

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL MEMORANDUM

Date: June 8, 2023

To: Honorable City Council  
c/o City Clerk, Room 395  
Attention: Heather Hutt, Transportation Committee Chair

From: Connie Llanos, Interim General Manager  
Department of Transportation



Subject: **LADOT REQUEST FOR QUALIFICATIONS – ON-CALL PROFESSIONAL CONSULTANT SERVICES**

**SUMMARY**

The Los Angeles Department of Transportation (LADOT) requests to issue a Request for Qualifications (RFQ) seeking contractors to provide On-Call Professional Consultant Services.

**RECOMMENDATION**

That the City Council (Council) authorize the General Manager of LADOT, or designee, to issue a Request for Qualifications (RFQ) seeking contractors to provide On-Call Professional Consultant Services.

**BACKGROUND**

In August 2019, LADOT released an RFQ seeking qualified contractors to provide professional consultant services that are of a professional, expert, as-needed, and occasional nature to assist with varying temporary work assignments and with specialized work outside its normal purview in 13 service categories: Information Technology Services, Marketing and Public/Media Relations Services, Public Engagement Services, Parking Consulting Services, Transit Consulting Services, Engineering and Design Consulting Services, Transportation Planning Services, Urban Design and Planning Services, RFP and Grant Writing Services, Training and Professional Development Services, Audit Services, Management Consulting Services, and Construction Management Services. Responses from interested contractors were due in September 2019. LADOT evaluated all responses to ensure that they were complete, met mandatory contracting requirements, and met minimum qualifications requirements to provide the services requested through the RFQ.

In February 2020, the Office of the Mayor authorized LADOT to execute 119 contracts with various consultants and firms that passed the RFQ evaluation process to establish a pre-qualified list to provide On-Call Professional Consultant Services. The contracts had three-year terms, which began to expire in February 2023.

In May 2023, Council authorized LADOT to execute Amendments with 97 of the contractors on the pre-qualified list for an additional 11-months to provide sufficient time to complete current work being performed utilizing the list, and to allow time for LADOT to issue a new RFQ to solicit consultants to establish a new pre-qualified list for On-Call Professional Consultant Services to replace the current list (C.F. 23-0388). Council also instructed LADOT to report to the Transportation Committee on June 14, 2023 with a Draft RFQ,

and to transmit the new pre-qualified list no later than October 15, 2023.

## **DISCUSSION**

LADOT seeks to release an RFQ to establish a new pre-qualified list of contractors to provide professional consultant services for a five-year term. The draft RFQ is provided as an attachment to this report.

This draft RFQ reflects feedback from LADOT staff who have used the current pre-qualified list. Based on that feedback, the RFQ continues all existing service categories and adds a new Infrastructure Maintenance and Quick Build category to provide additional services. The draft RFQ is currently under Charter Section 1022 review, and can be released once it is approved by both the Department of Personnel and the Office of the City Administrative Officer (CAO).

Council instructed LADOT to transmit the list by October 15, 2023. LADOT requests to transmit the new pre-qualified consultant list to the Transportation Committee between October and December 2023 to allow ample time for outreach, interested contractor response, and evaluation. The additional time would allow LADOT to provide up to a six-week timeline for interested contractors to submit responses, including additional time for contractors to conduct required subcontractor outreach to all available MBE/WBE/SBE/EBE/DVBE/OBE firms, and to provide LADOT staff with sufficient time to review evaluate all RFQ responses. This still allows LADOT sufficient time to execute contracts and establish a new list by the time the current list expires in January 2024.

## **FISCAL IMPACT**

There is no impact to the General Fund. Once the On-Call Professional Consultant Services list is established, the Department's use of the list is dependent on securing funds through the Department's budget, project budget, or other budget actions for the requested consultant services.

CL:RC:lle

Attachment:

Draft Request for Qualifications for On-Call Professional Consultant Services

# REQUEST FOR QUALIFICATIONS

## ON-CALL PROFESSIONAL CONSULTANT SERVICES



### CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION

Caltrans Building  
100 South Main Street, 10<sup>TH</sup> Floor  
Los Angeles, California 90012

Release Date: July X, 2023

Mandatory Virtual Pre-Qualification Meeting: August X, 2023, 1:00 PM PST  
RFQ Response Deadline: September X, 2023, 3:00 PM PST

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**REQUEST FOR QUALIFICATIONS  
ON-CALL PROFESSIONAL CONSULTING SERVICES**

**1. IMPORTANT INFORMATION**

**DESCRIPTION:**

The City of Los Angeles Department of Transportation is seeking qualified contractors to provide professional consultant services that are of a professional, expert, as-needed, and occasional nature to assist with varying temporary work assignments and with specialized work outside its normal purview.

**MANDATORY VIRTUAL PRE-QUALIFICATION MEETING:**

A **Mandatory** virtual pre-qualification meeting will be conducted via Zoom on **August X, 2023, 1:00 PM PST**. Zoom login information will be provided at [www.rampla.org](http://www.rampla.org) prior to the meeting.

**RFQ RESPONSE DEADLINE:**

Response must be received no later than **September X, 2023, 3:00 PM PST**.

**DELIVERY INFORMATION:**

One (1) digital copy in Portable Document Format (.pdf) of the proposal must be submitted on or before the deadline to Lindsey Estes at [lindsey.estes@lacity.org](mailto:lindsey.estes@lacity.org). Files shall not be password protected or saved with restrictions that prevent copying, saving, highlighting, or reprinting of the contents. The electronic copy will not be returned. Late submittals will not be accepted.

**RFQ ADMINISTRATOR:**

Lindsey Estes  
Department of Transportation  
Budget and Administration Division  
Phone: (213) 928-9772  
E-mail: [lindsey.estes@lacity.org](mailto:lindsey.estes@lacity.org)

## **2. INTRODUCTION**

The City of Los Angeles Department of Transportation (LADOT) seeks qualified contractors to provide professional consultant services that are professional, expert, as-needed, and occasional nature to assist with varying, temporary work assignments.

The purpose of this Request for Qualifications (RFQ) is to establish a pre-qualified services list (bench list) of on-call consultants and invite responses from qualified firms to ensure quality, timely, and specialized work outside LADOT's normal purview. The Department has anticipated its needs and has determined assistance is needed in fourteen (14) service categories. Qualified respondents will be awarded a contract for one (1) or more service category.

Firms interested in providing consultant services in one (1) or more of the fourteen (14) service categories are invited to submit a Statement of Qualifications to LADOT in response to this RFQ. The RFQ is the first phase of a two-phase procurement process; the second phase being the bid and award of as-needed consultant services contracts for individual projects. When LADOT identifies a specific Task Order project and requires assistance, the Department will release a Task Order Solicitation (TOS) and invites qualified respondents to participate in the TOS process and submit a bid/proposal for the specific project.

## **3. TERM OF THE CONTRACT**

LADOT intends to award as many contracts as necessary to serve the Department's needs. Subject to the approval of the Mayor and City Council, each contract recommended for award will commence upon the attestation of the City Clerk and will have a term of five (5) years. LADOT, in entering into an agreement, does not guarantee a minimum amount of business or compensation and does not obligate itself to utilize any of the On-Call Professional Consultants for any set percentage of the work.

A sample of the contract that will be issued pursuant to this RFQ is attached herein as Attachment A – Sample On-Call Professional Consultant Services Agreement. Respondents are urged to review the contract to become familiar with its terms and conditions.

## **4. SCOPE OF SERVICES**

This solicitation seeks qualifications from interested respondents with the appropriate experience, reputation, staff, financial responsibility, and capability to provide the services requested in the following fourteen (14) service categories:

1. Information Technology Services
2. Marketing and Public/Media Relations Services
3. Public Engagement Services
4. Parking Consulting Services
5. Transit Consulting Services

6. Engineering and Design Consulting Services
7. Transportation Planning Services
8. Urban Design and Planning Services
9. RFP and Grant Writing Services
10. Training and Professional Development Services
11. Audit Services
12. Management Consulting Services
13. Construction Management Services
14. Infrastructure Maintenance and Quick Build Services

LADOT will evaluate and qualify an individual or firm for inclusion on one (1) or more service categories on the pre-qualified services list.

When LADOT identifies a specific project and requires consultant services assistance, LADOT will release a TOS and invite pre-qualified respondents to participate in the TOS process and submit a bid/proposal for the specific project. TOS notifications will be sent to all individuals and firms on the specific service category list based on LADOT'S needs. LADOT may issue a TOS to more than one (1) service category for tasks that require multiple disciplines.

The Task Order process is described in more detail in Section 6 – Task Order Process and Procedures of Attachment A – Sample On-Call Professional Consulting Services Agreement.

*Note: The City's Business Inclusion Program (BIP), the policy that requires respondents to solicitations to perform subcontractor outreach to disadvantaged firms, **will not** be applied in the RFQ stage of the procurement process but instead **will be** applied at the TOS level. In addition, the Local Business Preference Program (LBPP), the program that adds preference points to a Consultant's evaluation score for being certified or selects a subcontractor who is certified as a local business, **will be** applied at the TOS evaluation. Additional information can be found in the section and document referenced above.*

Once LADOT selects and awards a Task Order Agreement (TOA) to the successful Consultant's bid/proposal, the TOA and any related bid package become part of the Agreement.

The following subsections provide a detailed description of each service category requested.

#### **4.1. Information Technology Services**

Demonstrate expertise and experience in the practice area within information technology (IT) services listed below. The IT services requested will include, but are not limited to:

##### **4.1.1. System Development and Implementation**

Design, development, implementation, and support of customized applications that enhance the efficiency and effectiveness of City operations with respect to the delivery of public services, while improving the overall effectiveness of system performance using techniques consistent with the City's application development frameworks. Design and



development work will include, but is not limited to, web-based systems, mobile systems, and geographic information systems (GIS) technologies, such as:

- Mobile and Desktop GIS Computing
- ArcGIS Location Data Platform
- ArcObjects
- CRM – MS Dynamics 365, Salesforce
- SQL, MySQL, Cosmos, and Oracle Databases
- Java, Javascript, VB, VBA, C++, C#
- Autodesk AutoCAD Map
- Cloud Computing Services (AWS, Azure, etc.)
- R, Python, Data Analytics
- KACE Helpdesk

#### **4.1.2. Database Management and Optimization**

Support of large-scale databases using City standard products. Typical activities include technical support, database administration and management activities that ensure the availability, integrity, and integration of effective information storage techniques of existing business solutions, performance tuning, and the development of customized tools to complement existing software used by City staff to provide timely and consistent database updates.

#### **4.1.3. Systems Analysis and Integration**

Perform business and systems analysis to facilitate and coordinate the development of technology solutions, integration of a variety of technologies with current business applications or the development of services or interfaces to establish a relationship with existing applications for the City's business and operational infrastructure and to evaluate and investigate alternative technologies.

#### **4.1.4. Data/Document Capture, Conversion, and Loading**

Perform all activities related to the capture, manipulation, and conversion of data, as well as all processes related to quality assurance/quality (QA/QC) control of the information to ensure data integrity, completeness, and adherence to established database standards.

Also, perform all activities related to the process of the digital conversion of paper documents into the City's document imaging system and facilitate the integration of document imaging with different technology platforms such as:

- The conversion of raster and hard copy information to GIS layer files.
- The creation of geospatial database schema for substructure data and the conversion to a vector format. The preferred format is ESRI SDE geospatial

database. This may require the consultant to research paper records in the field office to collect some data not on the images.

- The conversion of CAD data to GIS layers.
- Search and find spatially related documents in a variety of document formats from ESRI GIS and AutoDesk GIS products.

#### **4.1.5. Programming Services**

Provide programming services including, but not limited to:

- Programming related to expanding the capabilities of our ESRI GIS software.
- VB, .NET, C#, C/C++, Python, Javascript, and R programming languages for applet development.
- Creating processing scripts for data exports in map and GIS layer formats.
- Building GUI tools for QA/QC and workflow management.
- Development of ArcGIS Server, ArcGIS Mobile development, and Autodesk MapGuide.
- Development of desktop editing tools for ESRI ArcMap/ArcGIS Server software so substructure data can be maintained by office staff and support web applications for displaying geographic data.
- Provide transit modeling software and support for ongoing in-house planning.
- Support modeling programs, enterprise development, sewer planning, and asset management.
- Perform application development, enterprise development, programming modeling, and improvement of workflow services.
- Website development and design.
- Utilize Data Analysis tools for research and presentation.

#### **4.1.6. General Information Technology Consulting Services**

Provide general IT consulting services including, but not limited to:

- Establish QA/QC process for data conversion from images to vector.
- Perform QA/QC of work by another.
- Convert legacy platforms to newer technologies.
- Define, design, and implement data migration and ETL.
- Website setup and design using a CMS.
- Advise and troubleshoot network configuration and connectivity issues, including Cisco Switches and networking equipment
- Configure and implement cloud services for redundant storage and automation tasks.

## **4.2. Marketing, Public/Media Relations Services**

### **4.2.1. Marketing**

Demonstrate expertise and experience in marketing services, strategies, and campaigns including, but not limited to, branding, promotions, consumer and market research, and advertising to promote and achieve various City and/or LADOT's program objectives. Services to include, but are not limited to:

- Develop, design, and deliver promotional, educational, and marketing materials
- Develop, design, and implement marketing strategies, marketing projects, and sponsorship projects.
- Identify advertising opportunities and develop strategies to promote Department business opportunities.
- Conduct opinion polling and surveys to solicit comments regarding various issues.
- Conduct focus groups to understand public perceptions and opinions about programs, brands, or concepts.
- Develop strategic partnerships with public figures and brands to support projects and programs.

### **4.2.2. Public/Media Relations**

Demonstrate expertise and experience in government public relations services to advance the City and/or LADOT's various missions and projects, improve media relations, and strengthen the standing of City and LADOT with the public at large. Services to include, but are not limited to:

- Conduct opinion surveys to solicit comments regarding various issues.
- Provide media relations expertise including, but not limited to:
  - Draft and distribute news releases or public statements for General Manager or senior executives.
  - Respond to general media inquiries.
  - Organize media events and/or news conferences.
  - Help Department PIO build relationships with media.
- Develop content, manage comments, and other activities for project-related social media accounts, including Facebook, Twitter, Instagram, YouTube, etc., ensuring adherence to City's or LADOT's Social Media Policy.
- Subscribe to media monitoring, clipping, and media management software.

- Create and manage a website that acts as a project's central public information resource and/or community discussion forum that conforms to City's or LADOT's Branding Policy.

#### **4.3. Public Engagement Services**

Demonstrate expertise and experience in community and/or civic outreach and engagement relating to social services, social work, social justice, behavioral sciences, youth engagement, environmental justice, arts and culture, equity/intersectionality, and gender-based subjects, preferably with an emphasis in fields relating to transportation planning and design, active transportation, and/or public works types of projects. Services to include, but are not limited to:

- Coordinate with elected officials, Neighborhood Councils, and other City and local agencies regarding public meetings for planning, design, development and implementation of various projects.
- Conduct, coordinate, and/or present at community outreach, meetings, and/or forums.
- Develop strategic communications, objectives, and processes to enhance Public Participation and Engagement efforts.
- Provide youth, young adult, and adult safety education programs in local schools and at other public outlets
- Conduct, coordinate, and participate in community outreach activities including stakeholder interviews, steering and advisory committees, public workshops, events and public hearings, conducting pop-up and tactical urbanism events as part of public participation and/or design process, project implementation, and post-installation education.
- Conduct classroom and hands-on/on-street education, training, walkthroughs, problem identification, and community engagement.

#### **4.4. Parking Consulting Services**

Demonstrate expertise and experience in strategic planning, design, and management relating to parking operations and on- and off-street facilities. Services to include, but are not limited to:

- Conduct parking demand, supply, and/or occupancy studies for use in determining parking needs in specific geographic areas.
- Conduct parking rate comparisons and studies within various geographic areas and provide recommendations for parking rates throughout the City.
- Conduct studies to determine what kind of parking technology, Parking Access and Revenue Control System (PARCS) equipment, parking meters

and pay stations, is best for a particular parking facility or on-street location.

- Make recommendations for inclusion of, but not limited to, security and surveillance systems, parking guidance system, way-finding signage, external and internal signs, designs for level themes, branding in the design of new parking facilities, and for improvements to existing facilities.
- Provide recommendations and support in managing on and off-street parking operations and policies, including, but not limited to, asset inventory, curbside management strategies, meter maintenance, meter rates, time limits, parking zones, preferential parking districts, enforcement of valet operators, tour bus operators, food truck operators, loading zones, vehicles-for-hire pick-up and drop-off zones, and disabled placard abusers.
- Provide support in the analysis, design, and delivery of parking equipment and technology, including, but not limited to, PARCS equipment, parking meters, pay stations, parking guidance and management systems, security and surveillance systems, way-finding signage, loading zones, vehicles-for-hire zones, and taxi zones.
- Provide recommendations and support with developing and managing goods movement and mobility programs, including, but not limited to, bike sharing, car sharing, pedicabs, taxicabs, vehicles for hire, and freight delivery zones and parking.
- Perform financial analysis and provide recommendations on parking revenue sharing with neighborhoods and business improvement districts, and alternate parking citation pricing.
- Evaluate, design and manage project and construction of improvements to existing and new facilities including surface lots, above-ground and subterranean parking structures, and automated/robotic system structures.
- Analysis and design of improvements to existing and new electrical, lighting, mechanical, solar, and electric vehicle charging systems in parking facilities.
- Conduct specialized training related to parking programs, operations and/or services.
- Identify and analyze methods for funding revenue generating parking facility, including rates/fees the market could sustain, how many users those rates/fees could attract, estimates for operational costs and long term maintenance, and recommendations for financing capital expenditures.
- Develop recommendations regarding transfer, sale, trade, or other means of utilizing existing resources for: development of new parking sites, lot development with on-site replacement parking, retaining a lot solely as a parking facility, or other potential public use.

- Perform preliminary assessment of preferential parking districts to achieve equitable parking benefits and impacts for users.

#### **4.5. Transit Consulting Services**

Demonstrate expertise and experience in planning and operations, recommending and procuring new transit-related technology, and developing and managing transit facilities infrastructure to increase efficiency, maintain, and enhance the existing transit system. Services to include, but are not limited to:

- Conduct studies to determine and forecast model transit ridership demand, assess safety and security in transit services, analyze transit service and make recommendations for future service plans, and monitor and evaluate quality assurance of transit services.
- Provide research and develop e recommendations on new transit-related technology.
- Conduct vehicle inspections and vehicle maintenance quality assurance review.
- Conduct annual ridechecks for transit services
- Provide software to efficiently plan, monitor and assess transit bus routes.
- Provide assistance with Transit's Bus Yard Electrification program including but not limited to site power and energy requirements, service planning, electrical load management, grid/infrastructure upgrades, alternative micro-grid solutions, solar plus battery storage, economic feasibility and design.

#### **4.6. Engineering and Design Consulting Services**

Demonstrate expertise and experience in engineering design, analysis, traffic management, and operations to maximize the functionality and needs of the City and/or LADOT's various missions and projects. Services to include, but are not limited to:

- Provide engineering knowledge, skills, experience, and expertise to independently produce engineering design plans, specifications, and estimates (PS&E packages) for the following, but not limited to, engineering design services:
  - Traffic Engineering (e.g. Transportation Engineering, etc.)
  - Civil Engineering (including Land Surveying, Utility and Substructures, Structural, Landscape Architecture, and all facets of Streets and Highways Designs, etc.)
  - Electrical Engineering/Communication Systems Engineering (including all facets of Intelligent Transportation Systems (i.e. ATISAC or ITS), and Transportation Electrical Equipment, etc.)

- Provide Computer-Aided Drafting Services that adheres to City and /or LADOT Drafting Standards. If designs require inter-jurisdiction collaboration, the adherence to other public agencies drafting standards will also be mandatory.
- Provide project management expertise in transportation engineering to prepare area-wide Neighborhood Traffic Management (NTM) plans through direct and close consultation with neighborhood organizations, neighborhood councils, elected officials, and other stakeholders. Work scope to include, but is not limited to:
  - Identifying neighborhood traffic-related concerns and problems.
  - Analyzing traffic collision patterns.
  - Analyzing the feasibility, applicability, and effectiveness of potential traffic calming measures.
  - Making recommendations for a comprehensive area-wide plan of traffic calming measures.
- Prepare traffic simulation studies, conceptual plans, and preliminary cost estimates for traffic calming measures including bicycle facilities, roundabouts, bump outs/curb extensions, median islands, barriers, traffic control modifications, etc.
- Prepare before and after comparison studies and analyses of the impact of development on neighborhoods, roadway safety projects, active transportation projects, the effectiveness of traffic calming measures, etc.
- Investigate traffic calming research studies and other jurisdictions' policies and practices in the application of neighborhood traffic management tools.
- Prepare Engineering and Traffic Surveys (Speed Zone Surveys) following current Manual of Uniform Traffic Control Devices (MUTCD) and California Vehicle Code (CVC) requirements, which could include conducting field investigations of current conditions, traffic counts, speed studies, and accident analysis and preparing all supporting documents.
- Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle wayfinding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.

