON - WONDAS



AMG 21104  
NBC  
05/11/2011

REVISIONS

NO.	DESCRIPTION



PHASE I

PERSPECTIVE RENDER  
SENIOR APARTMENTS NEAR BOCCIE BALL COURT AND PERGOLA

# A5.4

## WHEATLAND SENIORS PHASE I & II

PROJECT

WHEATLAND ROAD & STREET

WHEATLAND, CA

Pacific West Architecture  
490 E STATE STREET SUITE 100  
EAGLE DANDING 95816  
(916) 461-4022  
fax (916) 461-3287

ALABAMA - ARIZONA - CALIFORNIA - COLORADO - HAWAII - ILLINOIS -  
LOUISIANA - MICHIGAN - NEW MEXICO - NEVADA - NORTH CAROLINA - OREGON -  
SOUTH DAKOTA - UTAH - WASHINGTON - WYOMING



AMG 21104

NBC

05/11/21

REVISIONS



PHASE I

**PERSPECTIVE RENDER**  
SENIOR APARTMENT BUILDING NEAR PARKING LOT (VIEW FROM SENIOR COMMUNITY CENTER)

PROJECT  
WHEATLAND SENIORS  
PHASE I & II  
WHEATLAND, CA  
WHEATLAND ROAD & STREET

Pacific West Architecture  
430 E STATE STREET, SUITE 100  
EAGLE, IDAHO 83616  
(208) 461-4022  
Fax (208) 461-3257  
ALASKA - ARIZONA - CALIFORNIA - COLORADO - HAWAII - ILLINOIS - INDIANA - IOWA - KANSAS - LOUISIANA - MARYLAND - MASSACHUSETTS - MICHIGAN - MINNESOTA - MISSOURI - MONTANA - NEVADA - NEW YORK - NORTH CAROLINA - NORTH DAKOTA - OREGON - SOUTH DAKOTA - U.S.V.I. - UTAH - VIRGINIA - WASHINGTON - WISCONSIN - WYOMING

PACIFIC WEST ARCHITECTURE  
ARCHITECTS & INTERIORS  
1000 10TH AVENUE, SUITE 100  
DENVER, COLORADO 80202  
TEL: (303) 733-1100  
WWW.PACIFICWESTARCHITECTURE.COM

NO. 1	AMC 21-04
NO. 2	NPC
NO. 3	05/11/21

REVISIONS

PHASE I



**AERIAL SITE RENDER**  
SENIOR COMMUNITY CENTER AND APARTMENT BUILDING ON PARCEL A