ADVERTISEMENT FOR CONSULTANTS AND THEIR SUBCONSULTANTS TO SUBMIT THEIR PROPOSALS TO THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING, IN ORDER TO SELECT A CONSULTANT FOR THE SILVER LAKE RESERVOIR COMPLEX MASTER PLAN PROJECT.

**Due Date:** November 1, 2018 (2:00 p.m.)

This RFP consists of (36) pages plus (11) Exhibits and (13) Attachments.

This RFP and any addenda to the RFP will be distributed through the City’s Business Assistance Virtual Network (BAVN). All prime consultants and sub-consultants must register on BAVN in order to use BAVN for the City’s outreach process and outreach documentation. The BAVN can be accessed at:

[www.labavn.org](http://www.labavn.org)

Ten (10) hard copies of the proposals, plus one (1) electronic PDF copy of the proposal must be received by 2:00 p.m. on or before the due date and addressed to:

Cyril Charles, P.E.
Bureau of Engineering
1149 South Broadway, 8th Floor
Los Angeles, CA 90015

**Pre-Submittal Meeting:**

A **mandatory** Pre-Submittal Meeting will be held on **September 18, 2018 at 10:00 a.m.** at the following location:

Public Works Building
1149 South Broadway,
Conference Room SB-6
Los Angeles, CA 90015-2213

The purpose of the meeting is to present the City of Los Angeles (City)’s Business Inclusion Program (BIP) outreach requirements and to answer any questions consultants may have regarding this RFP. Also, at this meeting all other City contract compliance requirements will be reviewed. While members of any potential team are encouraged to attend this meeting, the Prime Consultant must have an employee of its company in attendance.
The pre-submittal meeting will also be simultaneously broadcast online via Skype. Details for Skype access will be available on BAVN (www.labavn.org) by **September 12, 2018**. To qualify via online access as having met the mandatory Pre-Submittal Meeting requirement, each attendee upon joining the Skype meeting must record the name of the attendee and the name of the firm.

**BIP Outreach Training:**

An in-person and online training session dedicated to the BIP outreach requirements will be held on **October 4, 2018 at 10:00 a.m.** Additional details on this training will be provided at the Pre-Submittal Meeting on September 18, 2018.

**Site Walk:**

A Site Walk will be held on **September 18, 2018 at 1:30 p.m.** at the following location (see map location on next page):

*Corner of Tesla Avenue and Armstrong Avenue
Sign-In with Guard at the Gate to Enter the Silver Lake Reservoir Complex*
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LIST OF EXHIBITS:

Exhibit E-01  Historic Designation Document designating Silver Lake Reservoir as Los Angeles City Historic Cultural Monument #422

Exhibit E-02  Year 2000 – Original Master Plan

Exhibit E-03  LADWP Facilities and Infrastructure Map

Exhibit E-04  Silver Lake Stormwater Capture Project Map

Exhibit E-05  Ivanhoe Reservoir Walkway Design

Exhibit E-06  Silver Lake Reservoir Complex Proposed Land Use Map

Exhibit E-07  Summary of Comments from Silver Lake Community

Exhibit E-08  Site Photos

Exhibit E-09  Consultant Fee Proposal Summary Spreadsheet

Exhibit E-10  Sample City of Los Angeles Personal Services Contract

Exhibit E-11  Estimated Project Schedule
LIST OF ATTACHMENTS:

Attachment A-01: Contractor Responsibility Ordinance
Attachment A-02: Business Tax Registration Certificate
Attachment A-03: Equal Benefits Ordinance / First Source Hiring Ordinance
Attachment A-04: Required Insurance and Minimum Limits
Attachment A-05: Business Inclusion Program Requirements
Attachment A-06: Child Support Information and Certificate of Compliance
Attachment A-07: NOT USED
Attachment A-08: Access and Accommodations
Attachment A-09: Slavery Disclosure Ordinance
Attachment A-10: Restrictions on Campaign Contributions and Fundraising in City Elections
Attachment A-11: Non-Collusion
Attachment A-12: Los Angeles Residence Information
Attachment A-13: Iran Contracting Act of 2010
BUSINESS INCLUSION PROGRAM (BIP) SUBCONSULTANT OUTREACH AND PARTICIPATION LEVELS

Note: It is highly recommended that all consultants and subconsultants register their firms on the Los Angeles BAVN website at www.labavn.org.