#### **4.7. Transportation Planning Services**

Demonstrate expertise and experience in developing a vision, creating a strategy, and executing the plan that will assist in advancing the City and/or LADOT's

various missions and transportation related projects. Services to include, but are not limited to:

- Provide project management expertise in transportation planning and engineering in the area of:
  - Evaluation and modification of mitigation measures proposed by developers.
  - Review of or preparation of the transportation section for a Project's environmental impact report.
  - Development and review of Transportation Demand Management (TDM) strategies, and Monitoring Plans and Programs.
  - Mobility improvement studies, corridor improvement analyses, and general transportation planning studies.
- Prepare travel demand forecast models and assist with model updates, calibration, validation and other modeling related functions.
- Conduct various small to large-scale transportation-planning studies and analyses in the following area, but not limited to:
  - Roadway safety projects, lane reconfigurations, street design projects, transit-enhanced network streets, bike-enhanced network streets, etc.
  - Traveler data at building and/or district level – parking utilization, trip generation, origin-destination surveys, vehicle miles traveled (VMT) metrics, etc.
  - Travel behavior trends
  - Transportation performance using microsimulation tools
  - Active transportation focusing on safety, connectivity, walk-ability, etc.
  - Roadway capacity of Complete Streets reconfigurations
  - Pre and Post-Project analysis
  - Large scale safety plans
- Perform research design and statistical approaches to modeling various mobility and public realm indicators.
- Assist in the preparation of new standard plans that conform to the vision of the Mobility Plan 2035 and the associated Complete Streets Design Guide.
- Develop pedestrian, bicycle, safe routes to school, and first/last mile connectivity and mobility plans, infrastructure assessments, and recommendations for funding, phasing, and implementation.
- Assist in the preparation of a climate action plan, and VMT mitigation banks and/or exchanges.
- Evaluate the changes to mobility user experience, and measure of accessibility by various modes of travel due to changes in land use policies, real estate development, and transportation investments and services.



- Advanced planning to define mobility investment needs, including designing and collecting user surveys, travel data collection and gathering public input.
- Establish an annual active transportation count program, standardized count templates, and procedures for annual compliance
- Conduct a Systemic safety analysis

#### **4.8. Urban Design and Planning Services**

Demonstrate expertise and experience in designing the public realm, public open space, road configurations, and streetscape design relating to urban design and planning related services. Services to include, but are not limited to:

- Conduct initial assessment, existing conditions reporting, and inventory of applicable physical, social, and environmental elements and current site conditions.
- Conduct assessment of active transportation-related programs as they relate to existing and planned transportation, infrastructure, street design, zoning, and neighborhood character.
- Conduct various data collection, including but not limited to safety, economic, demographic, and public realm assessments; such as pedestrian and bicycle counts, vehicular speed and volume, behavioral studies, and public surveys to prepare multi-modal count reporting and evaluation studies of traffic safety projects and other capital projects.
- Map production of existing infrastructure, demographics, transit services, and land uses within study areas.
- Conduct planning and project feasibility studies for urban design strategies, transit neighborhoods, new development typologies, and infrastructure analysis.
- Analyze and evaluate existing mobility, traffic studies and planning, and identifying opportunities for pedestrian and community enhancements.
- Evaluate and prioritize various streetscape, public works projects, urban design improvements and area programming, and present findings to local community stakeholders.
- Prepare street cross-section designs and draft design guidelines for adjacent development sites, for implementation through design overlays, streetscape plans, new street standards, or other strategies.
- Provide conceptual, schematic, detailed, and final streetscape and public space plans, building design guidelines, and landscape design services.
- Provide cost estimates and opinions of probable construction costs associated with implementation of streetscape plans.
- Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle wayfinding

signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.

- Identify various sources of funding available to implement streetscape improvements and design guidelines.

#### **4.9. RFP and Grant Writing Services**

Demonstrate expertise and experience in developing, writing, and managing various solicitations for service and/or grant applications for the City and/or LADOT. Services to include, but are not limited to:

- Provide assistance with grant preparation and administration.
- Preparation of funding application packages for local, regional, state, and federal funding cycles, and other funding opportunities that may become available.
- Assist in preparing Requests for Proposals and/or Qualifications (RFP and/or RFQ), including development of scope of work, evaluation criteria, assistance in the selection of a contractor, and other procurement documents for the following, but not limited to:
  - Parking Meter Post Contractor.
  - Parking Technology.
  - Expansion of Parking Programs.
  - Parking Facility Operators and/or PARCS equipment.
  - Transportation Planning and Feasibility Studies.
  - Implementation of Active Transportation, Complete Streets, Vision Zero, Capital Projects and Projects that reduce VMT.
  - Transit Technology
  - Electrification Strategy

#### **4.10. Training and Professional Development Services**

Demonstrate expertise and experience in designing, administering, and delivering professional development services for staff at all levels and classifications to ensure employees have the technical and interpersonal skills required to deliver services effectively to the public. Services to include, but are not limited to:

- Provide specialized training specific to Department needs and the professional development and job performance of LADOT, including, but not limited to:
  - Public Speaking and Presentation skills
  - Information Technology Usage, Cyber Security Awareness
  - Managing Public/Private Sector Partnerships
  - Emotional Intelligence and Awareness
  - Interpersonal Communication

- Supervisory skills, including but not limited to delegation, active listening, and performance management
- Work Culture Change Management
- Professional Writing
- Customer Service
- Executive Coaching
- Conflict Resolution
- Inter-generational Differences
- Harassment Prevention
- Unconscious Bias
- Diversity and Inclusivity
- Project Management
- Community Engagement
- Crisis Communication
- Social Media
- Survey Design
- Safety
- Job Performance

#### **4.11. Audit Services**

Demonstrate expertise and experience in audit and/or consulting services, e.g. develop information gathering strategies and tools, analyze and interpret results of data gathered, ensure data gathered can support all conclusions, and produce well-written reports for any audit, review, agreed-upon procedure, or other related service. Services to include, but are not limited to:

##### **Audit Assistance:**

- Conduct financial and performance audits in accordance with generally accepted auditing standards.
- Conduct operational reviews.
- Conduct contract compliance audits.
- Develop information gathering strategies and tools.
- Analyze and interpret the results of data gathered.
- Provide quality control by ensuring data and findings gathered can support all conclusions.
- Produce well-written reports for any audit, review, agreed-upon procedure.
- Produce enhanced, interactive reports and information presentations to increase understanding and citizen interaction.

##### **Data Services:**

- Provide periodic Economic, Demographic and Forecasting Data feeds.
- Provide data analytic services.
- Provide services for visually exploring, cleaning, and preparing structured and unstructured data for analysis.
- Provide data visualization and preparation services.

#### **4.12. Management Consulting Services**

Demonstrate expertise and experience in strategic planning and organization/performance analysis, identifying problem sources, developing methodologies for improvement, and presenting recommendations for more effective or efficient performance. Services to include, but are not limited to:

##### **4.12.1. Strategic Management**

Demonstrate expertise and experience in defining and developing strategies to meet organizational long-term goals. Services to include, but are not limited to:

- Develop long-range strategic plans for various sections, bureaus, Department, and/or City.
- Provide recommendations relating to current and future policies and regulations, and update manuals as needed.

##### **4.12.2. Operations Management**

Demonstrate expertise and experience in design and control of production processes and redesigning operations to achieve more efficient and effective performance. Services to include, but are not limited to:

- Develop and implement a methodology for evaluating the performance of outreach projects and delivering pre- and post-project evaluation summaries.
- Conduct facility audits to evaluate facility operational performance and to monitor staff performance according to set standards.
- Perform operational needs assessment to review current processes and provide recommendations for improvement.
- Perform asset inventory and condition assessment of various devices, equipment, facilities, etc.
- Conduct customer service studies and assist in the development of benchmark goals and key performance indicators.

##### **4.12.3. Project Management**

Demonstrate expertise and experience in oversight and leadership in executing projects from planning to completion and analyzing available data to identify trends and inefficiencies. Services to include, but are not limited to:

- Perform research on various projects, collecting, analyzing, presenting on data collected, and providing recommendations.
- Effectively manage a project from start to finish by providing guidance, solutions, and strategies for various City or LADOT projects.

#### **4.12.4. Risk and Compliance Management**

Demonstrate expertise and experience in law, regulations, compliance, and risk to identify and assess risks implicit in the City's or Department's operations and to improve and/or maintain policy and compliance with all rules and regulations. Services to include, but are not limited to:

- Perform IT Risk and Security assessments for a variety of department systems and platforms.
- Assist in the timely review of contracts and provide consultative services in the area of insurance requirements and indemnification language.
- Assist in loss control, claims management and analysis.
- Conduct actuarial studies and complete actuarial reports to assist in analyzing liabilities and improve decision-making.

#### **4.13. Construction Management Services**

Demonstrate expertise and experience as a Construction Manager (CM) with construction oversight to business models of Design-Bid-Build and Design-Build deliveries. Working in conjunction with LADOT staff, CM will assign qualified individuals to various construction job sites and to function as LADOT-contracted Construction Resident Engineers. Under LADOT's oversight, the CM services will include, but are not limited to:

- Determine construction feasibility and/or shovel-readiness. Act as point-person to necessary intra-City and/or Inter-Agency Permits on LADOT's behalf.
- Provide value-engineering and construction risk assessments. Provide corrective or alternative construction management techniques that will control budgets and time.
- Manage the construction of Federal Aid projects with a complete understanding of, and adherence to, the Federal Aid and the Caltrans Local Assistance processes, and all associated federal funding requirements.
- Act as a resource for all pertinent Federal, State, and City codes and regulations that govern construction; including but not limited to worksite safety, labor, quality assurance, and materials procurement.
- Validate work performed by LADOT contractors and process construction progress payments.
- Prepare contract change documents and necessary reports to City's governing authorities,
- Perform data entry for various grant-based on-line information databases.
- Provide construction claims management and act as CM point-person to resolve contractual disputes.

## **4.14 Infrastructure Maintenance and Quick Build**

### **4.14.1 Infrastructure Maintenance**

Demonstrate expertise and experience in services specifically to maintain the built condition of pilot programs and/or quick build utilizing new and or innovative treatments/materials, intended to persist for interim periods until permanent infrastructure can be built, ensuring both their functionality and aesthetics. These materials may include but are not limited to Bus Loading islands (such as ZICLA platforms), Passenger Loading zones, and Curb extensions. The maintenance work is intended to keep these installations in working order until they can be replaced with permanent infrastructure that can be maintained on an ongoing basis. Services to include, but are not limited to:

- Washing services, inclusive of high-pressure hot water washing and power scrubbing, usage of biodegradable soaps and detergents, and the ability to carry out power washing.
- Graffiti Removal Services
- Removal of debris generated by landscape activities from the site. Including ability to recycle and compost organic debris collected, as appropriate.
- Make repairs as needed to the pavement; repairs may include patching of asphalt/concrete and repainting striping.
- Sweeping of gutters, including confined gutters behind structural elements

### **4.14.2 Quick Build**

Demonstrate expertise and experience in installation of materials for quick build elements. Including ability to implement designs based off 2D and or 3D CAD designs. Ability to install product based on standard plans. Ability to conduct limited traffic control and generate traffic control plans as necessary. Ability to work with and install a variety of materials. Services to include, but are not limited to:

- Installation of Delineators/Bollard or other temporary anchored and/or glued elements
- Installation of Thermoplastic Paint and/or Striping
- Installation of MMAX or other roadway/asphalt paint
- Installation of intersection and/or crosswalk murals

## **5. COMPENSATION AND INVOICING**

The selected Respondent will invoice LADOT for the approved task(s) and/or deliverable(s) as specified in the Task Order Proposal and Task Order Agreement. The compensation for services provided under this agreement shall be provided either on a Lump Sum method or Cost Reimbursement Hourly Billing Rate method, at the sole discretion of the City. The LADOT will indicate on the TOS whether the project will be paid using the Hourly or Percentage of Completion method.

For the Lump Sum method, the selected respondent is compensated for designated milestones for a specific task order, and shall be based upon the percentage of work completion, and/or task completion. All of the selected respondent's costs including employee salaries, overhead, travel costs, other direct costs, subcontract expenses, and profit are included in the Lump Sum Amount. For the Cost Reimbursement Hourly Billing Rate method, the invoice(s) will be based on the selected respondent's approved hourly rates and any allowable and approved expenses which shall be set forth in the Task Order Solicitation, Task Order Proposal, Task Order Agreement, and Notice to Proceed. The selected respondent must comply with the City's Travel Policy, which is administered by the City Controller, and will be provided upon TOS award and upon request.

All invoices must include supporting documents as indicated in the Task Order Agreements and Notice to proceed. All invoices must be signed as well as backup documents must be originals.

## **6. LADOT CONTACT FOR INFORMATION AND ASSISTANCE**

Requests for clarification of conflicts and/or omissions from the RFQ and/or contract documents shall be addressed in writing to LADOT Contract Administrator:

Lindsey Estes  
Department of Transportation  
Budget and Administration Division  
100 South Main Street, 10<sup>th</sup> Floor  
Los Angeles, California 90012  
Phone: (213) 928-9772  
E-mail: [lindsey.estes@lacity.org](mailto:lindsey.estes@lacity.org)

## **7. RESPONSE REQUIREMENTS**

Respondents must submit a response containing all required information and documents listed in this section. Award of contract will be based on the Respondent's qualifications, which will be evaluated based on the information provided in this section. In addition, compliance documents with the City's contracting administrative requirements must be submitted with the response to be considered for a contract award pursuant to this solicitation. Failure to adhere to this format may be cause for rejection of the proposal as non-responsive.

Because some of the requirements require extensive time to complete, the City strongly encourages respondents to commence these activities prior to the Pre-Qualification Meeting.

## **7.1. Minimum Requirement for Qualification**

### **7.1.1. Five Year Experience Requirement**

LADOT requires that a firm must have at least five (5) years of experience performing work in their respective field of service, as specified in the Scope of Services, for consideration of a proposal and the subsequent award of contract.

### **7.1.2. Substitute Requirement**

If a firm is less than five (5) years in existence, LADOT will consider experience of the firm's principals or project leads to meet the minimum requirement for qualification if a firm can demonstrate the principals or project leads' work in the field of service was performed at a senior level. In such cases, LADOT reserves the right in determining substitute qualification requirements.

### **7.1.3. Exceptions to Five Year Experience Requirement**

#### **7.1.3.1. Marketing and Public/Media Relations Services**

LADOT requires that a firm or individual must have at least three (3) years of experience providing marketing and public/media relations services and at least one (1) year of this experience performed in the Los Angeles market.

#### **7.1.3.2. Public Engagement Services**

LADOT requires that a firm or individual must have at least two (2) years of experience providing public engagement services as a primary function.

#### **7.1.3.3. Urban Design and Planning Services**

LADOT requires that a firm or individual must have at least three (3) years of experience providing public realm/open space design and planning.

## **7.2. Proof of Qualifications**

This RFQ has been structured to provide specific requirements, which function as a standardized framework for the evaluation of a prospective respondent's qualifications. Respondents must submit a Statement of Qualification (SOQ) to request placement on one



(1) or more of the fourteen (14) service categories. Respondents must use Section 4 – Scope of Services, detailed description of service categories, and Attachment B – On-Call Professional Consultant Service Category Selection Form to identify the service category(ies) for which an individual or firm would like to be considered and submit separate qualification forms (Attachment C - On-Call Professional Consultant Project Qualification Form) for each service category.

Responses that do not provide all requested information listed in this subsection may be deemed non-responsive and disqualified from consideration.

### **7.2.1. Statement of Qualifications Content and Format**

Responses to this solicitation must be made in accordance with the content and format set forth in this section. Failure to adhere to the following format may be cause for rejection of the response as non-responsive.

#### **7.2.1.1. Cover Letter**

The SOQ must contain a cover letter that includes the following:

- 7.2.1.1.1.** Name and Address of Firm
- 7.2.1.1.2.** Telephone of Firm
- 7.2.1.1.3.** Prime Contact Person
- 7.2.1.1.4.** Telephone and E-mail of the Prime Contact Person
- 7.2.1.1.5.** Name and Signature of the individual who is authorized to represent the individual or firm regarding all matters related to the solicitation and any contract subsequently awarded. The cover letter must be signed by the person who is authorized by the company for all commitments made in the response.

#### **7.2.1.2. Introduction**

A brief summary of the respondent's understanding of the SOQ objectives and tasks, including:

- 7.2.1.2.1.** A summary of representative experience relevant to the work described in detailed description of service categories, as set forth in Section 4 – Scope of Services.
- 7.2.1.2.2.** The location and telephone number of the office from which the work is to be done.
- 7.2.1.2.3.** Company Profile or Annual Report – SOQ must include a detailed company portfolio, including evidence of the company's financial viability sufficient to complete the

terms of the contract.

**7.2.1.2.4.** The respondent's organization will be evaluated on the capability of the respondent to meet the terms of the solicitation and on demonstrated expertise in accomplishing similar work as evidenced by projects recently completed by the respondent. A respondent's SOQ must address the following questions/statements; responses will be considered in the City's evaluation of the respondent:

- What is your firm's experience working with the City of Los Angeles?
- Describe your firm's communication experience with staff, stakeholders, advisory groups and decision makers.
- Is your firm located in the Los Angeles area? If your firm is located outside the greater Los Angeles area, what will be done to ensure access and communication with City staff?

### **7.2.2. Project Qualification Form**

Respondent must provide acceptable proof of qualification to provide the requested services in this solicitation by completing Attachment C – On-Call Professional Consultant Project Qualification Form. Respondent must provide at least five (5) projects, in similar scope and size, demonstrating their ability to provide the service in the category/categories for which they would like to be considered. Print out additional forms as necessary. If acceptable proof of qualifications is not provided, the Response will be considered non-responsive.

### **7.3. On-Call Professional Consultant Hourly Rates Form**

Respondents must submit hourly billing rates for personnel that may work on LADOT projects billed using the Cost Reimbursement Hourly Billing Rate method by completing the Attachment D – On-Call Professional Consultant Hourly Rates Form. If selected for an award of contract, respondent's Hourly Rates Form will be incorporated into the selected respondent's agreement.

### **7.4. City Contracting Requirements**

Compliance documents with the City's contracting administrative requirements must be submitted with the proposal. All proposals will be reviewed by the City to determine if the proposals contain minimum essential requirements outlined in the RFQ, including compliance with Standard City Contracting Requirements. Failure to comply with these requirements may render the proposal non-responsive. Exemplars and/or explanatory

materials for each item are provided in the cited attachments. For consistency of reference, all documents should be included in the order listed below, and marked as an attachment with the corresponding letter designation utilized in this RFQ (e.g., Section H – Certification of Compliance with Child Support Obligations).

Responses with missing compliance documents and/or that do not comply with the City's administrative requirements may be deemed non-responsive and disqualified from being considered.

## **8. MANDATORY VIRTUAL PRE-QUALIFICATION MEETING**

### **8.1. Mandatory Virtual Pre-Qualification Meeting**

A **mandatory virtual** Pre-Qualification meeting will be held to provide an overview of the contents and requirements of this RFQ, including submittal information, City's Business Inclusion Program, Equal Benefits Ordinance, Affirmative Action Program, Labor Code Compliance, and any other applicable requirements. Prospective respondents who fail to attend this mandatory meeting **will not** be eligible to submit a response to this RFQ. City staff will be available to respond to questions regarding RFQ requirements and other mandated City policies and compliance requirements.

The mandatory Pre-Qualification meeting will be held via Zoom on August X, 2023, 1:00 PM PST. Zoom login information will be provided at [www.rampla.org](http://www.rampla.org) prior to the meeting.

It is expected that all respondents attending this meeting will have reviewed the RFQ and its attachments in their entirety.

To maximize the effectiveness of the meeting, to the extent possible, respondents are asked to submit questions by email to the RFQ Administrator Lindsey Estes at [lindsey.estes@lacity.org](mailto:lindsey.estes@lacity.org) at least one (1) week prior to the meeting. Questions and responses will be discussed at the Mandatory Pre-Qualification meeting and posted on the City of Los Angeles Regional Alliance Marketplace for Procurement (RAMP) at [www.rampla.org](http://www.rampla.org).

### **8.2. Reasonable Accommodations for Persons with Disabilities During the Meetings**

As an entity covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposals, programs, services, and activities. If an individual with a disability requires accommodations to attend the mandatory virtual meeting or any on-site visit, please contact the RFQ Administrator Lindsey Estes at [lindsey.estes@lacity.org](mailto:lindsey.estes@lacity.org) at least five (5) working days prior to the scheduled event.

## **9. SUBMITTING RESPONSES**

Persons who email proposals will be send a “Notice of Receipt” reply email. The time and date of all responses submitted will be noted. Timely submission of the required documents is the sole responsibility of the Respondent.

Supplemental material may be requested by the City and shall be submitted by the Respondent in original form to the LADOT contact at the email address provided above.

Responses will be disqualified for failing to comply with the submission deadline or the City Administrative Contracting Requirements. The City reserves the right to determine the timeliness of all response submissions.

### **9.1. Response Deadline**

Responses must be received by email no later than September X, 2023, 3:00 PM PST, the RFQ submittal deadline. Documents submitted after the deadline will not be accepted.

### **9.2. Response Package**

The response must be in writing and submitted in two parts via email:

Part 1: One (1) digital copy in Portable Document Format (.pdf) of the written response with a cover letter. The response must have a table of contents and numbered pages for ease of review by the evaluation committee. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Part 2: One (1) digital copy of the completed documents specified by the City of Los Angeles Administrative Contracting Requirements. The documents must be submitted with the response, but in a separate PDF file. (For reference, a checklist is included in the Contracting Requirements Section to assist in the preparation of these documents.)

### **9.3. Delivery Location**

Responses must be emailed or delivered in person to: Lindsey Estes, [lindsey.estes@lacity.org](mailto:lindsey.estes@lacity.org).

## **10. TERMS OF WITHDRAWAL**

All Responses must be firm offers and may not be withdrawn for a period of three hundred and sixty-five (365) days following the deadline date for submission of response noted herein.

### **10.1. Withdrawal Prior to Due Date**

A Respondent may withdraw its Response prior to the specified due date and time. A written request to withdraw, signed by an authorized representative of the Respondent, must be submitted to the City of Los Angeles, Department of Transportation at the email address specified herein for submittal of a Response. After withdrawing a previously submitted Response, the Respondent may submit another Response at any time prior to the specified submission deadline.

### **10.2. Errors and Withdrawal After Due Date**

A Respondent will not be released on account of errors. After Responses have been submitted and received, no Responses shall be withdrawn, except with the consent of the LADOT and only under the following conditions:

The Respondent send within five (5) calendar days after the opening of the Responses, a written notice of a material error to the City of Los Angeles, Department of Transportation at the address specified herein for submittal of a Response.

In the notice, the Respondent:

1. Specifies that the error results in a Response that is materially different than intended and describes in detail how the error occurred;
2. Provides supporting documentation, including original material (should LADOT require additional clarification, information, and/or documentation, the Respondent must respond within two (2) working days after receiving notification from LADOT;
3. Acknowledges that should their request to withdraw be granted by LADOT, it is with the understanding that the LADOT will not accept a Response from them for this contract should there be a need to re-issue this RFQ.

## **11. EVALUATION AND SELECTION PROCESS**

### **11.1. Evaluation of Responses**

LADOT will organize an Evaluation Committee to evaluate the proposals received pursuant to this RFQ. The Evaluation Committee will review all responsive proposals with respect to the criteria described below. The City reserves the right to revise the Evaluation Form included prior to being utilized by the Evaluation Committee and without notifying proposers.

Consultant will be evaluated according to the following criteria:

- 40% Qualification of the consultant
  - Consultant's background and experience in the field to be considered
  - Consultant's experience with projects of similar size and scope
  - Consultant's experience working with large jurisdictions and implementations
  - Consultant's capability to reallocate resources effectively as needed to meet project schedule and needs
- 40% Qualification of the Staff Members
  - Project manager(s) and key staff members' background and experience in the services to be considered
  - Project manager(s) and key staff member's experience with projects of similar size and scope
  - Sub consultant's (if any) background and experience with services to be considered
- 20% References
  - Consultant's references will be contacted for comments

In evaluating proposals, LADOT may communicate with one or more of the proposers for the purpose of obtaining additional clarifying information. In submitting additional information, a proposer is not permitted to substantially embellish or change the original proposal, unless so directed by LADOT.

The Evaluation Committee will score and rank all the proposals and make award recommendations to the General Manager of LADOT. Ranking of the proposals will not be applied to a ranking within the service areas of Pre-Qualified List ("List") for consultants awarded an On-Call Professional Services Contract.

### **11.2. Requirements for Recommendation of a Contract Award**

To be recommended for an award of contract as an On-Call Professional Consultant with LADOT, pursuant to this solicitation, respondents must:

**11.2.1.** Meet the minimum qualifications requirement as stated in Section 7.1.

**11.2.2.** Attend the Mandatory Pre-Qualification Meeting as stated in Section 8.

**11.2.3.** Submit all information and compliance documents required by this solicitation by stated deadline, including print out of documents completed and submitted via [www.rampla.org](http://www.rampla.org). Refer to Appendix A – City Contracting Requirements Checklist.

### **11.3. Failure to Complete Submittal Requirements**

Failure to complete the Response submittal requirements by stated deadline will result in the respondent being deemed non-responsive and will not be evaluated for an award of contract. All respondents will be informed in writing if they have been deemed non-responsive and are thus ineligible to be evaluated for a possible award of contract.

### **11.4. Rejection/Termination Due to False Information or Other Data**

In accordance with Los Angeles City Charter section 371(c), "The City shall reserve the right to reject any and all bids or proposals and to waive any informality in the bid or proposal when to do so would be to the advantage of the City. The City may also reject the bid or proposal of any bidder or proposer who has previously failed to timely and satisfactorily perform any contract with the City."

Also, if a respondent knowingly and willfully submits false information or other data, the City reserves the right to reject their RFQ response. If a contract was awarded as a result of false statements or other data submitted in response to this RFQ, the City reserves the right to terminate that contract.

## **12. NOTIFICATION OF RECOMMENDATION OF AWARD OF CONTRACT**

The Evaluation Committee will recommend qualified respondents to the LADOT General Manager for contract award. LADOT reserves the right to award as many contracts as necessary to serve LADOT's needs. Recommendations regarding successful respondents and the award of one (1) or more as-needed contracts will be submitted to the Mayor's Office and the City Council for approval.

All respondents will be notified of those awarded a contract via email. It is the respondent's responsibility to provide a valid email address in their cover letter when responding to this solicitation.

## **13. PROTEST PROCEDURES**

These procedures provide protesting firms or individuals a method for resolving a protest prior to contract award and will enable the City to ascertain all of the facts necessary to make an informed decision regarding the award of the contract. These procedures are for the benefit of the City and are not intended to establish an administrative requirement that must be exhausted by the protesting respondent prior to pursuing any legal remedy which may be available. For this reason, no respondent shall have any right to due process, should the City fail to follow these procedures for any reason within its discretion. Failure by a party originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

### **13.1. Protest Submission**

Protests concerning this procurement process must be sent by certified mail with return receipt to:

City of Los Angeles  
Department of Transportation  
Attention: General Manager  
100 South Main Street, 10th Floor  
Los Angeles, California 90012

At a minimum, protest document must include the following:

- Name, Address, and Telephone number of the protesting party and/or person representing the protesting party.
- Name and number of the solicitation.
- Detailed statement specifying the legal and factual grounds of the protest and the copies of all relevant documents supporting the argument.
- Statement as to the form of relief sought.

The procedures and time limits set forth in this section are mandatory and are the Respondents' sole and exclusive remedy in the event of a protest. Failure by a party originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

### **13.2. Content Protest**

Protests must be sent certified mail and postmarked no later than ten (10) calendar days after the solicitation posting on the RAMP. The day after the solicitation posting will be considered as day one (1). LADOT will respond in writing by certified mail to protestor(s) within fifteen (15) calendar days of receipt of the protest(s). If LADOT determines that a revision to the procurement process is appropriate, LADOT shall either extend the procurement process timeline or withdraw and reissue the solicitation. In either case any revisions to the procurement process will be posted on the RAMP.

### **13.3. Contract Compliance Protest**

Protest from agencies concerned with contract compliance matters may be considered by LADOT beyond the protest period. These protests will receive due consideration if the agency submits the protest in a timely period and such protest affects a respondent who appears to have a substantial and reasonable prospect of receiving an award if the protest is denied or sustained.



#### **13.4. Protest Against Another Respondent**

If filing a protest against another respondent, LADOT will only consider such protests if it appears that either respondent may have a substantial and reasonable prospect of receiving an award if the protest is denied or sustained.

#### **13.5. Contract Award Protest**

Officially signed and dated protests must be received prior to the Mayor's approval to award any contract in response to this solicitation. Protests must be sent certified mail and postmarked no later than ten (10) calendar days after the notification of recommendations for contract award. The day after the notification of award is emailed will be considered as day one (1). A protestor(s) contesting LADOT's recommendation of a respondent for contract award must provide details of the facts that support their basis for protest.

#### **13.6. Protest Review Process**

Protests meeting any of the above criteria will be reviewed and analyzed by a Standing Protest Committee. This Committee will consist of two (2) members of the City's Board of Transportation Commissioners and at least two (2) members of LADOT senior management staff not otherwise involved with the Response evaluation. A protest hearing will be convened at a publicly noticed meeting with a specific date, time and location. Protesting parties and firms protested against will be given the opportunity to present their arguments at the public session. LADOT will conduct the hearing within thirty (30) calendar days of the protest submission deadline. The findings of the Committee will be presented to the City's Board of Transportation Commissioners for consideration at one of its scheduled public meetings. For contract awards involving approval by the City Council, any adopted findings and/or recommendations of the Board of Transportation Commissioners concerning the protest review will be forwarded to the City Council's Transportation Committee for its consideration. The decision made by the Transportation Committee or City Council regarding a protest will be final and may not be appealed further.

#### **13.7. Conclusion of Protest and Final Report**

LADOT's final written report on the Department's procurement process and staff recommendation of contract award will contain an account of all protest(s) filed based on solicitation content, and shall include the Department's response(s) to the protest(s). LADOT's report shall be forwarded to the Mayor, and City Council as appropriate, for their consideration.

## 14. PROPOSED TIMELINE

This schedule below highlights key steps for the RFQ and contracting process. The City reserves the right to adjust this schedule when appropriate.

Request for Qualifications Published	July X, 2023
Deadline to Protest RFQ Content	August X, 2023
<b>Mandatory Pre-Qualification Meeting</b>	<b>August X, 2023 1:00 PM PST</b>
Final Day for Written Questions	August X, 2023
<b>RFQ Response Deadline</b>	<b>September X, 2023 3:00 PM PST</b>
Notification of Contract Award	October X, 2023
Deadline to Protest Selection	October X, 2023

## 15. GENERAL INFORMATION

### 15.1. Acceptance of Terms and Conditions

Submission of a response pursuant to this solicitation constitutes acknowledgement and acceptance of all terms and conditions hereinafter set forth in this solicitation unless otherwise expressly stated in the proposal.

### 15.2. Award of Contract

The respondent(s) to whom a contract is awarded must enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This solicitation and the Response, or any part thereof, may be incorporated into and made a part of the final contract, however, the City reserves the right to further negotiate the terms and conditions of the contract with the selected respondent(s).

### 15.3. Response Conditions and Limitations

Respondents that set forth conditions or limitations different from those set forth in this solicitation may be considered non-responsive and rejected.

### 15.4. Solicitation Interpretations and Addenda

The City will notify any change to or interpretation of the solicitation in an Addendum, which will be posted in [www.rampla.org](http://www.rampla.org), and it will become a part of the solicitation and may be incorporated into the contract.

### 15.5. Disposition of Responses

All responses submitted in response to this solicitation will become the property of the City of Los Angeles and a matter of public record. The respondents must identify, in writing, all

copyrighted material, trade secrets or other proprietary information that it claims is exempt from disclosure under the Public Records Act, (California Government Code Sections 6250 et seq.). Any respondent claiming such an exemption must also state in its response that the respondent agrees to defend any action brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party making a request thereof. Any respondent who fails to include such a statement shall be deemed to have waived its right to an exemption from disclosure as provided by said Act.

#### **15.6. Limitations**

Notwithstanding any other provisions of this solicitation, the City reserves the right to reject all responses and to waive any informality in a response when to do so would be to the advantage of the City or its taxpayers.

The respondent understands and agrees that the City will have no financial responsibility for any costs incurred by the respondent in responding to this solicitation.

The selected respondent agrees that in any action related to the awarded contract, venue will be in the County of Los Angeles, State of California.

#### **16. GENERAL CITY RESERVATIONS**

**16.1.** City reserves the right to verify the information in the Response.

**16.2.** The City reserves the right to withdraw this solicitation at any time without prior notice and the right to reject any and all responses. The City makes no representation that any contract will be awarded to any firm responding to this procurement process.

**16.3.** The City reserves the right to extend the deadline for submission. Firms will have the right to revise their Response in the event the deadline is extended.

**16.4.** A firm will not be recommended for a contract award, regardless of the merits of the Response submitted, if it has a history of contract noncompliance with the City or other funding source or poor past or current performance with the City or other funding source.

**16.5.** Upon completion of all work under the contract, ownership and title of all reports, documents, plans, drawings, specifications, and estimates produced as part of the contract will automatically be vested in the City of Los Angeles, and no further agreement will be necessary to transfer ownership to any City entity. Copies made for the contractor's records shall not be furnished to others without written authorization from the City of Los Angeles, Department of Transportation.

## **17. LIST OF ATTACHMENTS AND APPENDICES**

Appendix A – City Contracting Requirements

Attachment A – Sample On-Call Professional Consultant Services Agreement

Attachment B – On-Call Professional Consultant Service Category Selection Form

Attachment C – On-Call Professional Consultant Project Qualification Form

Attachment D – On-Call Professional Consultant Hourly Rates Form

City of Los Angeles

Department of Transportation

Request for Proposals (RFP)  
City Contracting Requirements

# Los Angeles Department of Transportation

## **CITY CONTRACTING REQUIREMENTS CHECKLIST**

### **SECTION I – Compliance Documents to be Submitted with Response by All Respondents**

Respondents are required to complete and **submit** the following documents **with their response**.

A	Business Inclusion Plan (BIP) - Schedule A	
B	Bidder Certification CEC Form 50 (Municipal Lobbying Ordinance)	
C	Prohibited Contributors (Bidders) Form 55 (City Charter §470 (c)(12))	
D	Non-Collusion Affidavit	
E	Contractor Responsibility Ordinance Questionnaire	
F	City of Los Angeles Contract History Form	
G	Contractor Workforce Information Form (LA Residence Information)	
H	Certification of Compliance with Child Support Obligations	
I	Iran Contracting Act of 2010 Compliance Affidavit	
J	Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO)	

### **SECTION II – Compliance Documents to be Completed and Submitted on RAMPLA.ORG**

Respondents are required to complete and submit the following documents **by the solicitation due date**.

K	Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO)	
L	Disclosure Ordinances (Slavery and Border Wall Contracting)	
M	Local Business Preference Program (LBPP) <b>ONLY</b> required if respondent chooses to participate in Program.	

### **SECTION III – Required Documents Prior to Award of Contract**

Qualified OR selected respondents for contract award are required to submit these documents **before contract is executed**.

N	Contractor Responsibility Ordinance Pledge of Compliance	
O	Certification of Compliance with the Americans with Disabilities Act	
P	Insurance Requirements: Workers' Compensation, General Liability, Auto Liability (Refer to Form Gen. 146) <b>Acord 25 Form must be submitted to CAO Risk Management at <a href="https://kwikcomply.org">https://kwikcomply.org</a></b>	
Q	Business Tax Registration Certificate (BTRC)	
R	Internal Revenue Service (IRS) Form W-9	
S	Financial Guarantee: Performance Bond, Letter of Credit, etc. <b>ONLY</b> if required by the solicitation.	

### **SECTION IV – City Contract Compliance Requirements**

Respondents are advised the following provisions will be part of the contract. **No forms or documents are required to be submitted.**

T	Nondiscrimination/Equal Employment Practices/Affirmative Action	
U	Contractor Evaluation Ordinance	
V	Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance (Fair Chance Initiative for Hiring)	
W	Standard Provisions for City Contracts	

# **Los Angeles Department of Transportation**

## **REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS**

### **SECTION I**

**Compliance Documents to be Submitted with Response by All  
Respondents**

# Los Angeles Department of Transportation

## Section A

### Business Inclusion Program (BIP)

Established by Mayor's Executive Directive No. 14, this program requires all respondents to Request for Bids (RFBs), Requests for Proposals (RFPs), and Requests for Qualifications (RFQs) to perform subcontractor outreach to all available MBE/WBE/SBE/EBE/DVBE/OBE firms which could perform a portion of the scope of work required in the respective RFB, RFP, or RFQ. As proof of the respondent's outreach efforts, the respondent is required to perform the Business Inclusion Program (BIP) Outreach on the City of Los Angeles' Regional Alliance Marketplace for Procurement (LARAMP) at [www.rampla.org](http://www.rampla.org).

### **INSTRUCTIONS**

All Respondents must perform and submit the Business Inclusion Program Outreach as described in the following instructions.

Outreach must be completed **15 DAYS** prior to submittal deadline.

All Respondents **MUST complete and submit** the BIP Schedule A and include in their response.

Responses submitted without a completed BIP Schedule A **WILL** be deemed non-responsive and disqualified from being considered.

All BIP Outreach documentation must be submitted on LARAMP by 4:30 p.m. on the first calendar day following the day of the response submittal deadline.



Performance of a BIP outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) subconsultants must be completed on the Regional Alliance Marketplace for Procurement (RAMP), [www.rampla.org](http://www.rampla.org).

All BIP outreach documentation must be submitted on the RAMP by 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline.

The Department of Transportation anticipated levels of

MBE Participation:	<b><u>18</u> %</b>
WBE Participation:	<b><u>4</u> %</b>
SBE Participation:	<b><u>25</u> %</b>
EBE Participation:	<b><u>3</u> %</b>
DVBE Participation:	<b><u>3</u> %</b>

NOTE: BIP outreach information and/or assistance may be obtained through Robin Quintanilla at [robin.quintanilla@lacity.org](mailto:robin.quintanilla@lacity.org) and Emerson Belen at [emerson.belen@lacity.org](mailto:emerson.belen@lacity.org)

**CITY OF LOS ANGELES' POLICY  
BUSINESS INCLUSION PROGRAM (BIP) FOR A REQUEST FOR PROPOSAL (RFP)**

**SUMMARY**

This policy sets forth the City of Los Angeles' rules and procedures to be followed by respondents on advertised personal services contracts in regards to the City's BIP outreach requirements. In general, this policy provides that respondents for contracts must demonstrate compliance with the indicators relating to an active outreach program to obtain participation by MBEs, WBEs, SBEs, EBEs, DVBES, and OBEs. Failure to demonstrate an outreach on the RAMP to comply with the indicators will render the proposal non-responsive.

**A. GENERAL**

This policy statement explains how the City's BIP will be administered within the Awarding Authority for personal services contracts. The Awarding Authority is committed to ensuring full and equitable participation by minority, women, small, emerging, disabled veteran, and other businesses in the provision of all goods and services to the Awarding Authority on a contractual basis. The BIP is set forth in this policy Statement. Respondents to this Awarding Authority shall be fully informed concerning the requirements of this Program. **Failure to comply with the City's BIP outreach requirements will render the response non-responsive and result in its rejection.**

Additional information and/or assistance in implementing this Program may be obtained through Robin Quintanilla at [robin.quintanilla@lacity.org](mailto:robin.quintanilla@lacity.org) and Emerson Belen at [emerson.belen@lacity.org](mailto:emerson.belen@lacity.org)

**B. DEFINITIONS**

1. Minority or Women Business Enterprise (MBE or WBE): For the purpose of this program, Minority or Women Business Enterprise shall mean a business enterprise that meets both of the following criteria:
  - a. A business that is at least 51 percent owned by one or more minority persons or women, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons or women; and
  - b. A business whose management and daily business operations are controlled by one or more minority persons or women.
2. Small Business Enterprise (SBE): For the purpose of this program, Small Business Enterprise shall mean a business enterprise that meets the following criteria:
  - a. A business (personal or professional services, manufacturer, supplier, or vendor) whose three (3) year average annual gross revenues does not exceed \$7 million.
  - b. A business (construction contractors) whose three (3) year average annual gross revenues does not exceed \$15 million.
3. Emerging Business Enterprise (EBE): For the purpose of this program, Emerging Business Enterprise shall mean a business enterprise whose three (3) year average annual gross revenues do not exceed \$5 million.
4. Disabled Veteran Business Enterprise (DVBE): For the purpose of this program, Disabled Veteran Business Enterprise shall mean a business enterprise that meets the following criteria:
  - a. A business that is at least 51 percent owned by one or more disabled veterans.
  - b. A business whose daily business operations must be managed and controlled by one or more disabled veterans.
5. Other Business Enterprise (OBE): For the purpose of this program, Other Business Enterprise shall mean

any business enterprise which either does not otherwise qualify or has not been certified as a Minority, Women, Small, Emerging, and/or Disabled Veteran Business Enterprise.

6. Minority person: For the purpose of this program, the term "Minority person" shall mean African Americans; Hispanic Americans; Native Americans (including American Indians, Eskimos, Aleuts, and Native Hawaiians); Asian-Pacific Americans (including persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas); and Subcontinent Asian Americans (including persons whose origins are from India, Pakistan and Bangladesh).
7. Disabled Veteran: For the purpose of this program, the term "Disabled Veteran" shall mean a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability of at least 10% or more; and the veteran must reside in California.
8. Certification must be current **on the date the Awarding Authority awards a contract for the project** if credit is to be allowed towards the anticipated levels of MBE, WBE, SBE, EBE, and/or DVBE participation on this contract.
  - a. Certification as a Minority or Women Business Enterprise: an MBE/WBE must be certified by 1) City of Los Angeles, Bureau of Contract Administration; 2) State of California Department of Transportation (Caltrans); 3) Any certifying agency that is a part of the State of California Unified Certification Program (CUCP) as long as the certification meets all of the City of Los Angeles' MBE/WBE certification requirements; 4) Southern California Minority Supplier Development Council (SCMSDC) for MBE certifications; 5) Women's Business Enterprise Council West (WBEC)-West for WBE certifications; or 6) California Public Utilities Commission's Supplier Clearinghouse (CPUC).

Applications for certification and directories of MBE/WBE certified firms are available at the following locations:

1. City of Los Angeles  
Bureau of Contract Administration, Office of Contract Compliance  
1149 S. Broadway, Suite 300, Los Angeles, CA 90015  
Telephone: (213) 847-2684  
E-mail address: [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)
2. California Department of Transportation, Office of Business and Economic Opportunity  
1823 14<sup>th</sup> Street, Sacramento, CA 95814  
Telephone: (916) 324-1700  
Internet address: [www.dot.ca.gov/programs/business-and-economic-opportunity](http://www.dot.ca.gov/programs/business-and-economic-opportunity)
3. Southern California Minority Supplier Development Council (for a fee)  
800 W. 6<sup>th</sup> Street, Suite 850, Los Angeles, CA 90017  
Telephone: (213) 689-6960  
Fax: (213) 689-1707  
Internet address: [www.scmsdc.org](http://www.scmsdc.org)
4. Women's Business Enterprise Council – West (WBEC-West)  
400 Corporate Pointe, Suite 300  
Culver City, CA 90230  
Telephone: (310) 461-4361  
E-mail: [office@wbec-west.org](mailto:office@wbec-west.org)

Internet address: [www.wbec-west.com](http://www.wbec-west.com)

5. California Public Utilities Commission's Supplier Clearinghouse (CPUC)  
10100 Pioneer Boulevard, Suite 103  
Santa Fe Springs, CA 90670  
Telephone: (562) 325-8685  
Fax: (562) 278-0153  
Internet address: <http://www.thesupplierclearinghouse.com/>

- b. Certification as a Small or Emerging Business Enterprise: An SBE must be certified by either:
  - 1) City of Los Angeles, Bureau of Contract Administration as a Local, Small Business Enterprise; or
  - 2) State of California, Office of Small Business & Disabled Veteran Business Enterprise Services as long as the certification meets all of the City of Los Angeles' SBE and/or EBE certification criteria.