It is the policy of the City of Los Angeles to provide Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and all Other Business Enterprises (OBE) an equal opportunity to participate in the performance of City contracts. To maximize this participation, the City of Los Angeles implemented the Business Inclusion Program (BIP).

The BIP requires City departments to set anticipated participation levels based on the opportunities presented in their advertised contracts and each consultant shall assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBE, WBE, SBE, EBE, DVBE, and OBE have an equal opportunity to compete for and participate in City contracts.

The anticipated participation levels for this project are 18% percent MBE, 4% percent WBE, 25% percent SBE, 8% percent EBE and 3% percent DVBE.

Only firms certified with certifying agencies acceptable to the City of Los Angeles will be recognized and counted toward the pledged participation levels. Attachment A-05 includes a list of acceptable certifying agencies.

Note that it is the City policy that a firm can be counted in all eligible certification categories, except a firm can only be counted as either MBE or WB, but not both.

For additional details on the BIP, see Section XII of this RFP and Attachment A-05.
I. INTRODUCTION

The City of Los Angeles (CITY), Department of Public Works, Bureau of Engineering (BOE) is seeking proposals for comprehensive master planning and design consulting services for the development of a Master Plan for the Silver Lake Reservoir Complex (SLRC) project. BOE seeks to engage a qualified team capable of providing the full range of disciplines and professional consulting services needed. The CITY intends to contract with one entity (hereinafter referred to as “Consultant”) that shall be responsible for administering the entire project and managing a team of subconsultants. At a minimum, the Consultant and its team shall be able to provide the following services as a part of the prime Consultant staff or by the use of specialty subconsultants:

1. Urban Planning and Design
2. Landscape Architecture
3. Civil Engineering
4. Expert Meeting Facilitation
5. Community Input Facilitation Using Varied and Tailored Mechanisms and Tools
6. Project Web Site Development and Maintenance
7. Water Quality Expertise & Water Body Design Expertise
8. Expertise in Environments for Wildlife and Ecosystem Health in Urban Environments with Human Interface
9. Expertise in Terrestrial and Aquatic Plant Biology
10. Architecture
11. Structural Engineering
12. Mechanical Engineering
13. Electrical Engineering
14. Expertise in Historic Cultural Monuments of the City of Los Angeles
15. Cost Estimating
16. Project Phasing and Scheduling
17. Envision Rating Expertise
18. Recommendations on future California Environmental Quality Act (CEQA) clearance process.

The total amount payable to the Consultant shall not exceed $900,000 and with a performance period of the contract of 24 months from the date of issuance of the Notice to Proceed (NTP) by the CITY.

II. PROJECT BACKGROUND

The Silver Lake and adjacent Ivanhoe Reservoirs, also known as the Silver Lake Reservoir Complex (SLRC), are properties owned by the Los Angeles Department of Water and Power (LADWP). The SLRC is located on an approximately 127-acre
site in the Silver Lake neighborhood of Los Angeles, and includes reservoirs, dams, buildings, water and stormwater infrastructure, interior roads and public recreational facilities.

Engineered by William Mulholland, the Silver Lake and Ivanhoe Reservoirs were completed in 1908 and were built to store enough water for the City for three weeks in case of a failure of the Los Angeles Aqueduct system. The reservoirs stored drinking water from the Los Angeles Aqueduct, the Metropolitan Water District of
Southern California and groundwater sources. It was designated as Los Angeles City Historic Cultural Monument #422 in 1989 (Exhibit No. E-01).

In 2006, the Federal Environmental Protection Agency issued new guidelines for water quality that required open reservoirs to be covered, to be removed from service, or for the water to be treated before distribution. In response, the LADWP decided to decommission both the Silver Lake and Ivanhoe Reservoirs and build a new covered water storage facility north of Griffith Park called the Headworks Reservoir.

The Headworks Reservoir required the completion of the Silver Lake Reservoir Bypass and Regulator Station Project (Bypass Project). This project involved the installation of a bypass pipeline along the bottom of the Silver Lake Reservoir basin, and a new regulator station to connect the new Headworks Reservoir to the City's water distribution system.

The Silver Lake Reservoir was taken out of service in 2008, drained in November 2015 to construct the Bypass Project, and refilled in April 2017. Ivanhoe Reservoir was removed from the distribution system in December 2017 and remains filled with water. Although Silver Lake and Ivanhoe Reservoirs are no longer a potable water source, LADWP has active components at SLRC which require preserving areas of the site for system operations, personnel, and future projects.