**Note:** The City of Los Angeles, Bureau of Contract Administration does not offer EBE certifications. However, if a company holds a City of Los Angeles certification as a Local, Small Business Enterprise, they can request an SBE and EBE designation on their RAMP company profile. The State of California does not offer EBE certifications. For the purposes of this program, the State's Microbusiness certification will be considered synonymous with the City's EBE certification.

Applications for certification and directories of SBE/EBE certified firms are available at the following locations:

1. City of Los Angeles  
Bureau of Contract Administration, Office of Contract Compliance  
1149 S. Broadway, Suite 300, Los Angeles, CA 90015  
Telephone: (213) 847-2684  
E-mail: [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)  
Internet address: <https://bca.lacity.org/certification>
2. Office of Small Business & Disabled Veteran Business Enterprises (OSDS) Resources  
707 3<sup>rd</sup> Street, West Sacramento, CA 95605  
Telephone: (916) 375-4940  
E-mail: [OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov)  
Internet address: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

- c. Certification as a Disabled Veteran Business Enterprise: A DVBE must be certified by either: 1) State of California, Office of Small Business & Disabled Veteran Business Enterprise Services; or 2) Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, Center for Verification and Evaluations as Service-Disabled Veteran-Owned Small Business (SDVOSB) and be headquartered in California.

Applications for certification/verification and directories of DVBE and SDVOSB certified/verified firms are available at the following locations:

1. Office of Small Business & Disabled Veteran Business Enterprises Services (OSDS)  
707 3<sup>rd</sup> Street, West Sacramento, CA 95605  
Telephone: (916) 375-4940  
E-mail: [OSDSHelp@dgs.ca.gov](mailto:OSDSHelp@dgs.ca.gov)

Internet address: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

2. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization (OSDBU)

Internet address: <https://www.va.gov/osdbu/>

9. Business Inclusion Program Outreach Documentation: The respondent must take affirmative steps prior to submission of their RFP response to ensure that a maximum effort is made to recruit subconsultants. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services. Affirmative steps for BIP Outreach Documentation are outlined in Paragraph C herein. The BIP Outreach Documentation must be submitted as described in Paragraph C herein. Failure to submit the BIP Outreach Documentation will render the response non-responsive.
10. Subcontract: For the purpose of this program, the term “Subcontract” denotes an agreement between the prime Consultant and an individual, firm or corporation for the performance of a particular portion(s) of the work which the prime Consultant has obligated itself.
11. Subconsultant: An individual, firm, or corporation having a direct contract with the consultant for the performance of a part of the work which is proposed to be constructed or done under the contract or permit, including the furnishing of all labor, materials, or equipment. For the purposes of this Program, a subconsultant may also be referred to as a subcontractor.
12. Vendor and/or supplier: A firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. The firm must engage in, as its principal business, and under its own name, the purchase and sale of the products in question. A vendor and/or supplier of bulk items such as steel, cement, stone and petroleum products need not keep such products in stock, if it owns or operates distribution equipment.
13. Manufacturer: A firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the consultant.
14. Broker: A firm that charges for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, insurance or bonds, materials or supplies required for performance of the contract. The fee or commission is to be reasonable and not excessive as compared with fees customarily allowed for similar services.
15. Participation Recognition: This applies to recognition as an MBE, WBE, SBE, EBE, DVBE, and OBE.
  - a. All listed MBE, WBE, SBE, EBE, and/or DVBE firms must be certified as defined under Paragraph B, Definitions, Item 8, **on the date the Awarding Authority awards a contract for the project** before credit may be allowed toward the respective MBE, WBE, SBE, EBE, and/or DVBE pledged participation level.
  - b. Work performed by a MBE, WBE, SBE, EBE, and/or DVBE prime consultant will not be a consideration when determining a prime consultant’s BIP Outreach. The prime consultant will be required to make a BIP Outreach to obtain certified MBEs, WBEs, SBEs, EBEs, and DVBEs through subconsulting or materials and supplies acquisition to reach anticipated participation levels.
  - c. Recognition for materials and/or supplies is limited to 60 percent of the amount to be paid to the vendor for such materials/supplies in computing the levels of MBE, WBE, SBE, EBE, DVBE and/or OBE participation, unless the vendor manufactures or substantially alters the materials/supplies.

- d. MBE, WBE, SBE, EBE, DVBE and/or OBE credit for brokers required for performance of the contract is limited to the reasonable fee or commission charged, as not considered excessive, as compared with fees customarily allowed for similar services.
- e. A firm which qualifies as both an MBE and a WBE will be credited as either MBE participation or as WBE participation, but will not be credited for both. However, an MBE and/or WBE firm may also receive SBE, EBE and/or DVBE credit if so qualified.
- f. A listed MBE, WBE, SBE, EBE, DVBE and/or OBE firm must perform a commercially useful function, i.e., must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work. Additionally, a firm listed for participation credit must be performing work or a service which is considered a normal part of their business activity offered to the public.
- g. MBE and/or/WBE credit shall not be given to a Joint Venture partner listed as a subconsultant by a Joint Venture respondent.
- h. A SBE, EBE, DVBE prime consultant shall receive pledged participation credit for the work performed by its own workforce.
- i. A listed firm whose participation is credited initially as an OBE, but becomes certified or obtains additional certifications subsequent to the date of the contract award, will receive the appropriate participation credit for any work performed after becoming certified. Additionally, if the subconsultant has a status change in any of its certifications during the performance of work under the contract, the firm will not receive certification credit for work performed after the certification status change.

#### C. BIP OUTREACH DOCUMENTATION

It is the policy of the City of Los Angeles to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran Business Enterprises (DVBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts. In order to maximize this participation while minimizing the administrative impact on city staff and RFP respondents alike, the Mayor's Office has developed a Business Inclusion Program (BIP). The BIP requires City departments to set anticipated participation levels based on the opportunities presented in their advertised contracts and department's achievement of its annual goals. A respondent's BIP Outreach to MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs shall be determined by their compliance with the following BIP Outreach process which will be performed on the City's Regional Alliance Marketplace for Procurement (RAMP). The RAMP can be accessed at [www.rampla.org](http://www.rampla.org). Failure to meet the anticipated MBE, WBE, SBE, EBE, and/or DVBE participation levels will not be the basis for disqualification or determination of noncompliance with this policy. **However, failure to comply with the BIP Outreach documentation requirements as described in this section will render the RFP response non-responsive and will result in its rejection.** *Compliance with the BIP Outreach requirements is required even if the proposer has achieved the anticipated MBE, WBE, SBE, EBE, and DVBE participation levels.* Adequacy of a respondent's BIP Outreach will be determined by the Board of Public Works (Board) after consideration of the indicators of BIP Outreach as set forth below.

Any technical difficulties encountered (i.e.: inability to log in, system log out, receiving an error message when you believe you have met the requirements, etc.) while utilizing the RAMP should be reported immediately using the following steps:

1. E-mail RAMP Support at [support@rampla.org](mailto:support@rampla.org).
2. E-mail Robin Quintanilla at [robin.quintanilla@lacity.org](mailto:robin.quintanilla@lacity.org) with cc to Emerson Belen at [emerson.belen@lacity.org](mailto:emerson.belen@lacity.org)
3. If you are not contacted within 15 minutes during normal City working hours (7:00 a.m. to 4:30 p.m. Monday-Friday), call Robin Quintanilla at 213-972-4945

If the above procedures are not followed as stipulated, incomplete outreach and/or incomplete documentation may not be accepted.

***Each indicator (2-7) is evaluated on a pass/fail basis. All indicators (2-7) must be passed to be deemed responsive. Only BIP Outreach documentation submitted under the respondent's name will be evaluated. Therefore, submission by a third party will result in the respondent being deemed non-responsive. BIP Outreach may be completed by any Joint Venture member on behalf of the Joint Venture or under the name of the Joint Venture.***

1	<b>LEVEL OF ANTICIPATED MBE, WBE, SBE, EBE, and DVBE PARTICIPATION</b>
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The proposer has performed a BIP Outreach in an attempt to obtain potential subconsultant participation by MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs which could be expected by the Board to produce a reasonable level of participation by interested business enterprises, including the MBE, WBE, SBE, EBE and DVBE anticipated percentages set forth on Page 1 herein and to have the proposer meet the subconsulting expectations for the project.

***Required Documentation:*** No documentation is required from the proposer.

2	<b>ATTENDED PRE-SUBMITTAL MEETING</b>
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The proposer attended the pre-submittal meeting scheduled by the Project Manager to inform all proposers of the requirements for the project for which the contract will be awarded. This requirement may be waived if the proposer certifies it is informed as to those project requirements and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months.

***Required Documentation:*** An employee of the proposer's company must attend the pre-submittal meeting scheduled for this project. Credit may not be given if the employee arrives late or fails to sign the pre-submittal meeting attendance roster. This requirement will be waived if the proposer both certifies in writing that it is informed as to the BIP Outreach requirements for the project and has participated in a City-sponsored or City approved matchmaking event in the prior 12 months as is evidenced by City records. The waiver must also include the NAICS codes for the subconsultant the Prime met with at the matchmaking event, and those NAICS Codes **MUST** be included in the opportunity the Prime is bidding on.

**Note:** If the RFP states that the pre-submittal meeting is mandatory, then attendance at the pre-submittal meeting is the only way to pass this indicator.

3	<b>SUFFICIENT WORK IDENTIFIED FOR SUBCONSULTANTS</b>
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The proposer has identified the minimum number, as determined by the Awarding Authority, of specific areas of work that will be performed by subconsultants. This will ensure an opportunity for subconsultant participation among MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs.

***Required Documentation:*** Outreach via e-mail in the selected work areas. This outreach must be performed using the RAMP's BIP Outreach system. The outreach must be to potential MBE, WBE, SBE, EBE, DVBE, and OBE subconsultants who are currently registered on the RAMP. Failure of the proposer to outreach in all of the work areas selected by the City as potential subconsulting work areas may result in the RFP response being deemed non-responsive.

**Note:** City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline.

All notifications must be provided utilizing RAMP, and made not less than **fifteen (15) calendar days** prior to the date the RFP responses are required to be submitted. In all instances, proposers must document that invitations for subcontracting bids were sent to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each area of work to be performed.

**Required Documentation:** E-mail notification in each of the selected work areas to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each anticipated work area to be performed. The notification must be performed using the RAMP's BIP Outreach system. The notification must be to potential subconsultants currently registered on the RAMP. If the proposer is aware of a potential subconsultant that is not currently registered on the RAMP, it is the proposer's responsibility to encourage the potential subconsultant to become registered so that the proposer can include them as part of their BIP outreach. Notifications must contain areas of work anticipated to be subconsulted, City of Los Angeles project name, name of the proposer, and contact person's name, address, and telephone number. Proposers are required to send notifications to a sufficient number of firms comprised of MBE, WBE, SBE, EBE, DVBE and OBE firms for each work area chosen, as determined by the City. What is considered sufficient will be determined by the total number of potential subconsultants in each specific work area at the time the RFP was uploaded to the RAMP.

The City will determine each work area by the North American Industry Classification System (NAICS) code. The following table shows the sufficient number of MBE, WBE, SBE, EBE, DVBE and OBE subconsultants that need to be notified for each work area.

# of Subconsultants in NAICS Code	% Prime Must Notify	Number Prime Must Notify
1-10	100%	1-10
11-20	80%	9-16
21-50	60%	13-30
51-100	40%	21-40
101-200	25%	26-50
>200	10%	20+

A proposer's failure to utilize this notification function will result in their RFP response being deemed non-responsive.

**Note:** Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. In utilizing the RAMP's notification function, proposers will receive a message if they have failed to outreach to a sufficient number of firms when they go to view their summary sheet. By "double clicking" on a red box containing "0\*" the proposer will be taken to a list of firms(s) that will allow them to meet this requirement, as long as the notification deadline has not passed. If a proposer is not finding firms of a certain type of certification status when performing their notification search under the six (6) digit NAICS code, the proposer will need to expand their search to the five (5) digit code (i.e.: If none are listed under 236210 – Industrial Building Construction, then search under 23621 – Industrial Building Construction.) Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit potential subconsultant responses. City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline. Proposers are encouraged to print their BIP Outreach summary sheet prior to logging out as documented proof of their progress. In case of technical error, please follow the process for reporting these errors as outlined in Section C.



The proposer provided interested subconsultants with information about the availability of plans, specifications, and requirements for the selected subconsulting work.

**Required Documentation:** Include in Indicator 4, information detailing how, where and when the proposer will make the required information available to interested subconsultants. The notification must be performed using the RAMP's BIP Outreach system.

**Note:** For purposes of RFPs, making a copy of the RFP available to potential subconsultants will meet this requirement. At the time a proposer utilizes the RAMP's BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline.

The proposer has responded to every unsolicited offer sent by a Registered Subconsultant using RAMP and has evaluated in good faith bids or proposals submitted by interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Proposers must not unjustifiably reject as unsatisfactory a bid or proposal offered by a Registered Subconsultant, as determined by the Awarding Authority. The proposer must submit a list of all subconsultants for each area of work, including dollar amounts of potential work for MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, and a copy of any and all bids or proposals received. This list must include an explanation of the evaluation that led to the bid or proposal being rejected and the explanation must have been communicated to the subconsultant using RAMP.

**Required Documentation:**

- a) Schedule A MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form;
- b) An online Summary Sheet organized by work area, listing the following:
  - 1) The responses and/or bids received;
  - 2) The name of the subconsultant who submitted the bid/quote;
  - 3) The dollar amount of the bid/quote;
  - 4) A brief reason given for selection/non-selection as a subconsultant;
  - 5) The subconsultant selected for that work area.
- c) Copies of all MBE/WBE/SBE/EBE/DVBE/OBE bids or quotes received must be submitted through the RAMP to the "BIP Supporting Documents" section of the Summary tab prior to the proposer being awarded the contract by the City;

The proposer will be given a choice of responses to indicate 1) No Response received; 2) Response received; but no subconsultant bid submitted; or 3) Submit Bid and include bid amount.

The proposer will be able to choose a preselected reason for selection/non-selection, but may also need to include further explanation in the Notes Section of the online Summary Sheet. If the proposer elects to perform a work area with its own forces and they received a sub-bid/response, they must include a bid/response that shows their own costs for the work. Also, if the proposer is not a Local Business Enterprise (LBE), but wants to participate in the Local Business Preference Program (LBPP) by utilizing Local Business Enterprise subconsultants as prescribed in the LBPP requirements of the RFP documents, a subconsultant's LBE status can be considered a reason for selection over a non-LBE subconsultant. **All bids/responses received, regardless of whether or not the proposer outreached to the subconsultant, must be submitted and included on the on-line Summary Sheet.** To that extent, the City expects the proposer to submit a bid/response from each subconsultant listed on the online Summary Sheet. **All potential subconsultants with whom the proposer has had contact outside of the RAMP must be documented on the online Summary Sheet.**

The Summary Sheet must be performed using the RAMP's BIP Outreach system and must be submitted by 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline. If a bid/response is submitted by a firm that is not registered with the RAMP, the proposer is required to add that firm to their Summary Sheet. A proposer's failure to utilize the RAMP's Summary Sheet function will result in their RFP response being deemed non-responsive.

**Note:** City staff will request copies of all of the bids/quotes received as part of the BIP Outreach evaluation process. Proposers must have a bid/quote from each subconsultant listed on their Schedule A prior to submission of the Schedule A. The submission of the Schedule A is outlined in G herein. Proposers are encouraged to submit all of their bids/quotes with their RFP response submittal. Proposers will not be able to edit their Summary Sheet on the RAMP's BIP Outreach Summary Sheet function after 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline. City staff will access the RAMP and verify compliance with the Summary Sheet provision of this Indicator after the RFP submission deadline. Proposers are required to have each of the subconsultants on their Schedule A registered on the RAMP prior to being awarded the contract. In case of technical error, proposers must follow the process for reporting these errors as outlined in Section C.

7	<b>BOND, LINES OF CREDIT, AND INSURANCE ASSISTANCE</b>
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Each notification by the proposer shall also include an offer of assistance to interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs in obtaining bonds, lines of credit, and insurance required by the Awarding Authority or proposer.

**Required Documentation:** Include in Indicator 4, information about the proposer's efforts to assist with bonds, lines of credit and insurance. The notification must be performed using the RAMP's BIP Outreach notification system.

**Note:** At the time a proposer utilizes the RAMP's BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit subconsultant responses or is deemed contrary to the intent of this Indicator. City staff will access the RAMP and verify compliance with this Indicator after the RFP submission deadline.

The proposer shall submit completed BIP Outreach documentation either via the RAMP's BIP Outreach system or prior to award of the contract, as specified for each Indicator. The Awarding Authority in its review of the BIP Outreach documentation may request additional information to validate and/or clarify that the BIP Outreach submission was adequate. Any additional information submitted after the response due date and time will be treated at a higher level of scrutiny and may require third party documentation in order to substantiate its authenticity. Such information shall be submitted promptly upon request by the Awarding Authority.

#### **D. AWARD OF CONTRACT**

The Awarding Authority reserves the right to reject any and all RFP responses. The award of a contract will be to the responsive, responsible proposer whose RFP response complies with all requirements prescribed herein. This includes compliance with the required BIP Outreach. A positive and adequate demonstration to the satisfaction of the Awarding Authority that a BIP Outreach to include MBE/WBE/SBE/EBE/DVBE/OBE subconsultants' participation was made is a condition for eligibility for award of the contract. Proposers are required to have each one of their subconsultants register on the RAMP prior to the award of the contract.

In the event that the Awarding Authority considers awarding away from a proposer because of the proposer's failure to supply adequate BIP Outreach documentation, the Awarding Authority shall afford the proposer an opportunity to present further evidence to the Awarding Authority prior to a public hearing of the proposer's BIP Outreach evaluation.

## **E. SUBCONSULTANT SUBSTITUTION**

In addition to the requirements set forth in the provisions pertaining to the listing of subconsultants, the following shall apply for the purpose of this program:

1. Substitution During Contract Duration: The contract award requires that the level of all subconsultant participation shall be maintained throughout the duration of the contract. To this extent, any unapproved reduction in the listed subcontract amount will be considered an unauthorized substitution.
  - a. The Consultant shall request approval of the Awarding Authority for all substitutions of bid-listed (Schedule A) subconsultants.
  - b. The request shall be in writing and submitted to the designated Project Manager for the Awarding Authority. The request shall give the reason for the substitution, the name of the subconsultant and the name of the replacement.
2. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultant Substitution: The Awarding Authority requires that whenever the Consultant seeks to substitute a bid-listed (Schedule A) subconsultant, the Consultant must perform a BIP Supplemental Outreach to replace the subconsultant.
  - a. The Consultant shall contact some of each of the following: certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects from each trade for which sub-bid/subconsulting work is available and document the following for submittal:
    1. Name of company contacted; contact person and telephone number; date and time of contact.
    2. Response for each area of work which was solicited, including dollar amounts.
    3. Reason for selection or rejection of sub-bid prospect.
    4. In the event that the Consultant is unable to find some certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects, (first from their Schedule A, then from other outreach methods) for each trade, the Consultant should contact the Office of Contract Compliance by e-mail at [bca.biphhelp@lacity.org](mailto:bca.biphhelp@lacity.org) for assistance prior to certifying under penalty of perjury that it was unable to fully meet this requirement.
  - b. The Consultant shall submit all documentation to the Awarding Authority's Project Manager who may refer it to the Office of Contract Compliance for review and approval.
3. In the event that a subcontract is reduced due to a project change that will not be specified in a change order, the Consultant shall request approval for reducing the subcontract by documenting the following for submittal:
  - a. The name of the company for which the subcontract reduction is requested and the dollar amount of the reduction.
  - b. The reason for the reduction. Specific details should be given in order for the Consultant's request to be processed promptly.
  - c. The Consultant shall submit all documentation to the Awarding Authority's Project Manager.

**F. SUB-AGREEMENT FALSIFICATION**

Falsification or misrepresentation of a sub-agreement as to company name, contract amount and/or actual work to be done by the sub-bidder/subconsultant will result in sanctions set forth in provisions pertaining to listing of subconsultants.

**G. SUBMITTAL DOCUMENTS**

1. **MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form (Schedule A):**  
Proposers shall submit with their proposal the MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form, provided herein as Schedule A. The proposer shall list itself and the names and addresses of all firms to be used with a complete description of work or supplies to be provided by each, and the description of work to be performed.
2. **MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B):**  
During the term of the contract, the consultant must submit the MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B) when submitting an invoice to the City.
3. **Final Subcontracting Report (Schedule C)**  
Upon completion of the project, a summary of these records shall be prepared on the "Final Subcontracting Report" form (Schedule C) and certified correct by the consultant or its authorized representative. The completed form shall be furnished to the Board within 15 working days after completion of the contract.

**H. RESPONSIBILITY FOR IMPLEMENTATION AND MONITORING**

The Awarding Authority which acts as the City's Project Manager for the resulting contract will be the responsible entity for proper implementation and monitoring of the policy.

**I. AWARD OF CONTRACT**

Nothing herein restricts the discretion of the Board to reject all proposals in accordance with Charter Section 371.

# RFP SCHEDULE A

## MBE/ WBE/ SBE/ EBE/ DVBE/ OBE SUBCONSULANT INFORMATION FORM

(NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN and DATE ALL SHEETS)

<b>Project Title:</b>	<b>Work Order Number:</b>
<b>Consultant:</b>	<b>Address:</b>
<b>Contact Person:</b>	<b>Phone:</b>

List of all Subconsultants (Service Providers/Suppliers/Etc.)				
Name, Address, and Phone No. of Subconsultant	Description of Work or Supply	MBE/ WBE/ SBE/ EBE/ DVBE/ OBE	Caltrans/City/ MTA Certification No.	Dollar Value of Subcontract

Current Percentage of MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/ Participation to Date					
	Total Dollar	Percent		Total Dollars	Percent
MBE Participation	\$	%	WBE Participation	\$	%
SBE Participation	\$	%	EBE Participation	\$	%
DVBE Participation	\$	%	OBE Participation	\$	%

<b>Signature of Person Completing this Form</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

**MUST BE SUBMITTED WITH PROPOSAL**

**RFP SCHEDULE B**  
**MBE/ WBE/ SBE/ DVBE/ OBE UTILIZATION PROFILE**

<b>Project Title:</b>		<b>Work Order Number:</b>	
<b>Consultant:</b>		<b>Address:</b>	
<b>Contact Person:</b>		<b>Phone/Email:</b>	

<b>Contract Amount (Including Amendments)</b>	<b>This Invoice Amount</b>

	<b>MBE/ WBE/ SBE/ DVBE/ OBE Subconsultant (List All Subconsultants)</b>					
<b>Name of Subconsultant</b>	<b>MBE/ WBE/ SBE/ EBE/ DVBE/ OBE</b>	<b>Certification Agency/ Certification Number</b>	<b>Original Subcontract Amount</b>	<b>This Invoice Amount</b>	<b>Invoiced to Date (Include this Invoice)</b>	<b>Scheduled Participation to Date</b>

<b>Current Percentage of MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/ Participation to Date</b>					
	<b>Total Dollar</b>	<b>Percent Achieved</b>		<b>Total Dollars</b>	<b>Percent Achieved</b>
<b>MBE Participation</b>	\$	%	<b>WBE Participation</b>	\$	%
<b>SBE Participation</b>	\$	%	<b>EBE Participation</b>	\$	%
<b>DVBE Participation</b>	\$	%	<b>OBE Participation</b>	\$	%

<b>Invoiced to Date Amount (Includes this Invoice)</b>	<b>\$</b>
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<b>Signature of Person Completing this Form</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

**MUST BE SUBMITTED WITH EACH INVOICE**

# RFP SCHEDULE C FINAL SUBCONSULTING REPORT

<b>Project Title:</b>		<b>Work Order Number:</b>	
<b>Contractor:</b>		<b>Address:</b>	
<b>Contact Person:</b>		<b>Phone/Email:</b>	
<b>Total Contract Amount (Including Amendments)</b>		<b>\$</b>	

<b>MBE/ WBE/ SBE/ DVBE/ OBE Subconsultants (List All Subconsultants)</b>					
Name, Address, Phone of all Subcontractors Listed on Schedule C	Description of Work or Supply	MBE/ WBE/ SBE/ EBE/ DVBE/ OBE	Certification Agency and Certification Number	Original Dollar Value of Subcontract	Actual Dollar Value of Subcontract*

**\*If the actual dollar value differs from the original dollar value, explain the differences and give details.**

	Total Dollar	Achieved Levels	Pledged Levels		Total Dollars	Achieved Levels	Pledge dLeve ls
<b>MBE Participation</b>		%	%	<b>WBE Participation</b>		%	%
<b>SBE Participation</b>		%	%	<b>EBE Participation</b>		%	%
<b>DVBE Participation</b>		%	%	<b>OBE Participation</b>		%	%

<b>Total Final Amount Invoiced</b>	<b>\$</b>
------------------------------------	-----------

<b>Signature of Person Completing this Form</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

**SUBMIT WITHIN 15 DAYS OF PROJECT COMPLETION**

# Los Angeles Department of Transportation

## Section B

### Municipal Lobbying Ordinance

The Municipal Lobbying Ordinance serves to identify persons engaged in compensated lobbying activities aimed at influencing decision of City government. Respondents are required to submit with their response a completed and signed Bidder Certification CEC Form 50 acknowledging that, if the Respondent qualifies as a lobbying entity under Los Angeles Municipal Code Section 48.02 (the exemptions in Los Angeles Municipal Code Section 48.03 do not apply), the Respondent agrees to Bidder Certification CEC Form 50 comply with the disclosure requirements and prohibitions established in the Municipal Lobbying Ordinance.

A copy of the ordinance can be found at:

<https://ethics.lacity.org/wp-content/uploads/Laws-Lobbying-MLO.pdf>

Further information is available at:

<https://ethics.lacity.org/laws/#lobbying>

### **INSTRUCTIONS**

All Respondents **MUST complete and submit** the [Bidder Certification CEC Form 50](#) with their response.

Responses submitted without a completed Bidder Certification CEC Form 50 **WILL** be deemed non-responsive and disqualified from being considered.



# Los Angeles Department of Transportation

## Section C

### City Charter §470 (c)(12) (Campaign Finance Ordinance)

Charter Section 470(c)(12) and related ordinances state that respondents may not make campaign contributions to and/or engage in fundraising for any elected City official, candidate for elected City office, or City committee controlled by an elected City official or candidate from the time they submit a response until either the contract is approved or, for awarded responders, twelve (12) months after the contract is signed. The respondent who bids on or submits a proposal or other response to a contract solicitation and subcontractors expected to receive \$100,000 or more in work on the contract are subject to limitations on campaign contributions and fundraising. Respondent's principals, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

By submitting the Prohibited Contributors (Bidders) Form 55, as prescribed by the City Ethics Commission, the respondent acknowledges and agrees to comply with the requirements of Charter Section 470(c)(12) and related ordinances.

A copy of Los Angeles City Charter §470 can be found at:

<https://ethics.lacity.org/wp-content/uploads/Charter-Sec-470.pdf>

A copy of the ordinance can be found at:

<https://ethics.lacity.org/wp-content/uploads/2019/01/CFO-20181219-Effective-20190128-Final.pdf>

Further information is available at:

<https://ethics.lacity.org/campaigns/>

## **INSTRUCTIONS**

Prior to the execution of a City contract, Contractor **MUST complete and submit** the [Prohibited Contributors \(Bidders\) Form 55](#).

Responses submitted without a completed Prohibited Contributors (Bidders) Form 55 **WILL** be deemed non-responsive and disqualified from being considered.

# Los Angeles Department of Transportation

## Section D

### Non-Collusion Affidavit

Pursuant to the Los Angeles Administrative Code, Division 10, Chapter 1, Article 2, Section 10.15, each response must include a statement submitted and signed by the respondent under penalty of perjury that: The response is genuine, not a sham or collusive; the response is not made in the interest or behalf of any person not named therein; the respondent has not directly or indirectly induced or solicited any person to submit a false or sham response or to refrain from responding; and the respondent has not in any manner sought by collusion to secure an advantage over any other respondent.

### **INSTRUCTIONS**

All Respondents **MUST complete and submit** the enclosed Non-Collusion Affidavit and include in their response.

Responses submitted without a completed Non-Collusion Affidavit **WILL** be deemed non-responsive and disqualified from being considered.

## NON-COLLUSION AFFIDAVIT

The appropriate, authorized operator's designate must sign and if available affix the corporate seal (see space below).

I, \_\_\_\_\_, depose and say that I am  
\_\_\_\_\_, of \_\_\_\_\_,  
("President," "Vice-President," etc.) (Insert Name and Address of Organization)

who submits this proposal to the City of Los Angeles, Department of Transportation, and hereby declare that this proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named and the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Date: \_\_\_\_\_ at \_\_\_\_\_  
(Month, Day, Year) (City, State)

(Corporate Seal, if available) I certify under penalty of perjury that the foregoing is correct.

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

# Los Angeles Department of Transportation

## Section E

### Contractor Responsibility Ordinance

Respondents are advised that any contract awarded pursuant to this procurement process will be subject to the provisions of Los Angeles Administrative Code 10.40 et seq., Contractor Responsibility Ordinance. The Contractor Responsibility Ordinance (CRO) requires a determination, via the Responsibility Questionnaire, that prospective contractors are responsible and capable of fully performing the work before a contract is awarded by the City of Los Angeles.

Further information regarding the requirements of the ordinance is available at:

<https://bca.lacity.org/Ordinances>

### **INSTRUCTIONS**

All Respondents **MUST complete, print and submit** an initial submission of the [Service Contractor Responsibility Ordinance \(CRO\) Questionnaire](#) and include in their response.

Responses submitted without a completed Responsibility Questionnaire **WILL** be deemed non-responsive and disqualified from being considered.

# Los Angeles Department of Transportation

## Section F

### City of Los Angeles Contract History

The City Council passed a resolution (Council File 98-1331) on July 21, 1998 requiring that all Respondents to a procurement supply in their response, a list of all City of Los Angeles contracts held by the respondent or any affiliated entity during the preceding 10 years.

### **INSTRUCTIONS**

All Respondents **MUST complete and submit** the enclosed City of Los Angeles Contract History Form and include in their response.

Responses submitted without a completed City of Los Angeles Contract History Form **MAY** be deemed non-responsive and disqualified from being considered.

## CITY OF LOS ANGELES CONTRACT HISTORY

The City Council passed a resolution on July 21, 1998 requiring that all proposed vendors supply in their proposal or bid a list of all City of Los Angeles contracts held by the bidder or any affiliated entity during the preceding 10 years. Use the space below to list all such contracts. Include the dates of the contract, the services or goods provided, the amount of the contract, and the contract number. If the bidder or any affiliated entity has held no City of Los Angeles contracts during the preceding 10 years, state so in the space below. Use the back of the page and additional pages as needed.

Were any contracts held with the City of Los Angeles in the last 10 years?

☐ Yes    ☐ No

Department with which Contract Held		Contract Dates	Services/Goods Provided	Contract Amount	Contract Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# Los Angeles Department of Transportation

## Section G

### Contractor Workforce Information (LA Residence Information)

All Respondents must complete the Los Angeles Residence Information form in order to be considered for a contract award. An important policy goal of the City is to encourage businesses to locate or remain in the City. To track that goal effectively, the Los Angeles City Council, on January 7, 1992, adopted a motion (Council File 92-0021) that requires all City departments to gather various information on contractors who conduct business with the City and all respondents to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

The following information is to be included in each proposal:

- a) The headquarters address of the firm and the total number of employees, regardless of work location;
- b) The percentage of the firm's total work force employed within the City and the percentage residing within the City; and,
- c) The address(es) of any branch office(s) located within the City and the total number employed in each Los Angeles branch office, the percentage of the work force in each Los Angeles branch office that is employed within the City, and the percentage residing within the City.

### **INSTRUCTIONS**

All Respondents **MUST complete and submit** the enclosed City of Los Angeles Contractor Business Locations and Workforce Information Form and include in their response.

Responses submitted without a completed City of Los Angeles Contractor Business Locations and Workforce Information Form **WILL** be deemed non-responsive and disqualified from being considered.

## CONTRACTOR BUSINESS LOCATIONS AND WORKFORCE INFORMATION

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires bidders to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

Organization: \_\_\_\_\_

### I. Corporate or Main Office Information:

Address	Workforce in Organization:		
	Total Number of Employees	Percentage Working* within City of Los Angeles	Percentage Residing in City of Los Angeles

\* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles

### II. City of Los Angeles Branch Offices Information:

Note: If there are no Los Angeles Branch offices, mark N/A on first line.

Address	Workforce in Los Angeles Branch Office:		
	Total Number of Employees	Percentage Working* within City of Los Angeles	Percentage Residing in City of Los Angeles

\* i.e. working for any customer located within the geographical boundaries of the City of Los Angeles



# Los Angeles Department of Transportation

## Section H

### Child Support Obligations

The City of Los Angeles has adopted an ordinance (Ordinance No. 172401) requiring all contractors and subcontractors performing work for the City comply with all State and Federal reporting requirements and wage and earning assignments relative to legally mandated child support. Respondents must complete and return the enclosed form and agree to comply with all terms and conditions within. Furthermore, Respondents are advised that any contract awarded pursuant to this procurement process will be subject to the applicable provisions of the Child Support Obligations Ordinance.

### **INSTRUCTIONS**

All Respondents **MUST complete and submit** the enclosed Certification of Compliance with Child Support Obligations and include in their response.

Responses submitted without a completed Certification of Compliance with Child Support Obligations **WILL** be deemed non-responsive and disqualified from being considered.

**City of Los Angeles**

**CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT  
OBLIGATIONS**

**This document must be returned with the Proposal/Bid Response**

The undersigned hereby agrees that \_\_\_\_\_ will:  
Name of Business

1. Fully comply with all applicable State and Federal employment reporting requirements for its employees.
2. Fully comply with and implement all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment.
3. Certify that the principal owner(s) of the business are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally.
4. Certify that the business will maintain such compliance throughout the term of the contract.

I declare under penalty of perjury that the foregoing is true and was executed at:

\_\_\_\_\_  
City/County/State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Officer or Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

# Los Angeles Department of Transportation

## Section I

### Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all Respondents submitting a response for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the Iran Contracting Act of 2010 Compliance Affidavit.

### **INSTRUCTIONS**

All Respondents **MUST complete, print, and submit** the [Iran Contracting Act of 2010 Compliance Affidavit](#) and include in their response.

Responses submitted without a completed Iran Contracting Act of 2010 Compliance Affidavit **MAY** be deemed non-responsive and disqualified from being considered.

# Los Angeles Department of Transportation

## Section J

### Living Wage Ordinance And Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of Twenty-Five Thousand Dollars (\$25,000.00) and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, must comply with the provisions of the Los Angeles Administrative Code Section 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq. Worker Retention Ordinance (WRO). Additional information may be found at the following websites listed below.

Respondents who believe that they meet the qualifications for one of the exemptions must apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage Application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10), Small Business Exemption Application (Form LW-26), 501(c)(3) Non-profit Exemption Application (Form OCC/LW-28), and Non-Coverage Determination Application (Form OCC/LW-29).

More detailed information about the ordinances are available on the Bureau of Contract Administration's website at:

<https://bca.lacity.org/living-wages-ordinance-lwo>

<https://bca.lacity.org/service-contract-worker-retention-ordinance-scwro>

The LWO Exemption forms are available here:

[Exemption Application \(Form LW-10\)](#)

[Small Business Exemption Application \(Form LW-26\)](#)

[501\(c\)\(3\) Non-profit Exemption Application \(Form OCC/LW-28\)](#)

[Non-Coverage Determination Application \(Form OCC/LW-29\)](#)

(Rev. 01/18)

## **INSTRUCTIONS**

If exemption from the Living Wage Ordinance is **not** claimed, complete and return the enclosed compliance form.

If applying for an exemption from the Living Wage Ordinance, Respondent must complete and submit the appropriate exemption form and submit completed form with their response.

**City of Los Angeles**

**COMPLIANCE WITH THE LIVING WAGE ORDINANCE**

**Return this document with the Proposal/Bid Response**

By submitting this form, the undersigned hereby declares that an application for exemption is NOT submitted with Proposal/Bid Response and agrees to fully comply with the requirements of the Los Angeles Administrative Code section 10.7, Living Wage Ordinance.

---

Name of Business

---

Address

---

Signature of Authorized Officer or Representative

---

Print Name

---

Title

---

Telephone Numb

# **Los Angeles Department of Transportation**

## **REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS**

### **SECTION II**

**Compliance Documents to be Completed and Submitted on [RAMPLA.ORG](http://RAMPLA.ORG)**

# Los Angeles Department of Transportation

## Section K

### Equal Benefits Ordinance And First Source Hiring Ordinance

If a contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO), Contractors are required to complete a streamlined EBO/FSHO Compliance Affidavit web application form that is located on the City of Los Angeles' Regional Alliance Marketplace for Procurement (LARAMP) at [www.rampla.org](http://www.rampla.org). Contractors are responsible for creating an LARAMP profile and completing and submitting the affidavit. See below for additional details about the EBO and the FSHO.

#### **Equal Benefits Ordinance (EBO):**

Contractors are advised that any contract awarded pursuant to this procurement process will be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Contractors shall complete and submit the Equal Benefits Ordinance/First Source Ordinance Compliance Affidavit, available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at [www.rampla.org](http://www.rampla.org), prior to award of a City contract that exceeds \$25,000. The affidavit shall be valid for a period of three years from the date it is first submitted on the City's RAMP. The City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO/FSHO Affidavit. Contractors seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's website at <https://bca.lacity.org/equal-benefits-ordinance-ebo>

#### **First Source Hiring Ordinance (FSHO):**

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, must comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

All Contractors shall complete and electronically sign the Equal Benefits Ordinance/First Source Ordinance Compliance Affidavit available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at [www.rampla.org](http://www.rampla.org), prior to award of a City contract. The affidavit shall be valid for a period of three years from the date it is first submitted on the City's RAMP.

Contractors seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's website at <https://bca.lacity.org/first-source-hiring-ordinance-fsho>.

(Rev. 04/22)

### **INSTRUCTIONS**

Respondent must complete and electronically sign the Equal Benefits Ordinance /First Source Hiring Ordinance Compliance Affidavit on [www.rampla.org](http://www.rampla.org).

# Los Angeles Department of Transportation

## Section L

### Disclosure Ordinances

#### (Slavery and Border Wall Contracting)

Unless otherwise exempt by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this procurement process will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code and the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

Contractors are required to complete a streamlined Disclosure Ordinances Compliance Affidavit web form that is located on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at [www.rampla.org](http://www.rampla.org).

Contractors are responsible for creating a RAMP profile and completing and submitting the Disclosure Ordinances Compliance Affidavit. The affidavit can be found by navigating to the "My Business Profile" page and clicking on the "Compliance Documents" link.

The web form will be verified by the Bureau of Contract Administration (BCA) prior to contract execution.

Contractors seeking additional information regarding the requirements of the SDO and DBWCO may visit the Bureau of Contract Administration's website at <https://bca.lacity.org/slavery-disclosure-ordinance-sdo>.

(Rev. 01/20)

## **INSTRUCTIONS**

Respondent must complete and electronically sign the Disclosure Ordinances Affidavit on [www.rampla.org](http://www.rampla.org).



# Los Angeles Department of Transportation

## Section M

### Local Business Preference Program

Per City of Los Angeles Ordinance No. 187121 and LAAC § 10.25, et seq., the City is committed to maximizing opportunities for local businesses and local small businesses in Los Angeles County, business entities working with the hardest-to-employ populations. It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The new Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. Criteria and instructions for participation in the LBPP are set forth herein.

(Rev. 08/2021)

### **INSTRUCTIONS**

Respondents interested in participating in the LBPP must complete a Local Business Enterprise (LBE), Local Small Business (LSB), and/or Local Transitional Employer (LTE) application. The required Applications/Renewals will only be accepted and processed through [www.rampla.org](http://www.rampla.org).

# PROPOSALS

(Pages LBPP-1 through LBPP-7)

## REQUEST FOR PROPOSALS - LOCAL BUSINESS PREFERENCE PROGRAM (LBPP)

City of Los Angeles Ordinance No. 187121, Article 4, Sections 10.25, *et esq.*  
of the Los Angeles Administrative Code

Local Business Prime	8%
----------------------	----

Local Small Business	2%
----------------------	----

Local Transitional Employer	2%
-----------------------------	----

Or

Local Business Subcontractor (s)	Up to 5%
----------------------------------	-------------

NOTE: Local Business Preference Program information and/or assistance may be obtained through Robin Quintanilla at [robin.quintanilla@lacity.org](mailto:robin.quintanilla@lacity.org) and Emerson Belen at [emerson.belen@lacity.org](mailto:emerson.belen@lacity.org)

## A. General

This program is subject to the policies and requirements established by the City Council and the City of Los Angeles (City) Mayor's Office. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Bidders should be fully informed of this program.

**Awarding Authorities shall opt out when the contract is funded by a grant or is federally funded and funding regulations prohibit the funding recipient from implementing the LBPP on the resulting contract. The Awarding Authority can also opt out of the program when full and open competition is limited because of a sole source vendor, provider, or supplier. Finally, the Awarding Authority is entitled to determine at any time before the award of a contract that it is not in the City's best interest to grant a proposal preference to a qualifying Local Business. Failure to comply with the LBPP shall result in investigations by the Bureau of Contract Administration/ Office of Contract Compliance (BCA/OCC) in its role as the Designated Administrative Agency.**

## B. Participation Criteria for Local Business Preference Program

To be eligible for participation in this program, the BCA/OCC requires that the prospective local business submit an affidavit attesting as such on the Regional Alliance Marketplace for Procurement Los Angeles (RAMPLA) website. An affidavit form is available to be downloaded on the RAMPLA website at <http://www.rampla.org>. Determination of qualification as a local business by any other entities, other than BCA/OCC, or by any other means other than submission of an affidavit on RAMPLA shall not be accepted for purposes of participation in the LBPP. Affidavit forms are prioritized according to the date they are received. The local business must be listed on RAMPLA as such prior to the proposal due date and time in order to participate in the LBPP. If an affidavit is submitted prior to the proposal deadline, but has not been verified by BCA/OCC, the Awarding Authority may request for the BCA/OCC to expedite the affidavit if the local business designation would result in a change of award recommendation. In this instance, the status as a local business will be based on the date the affidavit was submitted.

## C. Definitions

1. "Article" means the City of Los Angeles Ordinance No. 187121, Article 4, codified in Sections 10.25, *et seq.* of the Los Angeles Administrative Code.
2. "Awarding Authority" means the governing body, board, officer, or employee of the City authorized to award a Contract and includes a department that has control of its own funds if the department adopts policies consistent with the provisions of this article. The Proprietary Departments and the Departments of Recreation and Parks, and Library are strongly encouraged to adopt local preference programs consonant with the provisions of the Article.
3. "Bid Price" means the dollar amount after the bidder's quoted price is adjusted for evaluation in accordance with applicable provisions. For procurement contracts this may include, but not be limited to, a Cash Discount, or Combined Award Discount.

4. "Cash Discount" means a reduction in the full cost of a good or service when payment is made within a specified period of time: e.g. 2% 10 net 30.
5. "Combined Award Discounts" (CAD) means the discount terms offered by a supplier and are usually expressed in percentages taken directly from the pricing totals of the bidders offering such a discount. CADs are applicable if the specification or bidding documents includes the CAD provision clause, it applies to more than one item or more than one group of items, and if the items included for CAD purposes are not cherry picked from a predefined group of items as set forth by the specifications or bid document.
6. "Contract" means a written agreement over \$150,000.00 for the purchase of goods, equipment or services, including construction, by or for the benefit of the City or its residents.
7. "Contractor" means the person; business or entity awarded the Contract by the Awarding Authority.
8. "Dealer" or "Supplier" means any Person who owns, operates, or maintains a store, warehouse, or other establishment in the County of Los Angeles in which the equipment, goods, or materials of the general character described in the Proposal specifications and required under the Contract are regularly sold or leased to the public from its own inventory or otherwise procured in the usual course of its business. A "Dealer" or "Supplier" does not include a packager, broker, manufacturer's representative, or other person who arranges or expedites a transaction without taking ownership of the finished or assembled equipment, goods or materials prior to the sale or lease to the City.
9. "Local Business" means a business entity that occupies work space within the County, is in compliance with all applicable City and County licensing and tax laws, and can demonstrate one of the following: (1) it is headquartered in the County and physically conducts and manages all of its operations from a location in the County; (2) that at least 50 of its full time employees perform work within the boundaries of the County at least 60 percent of their total regular hours worked on an annual basis; or (3) that at least half of the full-time employees (50%) of the business work within the boundaries of the County at minimum of 60 percent of their total, regular hours worked on an annual basis.
  - a. A business entity with multiple locations within the County, can aggregate 50 of its full-time employees working at least 60% of their regular hours from its different locations within the County to qualify as a Local Business.
  - b. A business entity awarded a City contract under the LBPP, must carry out the services of the contract using employees whose exclusive, primary working location is in Los Angeles County.
  - c. A joint venture must be a legally established entity and be certified as an LBE in order to participate in the LBPP. Individual LBE certification by one or more of the joint venture partners will not be considered sufficient to qualify for participation in the LBPP.

- d. A firm that is certified as a Local Small Business Enterprise (LSBE) with the Los Angeles County Office of Small Business will be verified as an LBE on RAMPLA upon request through the LBE affidavit, assuming the LSBE meets the certification qualifications.

D. Local Business Preference Program Participation Recognition

1. Qualifying contractors who participate in the LBPP by qualifying as a local business will receive 8% preference credit to their proposal in excess of \$150,000.00.
2. Qualifying contractors who participate in the LBPP by also qualifying as a Local Small Business or Local Transitional Employer will receive an additional 2% preference credit for each additional certification to their proposal in excess of \$150,000.00.
3. A Local Business that is not eligible for the additional preference, but that identifies a Subcontractor(s) that is certified by the DAA as a Local Small Business or a Local Transitional Employer (LTE), shall receive up to a maximum of 2% preference for each additional certification. The additional preference under this subsection shall be applied as follows:
  - a. A Local Business that identifies a Subcontractor certified by the DAA as a Local Small Business shall receive a 1% preference to the Proposal for every 10% percent of the cost of the proposed work to be performed by the qualifying Subcontractor.
  - b. A Local Business that identifies a Subcontractor certified as a Local Transitional Employer shall receive a 1% preference to the Proposal for every 10% percent of the cost of the proposed work to be performed by the qualifying subcontractor.
  - c. The Proposal must identify each Subcontractor, the proposed work of the Subcontractor, and the cost of the work for each Subcontractor.
4. A Proposal that does not qualify for the Local Business Preference may receive up to a 5% preference if it identifies a Subcontractor that is certified by the DAA as a Local Business, Local Small Business, or Local Transitional Employer.
  - a. The Proposal must identify each Subcontractor, the proposed work of the subcontractor, and the cost of the work for each Subcontractor.
  - b. The Subcontractor preference shall be applied to Proposals, where a 1% preference will be received for every 10% percent of the cost of the proposed work to be performed by the qualifying Subcontractor.
5. Preferences shall only be awarded to a Local Business when a minimum of two-thirds of the services provided under the contract are performed in Los Angeles County. Preferences shall only be awarded for equipment, goods or materials when the Local Business acts as a supplier or dealer (for a minimum of two thirds of the work), or designs, manufactures, or assembles the equipment, goods or materials, where a minimum of two thirds of the work, based on the dollar amount under the Contract, is performed in Los Angeles County.

6. The maximum combined preferences that may be awarded to a Proposal under this article shall not exceed 12% and the value of the combined preferences shall not exceed one million dollars.
7. A proposal preference does not reduce the contract amount.
8. In the event where a Local Business, bids on a City contract, and is determined by the Awarding Department, after the proposal deadline, to not qualify as a Local Business, the business will be eligible for the Local Business Subcontractor Preference of up to 5%, if it has identified a qualifying Local Subcontractor(s) to perform work under the contract.
  - a. The above exemption shall only apply where the non-compliance is an error or mistake. It shall not apply to a business that intentionally or fraudulently claims to be a Local Business through misleading or false statements.
  - b. It is the responsibility of the business registered on RAMPLA as a certified Local Business to inform BCA via email at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org), that it no longer meets the certification criteria within 7 days of the change. Failure to do so shall be construed as a misleading and/or false statement.

E. Failure to Comply & Penalties

1. The penalties in this subsection may be assessed on any Contractor that:
  - a. Upon receipt of information believed by the Awarding Authority to be reliable and which indicates that the Local Business no longer qualifies as a Local Business, Local Small Business and/or Local Transitional Employer for more than 60 days during the entire time of the Contract, the Awarding Authority shall withhold or recover funds from the Contractor in an amount that represents the value of the proposal preference of the executed contract.
  - b. If for any reason the Local Subcontractor, providing the basis for a Local Subcontractor Preference, is unable to, or does not, perform the work under the Contract; the Contractor shall, within 60 days, replace that Local Subcontractor with another Local Subcontractor. If the Contractor is unable to replace the Local Subcontractor specified in the Contract with another Local Subcontractor within 60 days, the Awarding Authority shall be entitled to withhold or recover funds from the Contractor in an amount that represents the value of the Proposal Preference.
  - c. In the event that an investigation reveals that a business fraudulently represented itself as a Local Business for the purpose of gaining a preference under the LBPP, the business shall not be eligible for the Local Business status for up to five years from the date of disqualification. This also applies to any business that has received a preference, but fails to maintain its Local Business qualification for a cumulative of 60 days during the entire time of the contract.

2. The Awarding Authority may impose the following remedies:

- a. For proposals, the value of the proposal preference is determined by multiplying the percentage of the preference evaluation points awarded to the Contract dollar amount.
- b. Additional costs and expenses to the City resulting from the Contractor's failure to comply with the Article.
- c. Termination of all or part of the Contract.

3. Exception – Any Local Small Contractor that is found to have ascended to an income level that exceeds the maximum requirement of the certification qualifications as a Local Small Business during the execution of the Contract. In this instance, the Contractor's certification status will remain intact for the duration of the executed Contract. However, the executed Contract shall have no bearing on the Contractor's certification status for any future or pending bids, proposals, qualifications or quotes submitted for any other City contracting opportunities.

F. Complaints and Protests

1. All complaints and/or protests regarding qualifying local businesses and local subcontractors, including local small businesses and LTEs, claiming non-compliance by Awarding Authorities or its failure to maintain certification criteria, shall be made to the BCA/OCC either in writing or by email for further investigations. Complaints must be accompanied by documentation which substantiates the complainant's allegations.
2. Any complaints that meet the criteria of No. 1 may be investigated by BCA/OCC in its role as the Designated Administrative Agency.

Submit complaints to:

**By Mail**                      **Bureau of Contract Administration  
Office of Contract Compliance  
Department of Public Works  
1149 South Broadway, Suite 300  
Los Angeles, CA 90015**

**By Email**                      **[bca.biphelp@lacity.org](mailto:bca.biphelp@lacity.org)**

# **Los Angeles Department of Transportation**

## **REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS**

### **SECTION III**

#### **Required Documents Prior to Award of Contract**



# Los Angeles Department of Transportation

## Section N

### Contractor Responsibility Ordinance Pledge of Compliance

Los Angeles Administrative Code § 10.40 et seq. (Contractor Responsibility Ordinance) provides that, unless specifically exempt, City contractors working under service contracts of at least \$25,000 and three (3) months, contracts for the purchase of goods and products of at least \$100,000, contracts for the purchase of garments of at least \$25,000, and construction contracts of any amount; public lessees; public licensees; and certain recipients of City financial assistance or City grant funds, must comply with all applicable provisions of the Ordinance. Upon award of a City contract, public lease, public license, financial assistance or grant, the contractor, public lessee, public licensee, City financial assistance recipient, or grant recipient, and any of its subcontractor(s), must submit the Pledge of Compliance with Contractor Responsibility Ordinance.

Further information regarding the requirements of the ordinance is available at:  
<https://bca.lacity.org/Ordinances>

### **INSTRUCTIONS**

If recommended for an award of contract, prior to the award of a City contract, Respondent **MUST complete and submit** the [Pledge of Compliance with Contractor Responsibility Ordinance](#).

This form is not required with the Response and need not be attached to the Response.

# Los Angeles Department of Transportation

## Section O

### Certification of Compliance with the Americans with Disability Act

The City is a covered entity under Title II of the Americans with Disabilities Act, 42 U.S.C.A. Section 12131 et seq. Respondents awarded a contract through this procurement process must comply with the Americans with Disabilities Act and execute the Certification of Compliance with the Americans with Disabilities Act prior to the execution of a contract.

### **INSTRUCTIONS**

If recommended for an award of contract, prior to the award of a City contract, Respondent **MUST complete and submit** the enclosed Certification of Compliance with the Americans with Disabilities Act.

This form is not required with the Response and need not be attached to the Response.

## **CERTIFICATION REGARDING COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

The undersigned certifies, that to the best of his/her knowledge and belief, that:

1. The Contractor/Borrower/Agency (hereafter Contractor) is in compliance with and will continue to comply with the Americans with Disabilities Act 42 U.S.C. 12101 et. seq. and its implementing regulations.
2. The Contractor will provide for reasonable accommodations to allow qualified individuals with disabilities to have access and participate in its programs, services and activities in accordance with the provisions of the Americans With Disabilities Act.
3. The Contractor will not discriminate against persons with disabilities nor against persons due to their relationship or association with a person with a disability.
4. The Contractor will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
5. This Certification is a material representation of fact upon which the City relied when entering into this agreement.

AGREEMENT NUMBER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_  
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Los Angeles Department of Transportation

## Section P

### Insurance Requirements: Workers' Compensation, General Liability, Auto Liability

The Respondent, prior to the execution of a City contract, must furnish the City evidence of insurance Coverage as set forth in **Exhibit 1** of the **Standard Provisions for City Contracts**, which is located in **Section IV.W**. City may require the respondent to have fidelity, surety bond, performance bond, or letter of credit to ensure satisfactory performance during the term of contract. Such requirements are also included in the Exhibit 1 of the Standard Provisions for City Contracts. Furthermore, the contractor will also be required to indemnify the City in accordance with the provisions set forth in PSC-18 of the Standard Provisions for City Contracts.

(Updated 3/18)

## INSTRUCTIONS

If recommended for an award of contract, prior to the award of a City contract, Respondent **MUST** request their Insurance Broker/Agent to complete an Acord 25 Form (Certificate of Liability Insurance) with the required minimum limits set by Exhibit 1 (Form Gen 146) of Standard Provisions for City Contracts and submit to CAO Risk Management via <https://kwikcomply.org>.

This form is not required with the Response and need not be attached to the Response.

# Los Angeles Department of Transportation

## Section Q

### Business Tax Registration Certificate

The City of Los Angeles requires all firms and individuals doing business within the City of Los Angeles to obtain the necessary Tax Registration Certificate(s) and pay City business taxes. All firms and individuals that conduct business with the City of Los Angeles will be required to provide a Business Tax Registration Certificate (BTRC) number or an exemption number as proof of compliance with the City's business tax requirements in order to receive payment for goods or services. To register for a BTRC, go to the Office of Finance website at <http://finance.lacity.org/>.

### **INSTRUCTIONS**

If recommended for an award of contract, prior to the award of a City contract, if Respondent does not have a valid BTRC, Respondent **MUST** apply and obtain a BTRC number from the Office of Finance and submit one of the following.

- Copy of your City of Los Angeles "Business Tax Registration Certificate"
- Copy of your City of Los Angeles "Application for Tax Registration Certificate" or Vendor Registration Number, or
- Copy of your City of Los Angeles "Business Tax and/or Carnival Police Permit Exemption Application"

The BTRC is not required with the Response and need not be provided with the Response.

# Los Angeles Department of Transportation

## Section R

### Internal Revenue Service Form W-9

#### Request for Taxpayer Identification Number and Certification

The City of Los Angeles requires all firms and individuals doing business with the City of Los Angeles to complete a Form W-9, as required by the Internal Revenue Service (IRS), in order for the City to conduct financial transactions with said entities, such as returning proposal deposits, or processing payments.

Further information regarding the requirements is available at:

<https://www.irs.gov/forms-pubs/about-form-w-9>

### **INSTRUCTIONS**

If recommended for an award of contract, prior to the award of a City contract, Respondent **MUST complete and submit** [IRS Form W-9](#).

The Form W-9 is not required with the Response and need not be provided with the Response.

# Los Angeles Department of Transportation

## **Section S**

### **Financial Guarantee**

#### **Performance Bond, Letter of Credit, Etc.**

A Performance Bond may be required once an as-needed project is awarded to Contractor. If it is determined that a performance bond is required, the awarded Contractor(s) will be required to maintain a minimum Performance Bond in an amount equal to or greater than the awarded bid dollar amount unless otherwise stated by the Contract Administrator. If a Performance Bond is required, it is requested that acceptable bond documents be submitted within ten (10) working days after notice of award of any as-needed contract. Bonds must be obtained from an insurance company with a Certificate of Authority from the California Insurance Commissioner authorizing the company to write surety insurance within the State of California.

### **INSTRUCTIONS**

If a Performance Bond is requested upon the notice of award of the contract, the Respondent will have ten (10) days to submit proof of the Performance Bond. Refer to the language in the solicitation for instructions on how to submit proof of the Performance Bond.

The Performance Bond is not required with the Response and need not be provided with the Response.

# **Los Angeles Department of Transportation**

## **REQUEST FOR PROPOSALS CITY CONTRACTING REQUIREMENTS**

### **SECTION IV**

#### **City Contract Compliance Requirements**



# Los Angeles Department of Transportation

## Section T

### **Non-Discrimination, Equal Employment Practices, and Affirmative Action (Non-Construction and Construction)**

Respondents are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

All contracts (both construction and non-construction) for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. By affixing its signature on a contract that is subject to the Equal Employment Practices Provisions, the Contractor shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the contract.

All contracts (both construction and non-construction) for which the consideration is \$25,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the Contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, contractors shall include similar provisions in all subcontracts awarded for work to be performed under the contract with the City and shall impose the same obligations. The contract with the subcontractor that contends similar language shall be made available to the Office of Contract Compliance upon request.

Respondents seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

(Updated 6/16)

# Los Angeles Department of Transportation

## **Section U**

### **Contractor Evaluation Ordinance**

At the end of this contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

# Los Angeles Department of Transportation

## **Section V**

### **Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance**

Any contract awarded pursuant to this procurement process will be subject to the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance, Section 10.48 of the Los Angeles Administrative Code. The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Respondents seeking additional information regarding the requirements of the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

(Rev. 06/18)

# Los Angeles Department of Transportation

## Section W

### Standard Provisions for City Contracts

Any contract awarded pursuant to this procurement process will be subject to the Standard Provisions for City Contracts: [Current Version \(Rev. 9/22\) \[v.1\]](#)

**SAMPLE AGREEMENT**

**BETWEEN**

**THE CITY OF LOS ANGELES**

**AND**

**«Consultant»**

**FOR**

**ON-CALL PROFESSIONAL CONSULTANT SERVICES**

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**AGREEMENT NO. \_\_\_\_\_**  
**BETWEEN**  
**THE CITY OF LOS ANGELES**  
**AND**  
**«Consultant»**  
**FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES**

**This Agreement** between the City of Los Angeles (hereinafter referred to as “City”), a municipal corporation, acting by and through the Department of Transportation (hereinafter referred to as “LADOT”), and «Consultant», «Jurisdiction» «Type\_of\_Business» (hereinafter referred to as “Consultant”), is entered into with reference to the following:

**WHEREAS**, City has a need for various consulting services that are professional, expert, as needed, and occasional nature to assist with varying temporary work assignments; and

**WHEREAS**, the City performed a Charter Section 1022 review and outreach and determined the work could be performed more economically and feasibly by independent contractors than by City employees; and

**WHEREAS**, on XXX X, 2023, the City issued a Request for Qualifications (RFQ) to solicit responses from firms or individuals interested in being recognized and placed on a pre-qualified services list of on-call consultants; and

**WHEREAS**, Consultant submitted a response to the RFQ demonstrating qualification and experience in one of the requested service categories and City found Consultant’s response to satisfy the requirements set forth in the RFQ; and

**WHEREAS**, the Consultant possesses the requisite skills, technologies, and proficiencies in a respective area of specialty and has agreed to provide such services to the LADOT; and

**WHEREAS**, the City and Consultant desires to enter into an agreement to provide on-call professional consultant services for a period of three (5) years; and

**NOW, THEREFORE**, in consideration of the above premises, and the mutual covenants and agreements herein contained, the parties agree as follows:

## **1. PARTIES TO THE AGREEMENT AND REPRESENTATIVES**

### **1.1. Parties to the Agreement**

The parties to this Agreement are:



**1.1.1.** City – The City of Los Angeles, a municipal corporation, having its principal office at 100 South Main Street, 10th Floor, Los Angeles, California, 90012.

**1.1.2.** Consultant – «Consultant», «Jurisdiction» «Type\_of\_Business», having its principal office at «Address».

## **1.2. Representatives of the Parties**

The representatives of the parties who are authorized to administer this Agreement and to whom formal notices, demands and communications will be given are as follows:

### **1.2.1. The City's representative is, unless otherwise stated in the Agreement:**

Connie Llanos, Interim General Manager  
Los Angeles Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, California, 90012

With copies to:

Roy Cervantes, Chief Management Analyst  
Los Angeles Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, California, 90012

### **1.2.2. The Consultant's representative is, unless otherwise stated in the Agreement:**

«Consultant\_Rep», «Consultant\_Rep\_Title»  
«Consultant»  
«Address\_1»  
«Address\_2»

### **1.2.3. The designated Project Manager for the City is:**

Lindsey Estes, Senior Management Analyst II  
Los Angeles Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, California, 90012

### **1.3. Notices**

Formal notices, demands, and communications to be given by either party must be made in writing (hardcopy or email) and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and will be deemed communicated as of the date of mailing.

### **1.4. Notices of Change**

If the name of the person designated to receive the notices, demands or communications or the address of such person is changed, written notice will be given in accord with this Section, within five (5) business days of said change.

## **2. CONDITIONS PRECEDENT TO EXECUTION OF THIS AGREEMENT**

### **2.1. Insurance Requirements**

The Contractor must comply with all of the insurance requirements set forth in Attachment A – City’s Standard Provisions for City Contracts, attached hereto and incorporated herein.

### **2.2. Changes to Documentation**

Changes to the foregoing documents affecting the performance of the Contractor under this Agreement must receive City approval in writing before the Contractor may affect the change.

### **2.3. Contract Assignment**

This Agreement is not to be assigned to a substitute Contractor, a successor in interest, or a purchaser of the Agreement without the express permission of the City. If the City does not approve or grant permission to a subsequent Contractor to assume the services outlined in this Agreement, then the Agreement will be terminated.

## **3. TERMS OF THE AGREEMENT**

### **3.1. Term**

The term of this Agreement will commence upon attestation by the Los Angeles City Clerk and will terminate five (5) years thereafter unless otherwise terminated in accordance with the termination provisions herein.

### **3.2. Conditions of Work Commencement**

Performance under this Agreement will not begin until the Consultant participates in LADOT's Task Order Solicitation (TOS) Process, is selected and awarded a Task Order Agreement (TOA), and receives a Notice to Proceed from LADOT to commence work.

### **3.3. Contract Modifications**

This Agreement fully express all understanding of the parties concerning all matters covered and constitutes the total agreement. Except as may otherwise be provided herein, no addition or alternation hereto shall be valid unless made in the form of a contract amendment, which must be approved by the Mayor and/or City Council and executed by the Parties.

## **4. SCOPE OF WORK**

LADOT has established a pre-qualified professional consultant services list, according to an area of specialty, for each of the following fourteen (14) service categories. Contractor will provide on-call professional consultant services for LADOT in the following service categories:

1. Information Technology Services
2. Marketing and Public/Media Relations Services
3. Public Engagement Services
4. Parking Consulting Services
5. Transit Consulting Services
6. Engineering and Design Consulting Services
7. Transportation Planning Services
8. Urban Design and Planning Services
9. RFP and Grant Writing Services
10. Training and Professional Development Services
11. Audit Services
12. Management Consulting Services
13. Construction Management Services
14. Infrastructure Maintenance and Quick Build Services

A detailed description of each service category can be found in the subsections below.

Contractor qualified for inclusion in one (1) or more service categories on the pre-qualified list. Contractor will be eligible to participate in the TOS process for the service category they were pre-qualified. The TOS process and procedures are described in detail in Section 6 – Task Order Process and Procedures.

## **4.1. Information Technology Services**

Demonstrate expertise and experience in the practice area within information technology (IT) services listed below. The IT services requested will include, but are not limited to:

### **4.1.1. System Development and Implementation**

Design, development, implementation, and support of customized applications that enhance the efficiency and effectiveness of City operations with respect to the delivery of public services, while improving the overall effectiveness of system performance using techniques consistent with the City's application development frameworks. Design and development work will include, but not limited to, web-based systems, mobile systems, and geographic information systems (GIS) technologies, such as:

- Mobile and Desktop GIS Computing
- ArcGIS Location Data Platform
- ArcObjects
- CRM – MS Dynamics 365, Salesforce
- SQL, MySQL, Cosmos, and Oracle Databases
- Java, Javascript, VB, VBA, C++, C#
- Autodesk AutoCAD Map
- Cloud Computing Services (AWS, Azure, etc.)
- R, Python, Data Analytics
- KACE Helpdesk

### **4.1.2. Database Management and Optimization**

Support of large-scale databases using City standard products. Typical activities include technical support, database administration and management activities that ensure the availability, integrity, and integration of effective information storage techniques of existing business solutions, performance tuning, and the development of customized tools to complement existing software used by City staff to provide timely and consistent database updates.

### **4.1.3. Systems Analysis and Integration**

Perform business and systems analysis to facilitate and coordinate the development of technology solutions, integration of a variety of technologies with current business applications or the development of services or interfaces to establish a relationship with existing applications for the City's business and operational infrastructure and to evaluate and investigate alternative technologies.

### **4.1.4. Data/Document Capture, Conversion, and Loading**

Perform all activities related to the capture, manipulation, and conversion of data, as well as all processes related to quality assurance/quality (QA/QC) control of the information to ensure data integrity, completeness, and adherence to established database standards.

Also, perform all activities related to the process of the digital conversion of paper documents into the City's document imaging system and facilitate the integration of document imaging with different technology platforms such as:

- The conversion of raster and hard copy information to GIS layer files.
- The creation of geospatial database schema for substructure data and the conversion to a vector format. The preferred format is ESRI SDE geospatial database. This may require the consultant to research paper records in the field office to collect some data not on the images.
- The conversion of CAD data to GIS layers.
- Search and find spatially related documents in a variety of documents formats from ESRI GIS and AutoDesk GIS products.

#### **4.1.5. Programming Services**

Provide programming services to include, but are not limited to:

- Programming related to expanding the capabilities of our ESRI GIS software.
- VB, .NET, C#, C/C++, Python, Javascript, and R programming languages for applet development.
- Creating processing scripts for data exports in map and GIS layer formats.
- Building GUI tools for QA/QC and workflow management.
- Development of ArcGIS Server, ArcGIS Mobile development, and Autodesk MapGuide.
- Development of desktop editing tools for ESRI ArcMap/ArcGIS Server software so substructure data can be maintained by office staff and support web applications for displaying geographic data.
- Provide transit modeling software and support for ongoing in-house planning.
- Support modeling programs, enterprise development, sewer planning, and asset management.
- Perform application development, enterprise development, programming modeling, and improvement of workflow services.
- Website development and design.
- Utilize Data Analysis tools for research and presentation.

#### **4.1.6. General Information Technology Consulting Services**

Provide general IT consulting services such as, but not limited to:

- Establish QA/QC process for data conversion from images to vector.
- Perform QA/QC of work by another.
- Convert legacy platforms to newer technologies.
- Define, design, and implement data migration and ETL.
- Website setup and design using a CMS.

- Advise, and troubleshoot network configuration and connectivity issues, including Cisco Switches and networking equipment.
- Configure and implement cloud services for redundant storage and automation tasks.

## **4.2. Marketing, Public/Media Relations Services**

### **4.2.1. Marketing**

Demonstrate expertise and experience in marketing services, strategies, and campaigns including, but not limited to, branding, promotions, consumer and market research, and advertising to promote and achieve various City and/or LADOT's program objectives. Services to include, but are not limited to:

- Develop, design, and deliver promotional, educational, and marketing materials.
- Develop, design, and implement marketing strategies, marketing projects, and sponsorship projects.
- Identify advertising opportunities and develop strategies to promote Department business opportunities.
- Conduct opinion polling and surveys to solicit comments regarding various issues.
- Conduct focus groups to understand public perceptions and opinions about programs, brands, or concepts.
- Develop strategic partnerships with public figures and brands to support projects and programs.

### **4.2.2. Public/Media Relations**

Demonstrate expertise and experience in government public relations services to advance the City and/or LADOT's various missions and projects, improve media relations, and strengthen the standing of City and LADOT with the public at large. Services to include, but are not limited to:

- Conduct opinion surveys to solicit comments regarding various issues.
- Provide media relations expertise including, but not limited to:
  - Draft and distribute news releases or public statements for General Manager or senior executives.
  - Respond to general media inquiries.
  - Organize media events and/or news conferences.
  - Help Department PIO build relationships with media.
- Develop content, manage comments, and other activities for project-related social media accounts, including Facebook, Twitter, Instagram, YouTube, etc., ensuring adherence to City's or LADOT's Social Media Policy.
- Subscribe to media monitoring, clipping, and media management software.

- Create and manage a website that acts as a project's central public information resource and/or community discussion forum that conforms to City's or LADOT's Branding Policy.

#### **4.3. Public Participation and Engagement**

Demonstrate expertise and experience in community and/or civic outreach and engagement relating to social services, social work, social justice, behavioral sciences, youth engagement, environmental justice, arts and culture, equity/intersectionality, and gender-based subjects, preferably with an emphasis in fields relating to transportation planning and design, active transportation, and/or public works types of projects. Services to include, but are not limited to:

- Coordinate with elected officials, Neighborhood Councils, and other City and local agencies regarding public meetings for planning, design, development and implementation of various projects.
- Conduct, coordinate, and/or present at community outreach, meetings, and/or forums.
- Develop strategic communications, objectives, and processes to enhance Public Participation and Engagement efforts.
- Provide youth, young adult, and adult safety education programs in local schools and at other public outlets.
- Conduct, coordinate, and participate in community outreach activities including stakeholder interviews, steering and advisory committees, public workshops, events and public hearings, conducting pop-up and tactical urbanism events as part of public participation and/or design process, project implementation, and post-installation education.
- Conduct classroom and hands-on/on-street education, training, walkthroughs, problem identification, and community engagement.

#### **4.4. Parking Consulting Services**

Demonstrate expertise and experience in strategic planning, design, and management relating to parking operations and on- and off-street facilities. Services to include, but are not limited to:

- Conduct parking demand, supply, and/or occupancy studies for use in determining parking needs in specific geographic areas.
- Conduct parking rate comparisons and studies within various geographic areas and provide recommendations for parking rates throughout City.
- Conduct studies to determine what kind of parking technology, Parking Access and Revenue Control System (PARCS) equipment, parking meters and pay stations, is best for a particular parking facility or on-street location.

- Make recommendations for inclusion of, but not limited to, security and surveillance systems, parking guidance system, way-finding signage, external and internal signs, designs for level themes, branding in the design of new parking facilities, and for improvements to existing facilities.
- Provide recommendations and support in managing on and off-street parking operations and policies, including, but not limited to, asset inventory, curbside management strategies, meter maintenance, meter rates, time limits, parking zones, preferential parking districts, enforcement of valet operators, tour bus operators, food truck operators, loading zones, vehicles-for-hire pick-up and drop-off zones, and disabled placard abusers.
- Provide support in the analysis, design, and delivery of parking equipment and technology, including, but not limited to, PARCS equipment, parking meters, pay stations, parking guidance and management systems, security and surveillance systems, way-finding signage, loading zones, vehicles-for-hire zones, and taxi zones.
- Provide recommendations and support with developing and managing goods movement and mobility programs, including, but not limited to, bike sharing, car sharing, pedicabs, taxicabs, vehicles for hire, and freight delivery zones and parking.
- Perform financial analysis and provide recommendations on parking revenue sharing with neighborhoods and business improvement districts, and alternate parking citation pricing.
- Evaluate, design and manage project and construction of improvements to existing and new facilities including surface lots, above-ground and subterranean parking structures, and automated/robotic system structures.
- Analysis and design of improvements to existing and new electrical, lighting, mechanical, solar, and electric vehicle charging systems in parking facilities.
- Conduct specialized training related to parking programs, operations and/or services.
- Identify and analyze methods for funding revenue generating parking facility, including rates/fees the market could sustain, how many users those rates/fees could attract, estimates for operational costs and long term maintenance, and recommendations for financing capital expenditures.
- Develop recommendations regarding transfer, sale, trade, or other means of utilizing existing resources for: development of new parking sites, lot development with on-site replacement parking, retaining a lot solely as a parking facility, or other potential public use.
- Perform preliminary assessment of preferential parking districts to achieve equitable parking benefits and impacts for users.

#### **4.5. Transit Consulting Services**

Demonstrate expertise and experience in planning and operations, recommending and procuring new transit-related technology, and developing and managing transit facilities infrastructure to increase efficiency, maintain, and enhance the existing transit system.

Services to include, but are not limited to:



- Conduct studies to determine and forecast model transit ridership demand, assess safety and security in transit services, analyze transit service and make recommendations for future service plans, and monitor and evaluate quality assurance of transit services.
- Provide research and develop e recommendations on new transit-related technology.
- Conduct vehicle inspections and vehicle maintenance quality assurance review.
- Conduct annual ridechecks for transit services.
- Provide software to efficiently plan, monitor and assess transit bus routes.
- Provide assistance with Transit's Bus Yard Electrification program including but not limited to site power and energy requirements, service planning, electrical load management, grid/infrastructure upgrades, alternative micro-grid solutions, solar plus battery storage, economic feasibility and design.

#### **4.6. Engineering and Design Consulting Services**

Demonstrate expertise and experience in engineering design, analysis, traffic management, and operations to maximize the functionality and needs of the City and/or LADOT's various missions and projects. Services to include, but are not limited to:

- Provide engineering knowledge, skills, experience, and expertise to independently produce engineering design plans, specifications, and estimates (PS&E packages) for the following, but not limited to, engineering design services:
  - Traffic Engineering (e.g. Transportation Engineering, etc.).
  - Civil Engineering (including Land Surveying, Utility and Substructures, Structural, Landscape Architecture, and all facets of Streets and Highways Designs, etc.).
  - Electrical Engineering/Communication Systems Engineering (including all facets of Intelligent Transportation Systems (i.e. ATIS or ITS), and Transportation Electrical Equipment, etc.).
- Provide Computer-Aided Drafting Services that adheres to City and /or LADOT Drafting Standards. If designs require inter-jurisdiction collaboration, the adherence to other public agencies drafting standards will also be mandatory.
- Provide project management expertise in transportation engineering to prepare area-wide Neighborhood Traffic Management (NTM) plans through direct and close consultation with neighborhood organizations, neighborhood councils, elected officials, and other stakeholders. Work scope to include, but not limited to:
  - Identifying neighborhood traffic-related concerns and problems.
  - Analyzing traffic collision patterns.
  - Analyzing the feasibility, applicability, and effectiveness of potential traffic calming measures.
  - Making recommendations for a comprehensive area-wide plan of traffic calming measures.

- Prepare traffic simulation studies, conceptual plans, and preliminary cost estimates for traffic calming measures including roundabout, bump outs/curb extensions, median islands, barriers, traffic control modifications, etc.
- Prepare before and after comparison studies and analyses of the impact of development on neighborhoods, roadway safety projects, the effectiveness of traffic calming measures, etc.
- Investigate traffic calming research studies and other jurisdictions' policies and practices in the application of neighborhood traffic management tools.
- Prepare Engineering and Traffic Surveys (Speed Zone Surveys) following current Manual of Uniform Traffic Control Devices (MUTCD) and California Vehicle Code (CVC) requirements, which could include conducting field investigations of current conditions, traffic counts, speed studies, and accident analysis and preparing all supporting documents.
- Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle way finding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.

#### **4.7. Transportation Planning Services**

Demonstrate expertise and experience in developing a vision, creating a strategy, and executing the plan that will assist in advancing the City and/or LADOT's various missions and transportation related projects. Services to include, but are not limited to:

- Provide project management expertise in transportation planning and engineering in the area of:
  - Evaluation and modification of mitigation measures proposed by developers.
  - Review of or preparation of the transportation section for a Project's environmental impact report.
  - Development and review of Transportation Demand Management (TDM) strategies, and Monitoring Plans and Programs.
  - Mobility improvement studies, corridor improvement analyses, and general transportation planning studies.
- Prepare travel demand forecast models and assist with model updates, calibration, validation and other modeling related functions.
- Conduct various small to large-scale transportation-planning studies and analyses in the following area, but not limited to:
  - Roadway safety projects – road reconfigurations, street design projects, etc.
  - Traveler data at building and/or district level – parking utilization, vehicle miles traveled (VMT) metrics, etc.
  - Travel behavior trends.
  - Transportation performance using microsimulation and impact studies.
  - Active transportation focusing on safety, connectivity, walk-ability, etc.

- Roadway capacity of Complete Streets reconfigurations.
- Pre and Post-Project analysis.
- Large scale safety plans
- Perform research design and statistical approaches to modeling various mobility and public realm indicators.
- Assist in the preparation of new standard plans that conform to the vision of the Mobility Plan 2035 and the associated Complete Streets Design Guide.
- Develop pedestrian, bicycle, safe routes to school, and first/last mile connectivity and mobility plans, infrastructure assessments, and recommendations for funding, phasing, and implementation.
- Assist in the preparation of a climate action plan, and VMT mitigation banks, and/or exchanges.
- Evaluate the changes to mobility user experience, and measure of accessibility by various modes of travel due to changes in land use policies, real estate development, and transportation investments and services.
- Advanced planning to define mobility investment needs, including designing and collecting user surveys, travel data collection and gathering public input.
- Establish an annual active transportation count program, standardized count templates, and procedures for annual compliance.

#### **4.8. Urban Design and Planning Services**

Demonstrate expertise and experience in designing the public realm, public open space, road configurations, and street scape design relating to urban design and planning related services. Services to include, but are not limited to:

- Conduct initial assessment, existing conditions reporting, and inventory of applicable physical, social, and environmental elements and current site conditions.
- Conduct assessment of active transportation-related programs as they relate to existing and planned transportation, infrastructure, street design, zoning, and neighborhood character.
- Conduct various data collection, including but not limited to safety, economic, demographic, and public realm assessments; such as pedestrian and bicycle counts, vehicular speed and volume, vehicular yielding behavior, etc.
- Map production of existing infrastructure, demographics, transit services, and land uses within study areas.
- Conduct planning and project feasibility studies for urban design strategies, transit neighborhoods, new development typologies, and infrastructure analysis.
- Analyze and evaluate existing mobility, traffic studies and planning, and identifying opportunities for pedestrian and community enhancements.
- Evaluate and prioritize various street scape, public works projects, urban design improvements and area programming, and present findings to local community stakeholders.

- Prepare street cross-section designs and draft design guidelines for adjacent development sites, for implementation through design overlays, street scape plans, new street standards, or other strategies.
- Provide conceptual and final street scape, public space, building design guidelines, and landscape design services.
- Provide cost estimates and opinions of probable construction costs associated with implementation of street scape plans.
- Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle way finding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.
- Identify various sources of funding available to implement street scape improvements and design guidelines.

#### **4.9. RFP and Grant Writing Services**

Demonstrate expertise and experience in developing, writing, and managing various solicitation for service and/or grant applications for the City and/or LADOT. Services to include, but are not limited to:

- Provide assistance with grant preparation and administration.
- Preparation of funding application packages for local, regional, state, and federal funding cycles, and other funding opportunities that may become available.
- Assist in preparing Requests for Proposals and/or Qualifications (RFP and/or RFQ), including development of scope of work, evaluation criteria, assistance in the selection of a contractor, and other procurement documents for the following, but not limited to:
  - Parking Meter Post Contractor.
  - Parking Technology.
  - Expansion of Parking Programs.
  - Parking Facility Operators and/or PARCS equipment.
  - Transportation Planning and Feasibility Studies.
  - Implementation of Complete Streets, Vision Zero, Capital Projects and Projects that reduce VMT.
  - Transit Technology.
  - Electrification Strategy.

#### **4.10. Training and Professional Development Services**

Demonstrate expertise and experience in designing, administering, and delivering professional development services for staff at all levels and classifications to ensure employees have the technical and interpersonal skills required to deliver services effectively to the public. Services to include, but are not limited to:

- Provide specialized training specific to Department needs and the professional development and job performance of LADOT staff such as, but not limited to:
  - Public Speaking and Presentation skills
  - Information Technology Usage, Cyber Security Awareness
  - Managing Public/Private Sector Partnerships
  - Emotional Intelligence and Awareness
  - Interpersonal Communication
  - Supervisory skills, including but not limited to delegation, active listening, and performance management
  - Work Culture Change Management
  - Professional Writing
  - Customer Service
  - Executive Coaching
  - Conflict Resolution
  - Inter-generational Differences
  - Harassment Prevention
  - Unconscious Bias
  - Diversity and Inclusivity
  - Project Management
  - Community Engagement
  - Crisis Communication
  - Social Media
  - Survey Design
  - Safety
  - Job Performance

#### **4.11. Audit Services**

Demonstrate expertise and experience in audit and/or consulting services, e.g develop information gathering strategies and tools, analyze and interpret results of data gathered, ensure data gathered can support all conclusions, and produce well-written reports for any audit, review, agreed-upon procedure, or other related service. Services to include, but are not limited to:

##### **Audit Assistance:**

- Conduct financial and performance audits in accordance with generally accepted auditing standards.
- Conduct operational reviews.
- Conduct contract compliance audits.
- Develop information gathering strategies and tools.
- Analyze and interpret the results of data gathered.
- Provide quality control by ensuring data and findings gathered can support all conclusions.
- Produce well-written reports for any audit, review, agreed-upon procedure.
- Produce enhanced, interactive reports and information presentations to increase understanding and citizen interaction.

##### **Data Services:**

- Provide periodic Economic, Demographic and Forecasting Data feeds.
- Provide data analytic services.

- Provide services for visually exploring, cleaning, and preparing structured and unstructured data for analysis.
- Provide data visualization and preparation services.

#### **4.12. Management Consulting Services**

Demonstrate expertise and experience in strategic planning and organization/performance analysis, identifying problem sources, developing methodologies for improvement, and presenting recommendations for more effective or efficient performance. Services to include, but are not limited to:

##### **4.12.1. Strategic Management**

Demonstrate expertise and experience in defining and developing strategies to meet organizational long-term goals. Services to include, but are not limited to:

- Develop long-range strategic plan for various sections, bureaus, Department, and/or City.
- Provide recommendations relating to current and future policies and regulations, and update manuals as needed.

##### **4.12.2. Operations Management**

Demonstrate expertise and experience in design and control of production processes and redesigning operations to achieve more efficient and effective performance. Services to include, but are not limited to:

- Develop and implement a methodology for evaluating the performance of outreach projects and delivering pre- and post-project evaluation summaries.
- Conduct facility audits to evaluate facility operational performance and to monitor staff performance according to set standards.
- Perform operational needs assessment to review current processes and provide recommendations for improvement.
- Perform asset inventory and condition assessment of various devices, equipment, facilities, etc.
- Conduct customer service studies and assist in the development of benchmark goals and key performance indicators.

##### **4.12.3. Project Management**

Demonstrate expertise and experience in oversight and leadership in executing projects from planning to completion and analyzing available data to identify trends and inefficiencies. Services to include, but are not limited to:

- Perform research on various projects, collecting, analyzing, presenting on data collected, and providing recommendations.

- Effectively manage a project from start to finish by providing guidance, solutions, and strategies for various City or LADOT projects.

#### **4.12.4. Risk and Compliance Management**

Demonstrate expertise and experience in law, regulations, compliance, and risk to identify and assess risks implicit in the City's or Department's operations and to improve and/or maintain policy and compliance with all rules and regulations. Services to include, but are not limited to:

- Perform IT Risk and Security assessments for a variety of department systems and platforms.
- Assist in the timely review of contracts and provide consultative services in the area of insurance requirements and indemnification language.
- Assist in loss control, claims management and analysis.
- Conduct actuarial studies and complete actuarial reports to assist in analyzing liabilities and improve decision-making.

#### **4.13. Construction Management Services**

Demonstrate expertise and in experience as Construction Manager (CM) with construction oversight to business models of Design-Bid-Build and Design-Build deliveries. Working in conjunction with LADOT staff, CM will provide qualified individuals to various construction job sites and to function as LADOT-contracted Construction Resident Engineers. Under LADOT's oversight, the CM services will include, but are not limited to:

- Determine construction feasibility and/or shovel-readiness. Act as point-person to necessary intra-City and/or Inter-Agency Permits on LADOT's behalf.
- Provide value-engineering and construction risk assessments. Provide corrective or alternative construction management techniques that will control budgets and time.
- Act as resource for all pertinent Federal, State, and City codes and regulations that govern construction; including but not limited to worksite safety, labor, quality assurance, and materials procurement.
- Validate work performed by LADOT contractors and process construction progress payments.
- Prepare contract change documents and necessary reports to City's governing authorities.
- Perform data entry for various grant-based on-line information databases.
- Provide construction claims management and act as CM point-person resolve contractual disputes.

#### **4.14. Infrastructure Maintenance and Quick Build**

##### **4.14.1. Infrastructure Maintenance**

Demonstrate expertise and experience in services specifically to maintain the built condition of pilot programs and/or quick build utilizing new and or innovative treatments/materials, intended to persist for interim periods until permanent infrastructure can be built, ensuring both their functionality and aesthetics. These materials may include but are not limited to Bus Loading islands (such as ZICLA platforms), Passenger Loading zones, and Curb extensions. The maintenance work is intended to keep these installations in working order until they can be replaced with permanent infrastructure that can be maintained on an ongoing basis. Services to include, but are not limited to:

- Washing services, inclusive of high-pressure hot water washing and power scrubbing, usage of biodegradable soaps and detergents, and the ability to carry out power washing.
- Graffiti Removal Services
- Removal of debris generated by landscape activities from the site. Including ability to recycle and compost organic debris collected, as appropriate.
- Make repairs as needed to the pavement; repairs may include patching of asphalt/concrete and repainting striping.
- Sweeping of gutters, including confined gutters behind structural elements

##### **4.14.2. Quick Build**

Demonstrate expertise and experience in installation of materials for quick build elements. Including ability to implement designs based off 2D and or 3D CAD designs. Ability to install product based on standard plans. Ability to conduct limited traffic control and generate traffic control plans as necessary. Ability to work with and install a variety of materials. Services to include, but are not limited to:

- Installation of Delineators/Bollard or other temporary anchored and/or glued elements
- Installation of Thermoplastic Paint and/or Striping
- Installation of MMAX or other roadway/asphalt paint
- Installation of intersection and/or crosswalk murals



## **5. CONSULTANT RESPONSIBILITIES AND DUTIES**

### **5.1. Professional Services**

Consultant will perform professional services to accomplish the work required to be performed under this Agreement.

### **5.2. Professional Licenses and Certifications**

Consultant is required to maintain all professional licenses and/or certifications throughout the duration of this Agreement if such professional license and/or certification are required to perform a particular task project.

### **5.3. Independent Contractor Status**

The Consultant's services are being performed as an independent contractor and not as an agent or employee of the City; therefore, the Consultant is not entitled to any vacation, sick leave, workers' compensation, pension or any other City benefits. In addition, it is expressly understood and acknowledged by the parties hereto that any amount payable hereunder shall be paid in gross amount, without reduction of any federal and state withholding or other payroll taxes, estimated taxes, social security payments, unemployment compensation payments, or any other fees or expenses to the appropriate authority. Consultant is responsible for assuming and remitting any applicable taxes, payments, fees, or expenses to the appropriate authority.

### **5.4. Non-Legal Representation of the City**

Consultant is not and will not be a legal representative or agent of City and must refrain from any action that would create or tend to create obligations, expressed or implied, on behalf of City. Consultant is not be authorized to make any promises, warranty, or representation except as specifically provided for in this Agreement or as otherwise agreed to in writing between parties.

### **5.5. Negligent Performance Damages**

Except as specified in this Agreement, Consultant is and will remain liable, in accordance with applicable law, for all damages to City caused by Consultant's negligent performance of any of the services furnished under this Agreement, except for errors, omissions, or other deficiencies to the extent attributable to the City, City furnished data, or any third party.

### **5.6. Press Releases, Artwork, Reports, and Other Services**

Consultant is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all press releases, artwork, reports, and other services furnished by

Consultant under this Agreement. Consultant must, at no additional cost to City, correct or revise any errors, omissions, or other deficiencies in the press releases, artwork, reports, and other services.

#### **5.7. Personnel Wages and Benefits**

Consultant is solely responsible to pay all consultant's employee wages and benefits. Without any additional expense to LADOT, Consultant must comply with the requirements of liability, workers' compensation, employment insurance and social security. Consultant will hold City harmless from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personal and personnel practices.

#### **5.8. Subconsultant Fees**

Consultant is solely responsible to pay for work performed for Consultant by any subcontractor entered into by Consultant pursuant to the conduct of service under this Agreement. City will not have any liability to any subcontractor for payment.

### **6. TASK ORDER PROCESS AND PROCEDURES**

Pre-qualified consultants understand and agree that LADOT and the City have no financial responsibility for any costs incurred by consultants responding to a TOS. LADOT reserves the right to reject TOPs and re-issue or cancel the TOS with no monetary obligations and/or other penalty conditions to the City.

#### **6.1. Task Order Solicitation**

When consultant services are needed, LADOT will issue a Task Order Solicitation (TOS), which will include a project scope of work, tasks, and evaluation criteria that will include, but not limited to, the consultant's applicable capabilities, experience, past performance, availability, and knowledge of City practices and procedures. TOS notifications will be sent to all individuals and firms on the specific service category, see Section 4 – Scope of Work, based on LADOT needs. LADOT may issue a TOS to more than one (1) service category for tasks that require multiple disciplines.

The LADOT will indicate on the TOS whether the project will be paid using the Cost Reimbursement Hourly Billing Rate or Percentage of Completion method.

#### **6.2. Task Order Proposals**

Notified consultants will respond by providing a Task Order Proposal (TOP) that includes detailed scope of work, including but not limited to milestones, deliverables, total project

cost, staff available to perform the work, schedule of performance, and any other necessary information.

A TOP must include a detailed list of key personnel and qualifications for each position for the Task Order project. Detailed resumes for all personnel must be submitted. Consultants may submit sub-consultants selected through the Business Inclusion Program (BIP) Outreach Process conducted through the City of Los Angeles Regional Alliance Marketplace for Procurement (RAMP), at [www.rampla.org](http://www.rampla.org), for each new TOS Proposal. Additional information regarding this subcontractor outreach can be found in the subsection below. Consultants will describe the firm's previous experience working with sub-consultants. If sub-consultants are proposed, detailed resumes of all personnel must be submitted along with billing rates.

A Principal and Project Manager must be designated and identified for the project. Consultant will detail Principal and Project Manager's background, experience, professional qualifications and licenses, and role within the firm (detail their responsibilities and duties for the project including who will be in charge of Quality Assurance and Quality Control (QA/QC) for other team members. In addition, the TOP must detail background, experience, professional qualifications and licenses of each key staff, and describe the tasks to be assigned to all personnel working on the project. LADOT reserves the right to accept or reject any or all conditions and ask for replacement personnel.

The qualifications of proposed personnel will be evaluated in terms of their previous experience and capabilities. The relevant experience of key personnel, especially the Project Manager, will be of major importance in the evaluation of the TOP.

#### **6.2.1. Business Inclusion Program**

The City's BIP subcontractor outreach process, the policy that requires respondents to solicitations to perform subcontractor outreach to disadvantaged firms, will be applied at the TOS level. Consultant will be required to conduct a subcontractor outreach and negotiate in good faith to all available MBE/WBE/SBE/EBE/DVBE/OBE firms which could perform a portion of the scope of work required in the TOS. As proof of the Consultant outreach efforts, the Consultant is required to perform the BIP Outreach on the RAMP.

#### **6.2.2. Business Inclusion Program Waiver**

Consultant submitting a TOP with project costs totaling \$150,000 or less may submit a proposal that includes the use of sub-consultants without having to perform the BIP subcontractor outreach. Projects valued at this amount are waived from the requirements of the BIP.

### **6.3. Task Order Proposal Submission**

Consultant must submit an electronic copy, preferably in Adobe PDF format, to the Project Manager by the TOS deadline.

### **6.4. Task Order Proposal Evaluation**

LADOT's selection criteria for awarding Professional Consultant Services Task Order Solicitation work will vary for each project and will depend on the needs of the specific project. Selection criteria may include, but not limited to, Consultants' performance, costs, available staff, prior experience, and proposed time to complete a project.

#### **6.4.1. Local Business Preference Program**

The Local Business Preference Program (LBPP) will be applied during the Task Order process. Qualifying consultants eligible for Local Business Prime or Local Business Subcontractor(s) preference points will be awarded the appropriate points that will be added to the Consultant's evaluation score provided their TOP is in excess of \$150,000. The local business must be certified by Bureau of Contract Administration, Office of Contract Compliance and listed on LARAMP prior to the TOS due date in order to participate in the LBPP. Refer to Section M – Local Business Preference Program of the RFQ for additional details.

### **6.5. Task Order Agreement**

#### **6.5.1. Task Order Agreement (TOA) Document**

If a Consultant's proposal is selected for award, LADOT and the Consultant will enter into a Task Order Agreement (TOA) prior to commencing work. Anticipated TOA includes, but not limited to, the following:

- 6.5.1.1.** Project details including, but not limited to, term, compensation, scope of work, tasks and sub-tasks, and consultant's TOP.
- 6.5.1.2.** Evidence of a valid/current City of Los Angeles Business Tax Registration Certificate (BTRC) during the term of the TOA.

**6.5.1.3.** Proof of insurance coverage as identified by the City's Risk Management. Consultant's insurance broker/agent is required to complete, upload and submit forms electronically on KwikComply, the City's online insurance compliance website at <https://kwikcomply.org>. The City uses standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance.

**6.5.1.4.** The entire TOS, Addenda (if any), and proposal submitted by consultant will be incorporated and made part of the TOA.

### **6.5.2. Personnel Change**

If Consultant needs to make personnel changes in the TOP, Consultant must submit a written request, at least fifteen (15) days in advance and indicate the reasons for the reassignment, for replacement(s) of key project personnel and/or amendments to job classifications, positions, or titles, subject to the approval of LADOT, before any change can take place.

### **6.5.3. Independent Contractor Status**

The performance of Consultant's service under a TOA will be in the capacity of an independent contractor and it is understood that no employee or sub-consultant of Consultant will be considered a City employee by virtue of the contract agreements.

## **6.6. Notice to Proceed**

Upon execution of the TOA, LADOT will send a Notice to Proceed (NTP) letter informing Consultant work may commence. The NTP letter may include start date of project, end date of project, specific tasks or directives for project, product delivery schedule, not to exceed amount, and payment schedule. LADOT reserves the right which information to include in the NTP. Consultant must respond and accept the NTP letter by signing and returning letter to LADOT within five (5) days of receiving the NTP letter.

## **6.7. Consultant Responsibilities**

### **6.7.1. Documentation**

Consultant will be required to maintain all project records as requested by LADOT. For the purpose of audit and investigation, LADOT, or any of its duly authorized representatives, shall have access to any and all Consultant's original books, documents, papers, and records that pertain to the contract. Consultant must retain said original books, documents, papers, and records within Southern California for three (3) years following final payment under the contract. All project invoices and

related records are subject to audit by City. All project records prepared by Consultant will be owned by City and will be made available to City at no charge.

#### **6.7.2. Monitoring and Reporting**

Consultant must meet with LADOT staff as needed, as determined by LADOT, to discuss issues that may arise with regard to the projects and will work closely with LADOT staff to resolve the issues.

### **7. COMPENSATION AND INVOICING**

#### **7.1. Compensation**

The LADOT does not guarantee a minimum amount of business or compensation and does not obligate itself to utilize any of the On-Call Professional Consultants for any set percentage of the work. The LADOT will pay Consultant an amount for task(s) and/or deliverable(s) in accordance with the TOP and TOA for each individual project. The LADOT as its sole discretion will indicate on the TOS whether the project will be paid using the Cost Reimbursement Hourly Billing or Percentage of Completion method.

Consultant shall inform LADOT of any additional project costs due to unforeseen delays and unexpected changes to the scope of work. Additional project costs must be itemized by Consultant and approved by LADOT before payment is made.

##### **7.1.1. Lump Sum Method**

Consultant is compensated for designated milestones for a specific task order, and shall be based upon the percentage of work completion, and/or task completion. All of the selected respondent's costs including employee salaries, overhead, travel costs, other direct costs, subcontract expenses, and profit are included in the Lump Sum Amount.

##### **7.1.2. Cost Reimbursement Hourly Billing**

Consultant is compensated based on the approved hourly rates as specified in Attachment B – On-Call Professional Consultant Services Hourly Rates Form, attached hereto and incorporated herein, and any allowable and approved expenses which shall be set forth in the Task Order Solicitation, Task Order Proposal, Task Order Agreement, and Notice to Proceed. If this method of billing is used for a TOS, any associated travel costs must comply with the City's Travel Policy, which is administered by the City Controller, and will be provided upon TOS award or upon request.

## **7.2. Invoice Requirements**

For services provided under this Agreement, the Consultant will be paid by the City for the approved task(s) and/or deliverable(s) as outlined in the terms of this Agreement and in the TOP for each individual project within sixty (60) calendar days after receipt and approval of the Consultant's invoices by the City.

The Consultant must submit invoices to:

City of Los Angeles  
Los Angeles Department of Transportation  
100 South Main Street,  
Los Angeles, California, 90012  
Attention: LADOT Project Manager

All invoices for LADOT's approved task(s) and/or deliverable(s) must include the following information for payments to be processed:

1. Name and address of Consultant
2. Date of invoice
3. Agreement number
4. Project name
5. Remittance address
6. Description of the task(s) performed and/or deliverable(s) during billing period
7. Amount of invoice
8. A progress report detailing work performed during the billing period, which may include the following:
  - Task(s) and/or deliverable(s) and the percentage of completion
  - Time spent in completing the task(s) and/or deliverable(s)
  - Percentage of total project completed to date
  - Total budgeted project amount
  - Percentage of total amount billed to date
  - Summary of work performed during the billing period
  - Any other relevant information
9. Other additional information as requested by LADOT

## **7.3. Conditions for Payment**

Payment to Consultant will be authorized after acceptance of the task(s) and/or deliverable(s) and receipt of a properly completed invoice (in that order).

Consultant shall deliver products and invoices to the City upon completion of tasks as described in the TOP for each individual project. City shall pay Consultant for the approved product and in the amount specified in the TOP. This amount will include payment for all

services performed. Payments will be due and payable upon the completion of the City's review and approval of the work product.

## **8. CHANGE ORDERS, DELETIONS OR ADDITIONS**

### **8.1. Request for Change**

In the event LADOT identifies a change(s) is needed to the project's SOW , LADOT will submit a written request for such changes, deletions, or additions in the following manner:

- 8.1.1.** The nature of the change, deletion, or addition requested including a brief description of any new or altered requirements, a description of the requested work to be changed, deleted, or added, and to the extent possible reference to the portions of this Agreement, including Exhibits, Attachments, or other documents that will be affected.
- 8.1.2.** The proposed change to the Schedule of Tasks, if any.
- 8.1.3.** Whether or not LADOT is willing to alter any requirement(s) to accommodate the change, deletion or addition.

### **8.2. Consultant Response to Change Order**

Within ten (10) business days following the Consultant's receipt of LADOT's written request for a change, deletion, or addition, Consultant must prepare and deliver to LADOT a written statement which must include the following information:

- 8.2.1.** The impact of the change on existing requirements.
- 8.2.2.** The cost of the change or addition and recommendation for appropriate offsets in the TOA, if possible.
- 8.2.3.** The estimated time schedule to incorporate the change, deletion, or addition.
- 8.2.4.** Impact of the change on Consultant's ability to perform its obligations.
- 8.2.5.** Any proposed changes to LADOT's description of work or schedule of performance.
- 8.2.6.** The period of time for which statement is valid.



### **8.3. Task Order Agreement Revision**

Upon acceptance by LADOT of Consultant's written statement for a proposed change, LADOT will deliver to Consultant a revised TOA specifying the particulars set forth in Subsections 8.1 – Request for Change and 8.2 – Consultant Response to Change Order as agreed. The parties must sign and execute the revised TOA to effect the change(s).

### **8.4. Suggested Changes**

Consultant or LADOT may suggest changes be made to the work within the general scope of the work contemplated in this Agreement. Suggested changes will be made in accordance with the applicable provisions of Section 8 – Change Orders, Deletions or Additions, and no changes will be made without prior written approval of LADOT.

## **9. NON-EXCLUSIVE**

The LADOT and the Consultant understand and agree this is a non-exclusive Agreement to provide services to the LADOT and that the LADOT reserves the right to enter into agreement with other contractors/consultants to provide similar services during the term of this Agreement.

## **10. OWNERSHIP OF DOCUMENTS AND DISPLAYS**

Unless otherwise provided for herein, all work products originated and prepared by the Consultant or its subcontractors of any tier under this Agreement will remain the exclusive property of the City for its use in any manner it deems appropriate.

Work products are all works, tangible or not, created under this Agreement including, without limitation, documents, material, data, reports, manuals, specifications, artwork, drawings, sketches, computer programs and databases, schematics, photographs, video and audiovisual recordings, sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas matters and combinations thereof, and all forms of intellectual property. Consultant hereby assigns, and agrees to assign, all goodwill, copyright, trademark, patent, trade secret and all other intellectual property rights worldwide in any work products originated and prepared by Consultant or its subcontractors of any tier under this Agreement. Consultant further agrees to execute any documents necessary for the City to perfect, memorialize, or record the City's ownership or rights provided herein.

For all work products delivered to City that are not originated or prepared by the Consultant or its subcontractors of any tier under this Agreement, the Consultant hereby grants a non-exclusive perpetual license to use such work products for any City purpose. Consultant shall not provide or disclose any work product to any third party without prior written consent of City.

Any subcontract entered into by Consultant relating to this Agreement, to the extent allowed hereunder, will include a like provision for work to be performed under this Agreement to contractually bind or otherwise oblige its subcontractors performing work under this Agreement such that City's ownership and license rights of all work products are preserved and protected as intended herein. Failure of Consultant to comply with this requirement or to obtain the compliance of its subcontractors with such obligations will subject Consultant to the imposition of any and all sanctions allowed by law, including but not limited to termination of Consultant's Agreement with City.

Any reports, documents, drawings, and data files provided by Consultant in an electronic format, on computer disk or other electronic media, in accordance with the service covered by this Agreement or as a courtesy to City do not constitute the complete delivery of Consultant's professional work product. Because the electronic media may be damaged or altered during transfer, original paper prints must be submitted and will control where there are any differences between the paper prints and electronic media. The electronic format provided by Consultant must be compatible with City's computer equipment or software, and must contain no defects and be virus free.

The provisions of this Section will survive expiration or termination of this Agreement.

## **11. CONFIDENTIAL INFORMATION**

Consultant understands that the deliverables and all other materials utilized or produced by Consultant pursuant to this Agreement are confidential until such time as City releases the final work products to the public. Consultant agrees that neither it nor its officers, employees, agents, or subcontractors will release or disseminate said information, reports, nor materials except as authorized in writing by City.

## **12. STANDARD PROVISIONS FOR CITY CONTRACTS**

For the purposes of this Agreement, the term "Contractor" means "Consultant" in the Standard Provisions for City Contracts.

By entering into this Agreement with the City, the Consultant agrees to abide by the Standard Provisions for City Contracts, attached hereto and incorporated herein as Attachment A.

## **13. ENTIRE AGREEMENT**

### **13.1. Complete Agreement**

This Agreement contains the complete Agreement between the parties. No verbal agreements(s) or conversation(s) with any officer or employee of either party will affect or modify the terms and conditions of this Agreement.

### **13.2. NUMBER OF PAGES AND ATTACHMENTS**

This Agreement is executed in three (3) triplicate originals, each of which is deemed to be an original. This Agreement includes twenty-eight (28) pages and two (2) Attachments which constitute the entire understanding and agreement of the parties.

### **13.3. Order of Precedence**

This Agreement, and any exhibits, attachments or documents incorporated herein by inclusion or by reference, including the RFQ and Proposal, constitutes the complete and entire Agreement between the City and the Contractor. In the event of any inconsistencies between the bodies of this Agreement, exhibits, attachments, RFQ, and Proposal, the order of precedence will be as follows:

1. This Agreement between the City of Los Angeles and «Consultant»
2. Attachment A - Standard Provisions for City Contracts (Rev. 9/22) [v.1]
2. RFQ for On-Call Professional Consultant Services
4. Consultant Proposal

[Signature page follows]

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**THE CITY OF LOS ANGELES**

**«Consultant», «Jurisdiction»**

**«Type\_of\_Business»**

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

Connie Llanos  
interim General Manager  
Department of Transportation

Date: \_\_\_\_\_

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

«Consultant\_Rep»  
«Consultant\_Rep\_Title»

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

Hydee Feldstein Soto, City Attorney

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

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

Deputy City Attorney

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

Holly L. Wolcott, City Clerk

NOTE: If Contractor is a corporation, two signatures are required.

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

\* The signature of President, Chairman of the Board, or Vice President is required here; and  
\*\* an additional signature of Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer is also required for the Corporation.

Date: \_\_\_\_\_

Agreement Number: \_\_\_\_\_

# ATTACHMENT A

## Standard Provisions for City Contracts

# ATTACHMENT B

## On-Call Professional Consultant Services Hourly Rates Form

## ON-CALL PROFESSIONAL CONSULTANT SERVICES

### CATEGORY SELECTION FORM

Check one or more boxes below to identify the service category(ies) for which an individual or firm would like to be evaluated and considered for inclusion on LADOT's pre-qualified services list of on-call professional consultants:

1.	Information Technology	
2.	Marketing and Public/Media Relations	
3.	Public Engagement	
4.	Parking Consulting	
5.	Transit Consulting	
6.	Engineering and Design Consulting	
7.	Transportation Planning	
8.	Urban Design and Planning	
9.	RFP/RFQ and Grant Writing	
10.	Training and Professional Development	
11.	Audit	
12.	Management Consulting	
13.	Construction Management	
14.	Infrastructure Maintenance and Quick Build	

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_





**Please print out additional Qualification Forms as necessary.**

## ON-CALL PROFESSIONAL CONSULTANT SERVICES HOURLY RATE FORM

Respondents shall use the hourly rates on this form for any proposals submitted in response to a Task Order Solicitation in which LADOT has identified will be paid using the Cost Reimbursement Hourly Rate method. This form must be submitted with the Response to the solicitation.

Respondent Name: \_\_\_\_\_

Employee Classification/Title	Hourly Rates				
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_