III. OBJECTIVES

1. Update from Year 2000 Master Plan

A Master Plan was completed on November 1, 2000 (Exhibit No. E-02) to provide possible mitigation measures if any water quality improvement projects were needed at the SLRC and served to define long-range planning goals for the Silver Lake community and for the LADWP. In addition, this Master Plan examined opportunities for expanded recreational elements and improved pedestrian safety, while preserving water quality and maintaining current and future LADWP operational needs. Several improvements outlined in the Year 2000 Silver Lake Master Plan were completed.

The Year 2000 Master Plan detailed a 139 million gallon per day conventional water treatment facility to be provided by LADWP, along with a 14 million-gallon clear well at the SLRC. The Silver Lake and Ivanhoe Reservoirs would have been maintained as potable water storage, but LADWP would have had to comply with the 2006 Federal Environmental Protection agency guidelines.

A new Master plan is desired to determine the long term uses of the site given the elimination of storage and treatment for drinking water purposes at the SLRC. The new Master Plan will address site uses and physical changes that will benefit the community, the City, and the environment, as well as allowing LADWP to maintain current and future operational needs.

2. Guide Future Public Uses and Future Physical and Operational Changes

The new Master Plan will guide future improvements and repurposing of the SLRC. The new Master Plan will seek to balance its historic character, its use as a public and community gathering place, its strategic location within the Silver Lake neighborhood, its visual impact, its long term environmental value,
its potential for a unique blend of both active and passive recreational spaces, and the potential for this urban lake/water body to become a special City amenity with distinct and balanced characteristics.

In initiating this Master Planning process, we have a unique opportunity for the Silver Lake community and the City of Los Angeles to consider the repurposing of a major piece of urban infrastructure. Repurposing the role of urban water bodies has many and varied precedents in cities around the world that provide examples for the upcoming dialogue. As the process unfolds, our objectives include sensitivity to existing conditions and an openness to new ideas and concepts for the SLRC.

3. **Stakeholder and Community Input**

   Stakeholder, community, and City residents’ input and participation is critical to the success of the Master Plan. The Master Plan process will consider the ideas and priorities of all the interested parties and will be an inclusive process to accurately incorporate this input. The planning process will also include coordination with government agencies, elected bodies, interested non-profit groups, and the neighboring community groups. The Consultant will propose a suite of cost-effective stakeholder and public involvement strategies to best capture the ambitions and concerns of the public.

4. **Maintain LADWP Access** (Exhibit E-06)

   The proposed improvements will need to be compatible with LADWP’s ongoing and future operations. The potential site uses and related projects shall not encumber, interfere, or delay LADWP’s ability over time to access, operate, maintain, or repair infrastructure and facilities. Additionally, both the City and the County of Los Angeles Fire Departments may utilize reservoir water storage for firefighting purposes under an agreement with LADWP. It is mandatory to strike a balance between LADWP operational needs and security requirements, and public access.

IV. **LADWP FACILITIES AND SCHEDULED PROJECTS**

1. **LADWP Facilities**

   The SLRC site is currently comprised of approximately 81 acres of reservoir surface (64%) and 46 acres of land area (36%). Approximately 13 acres of the land space is restricted for LADWP facilities and infrastructure (see Exhibit No. E-03). Existing LADWP facilities on the property include pipelines, a regulator station, valves, vaults, equipment, buildings, reservoir structures and stored water, power and communication systems, and other supporting infrastructure.

2. **Currently Scheduled and Planned Future Projects**

   a. **Pollock Well #3 Groundwater Supply Project:** This project is being constructed on the northeast side of the Silver Lake Reservoir Complex. When complete, LADWP will be able to pump groundwater from Pollock Well #3 to refill both Ivanhoe and Silver Lake Reservoirs and will help eliminate the need to use potable water. LADWP anticipates being able to utilize Pollock Well #3 in Summer 2018.
b. Gate Well Modifications: The gate well is designed to allow water to flow between the two reservoirs. When Silver Lake Reservoir was taken out of service, the gate well between Silver Lake and Ivanhoe reservoirs was plugged to protect the drinking water stored in Ivanhoe Reservoir. Now that both reservoirs are out of service, LADWP will remove a portion of the concrete gate well plug to be able to refill Ivanhoe and Silver Lake. This project is scheduled for completion in Summer 2018.

c. Silver Lake Stormwater Capture Project (Exhibit No. E-04): As part of this project, pipes will be constructed to divert stormwater into Silver Lake and Ivanhoe Reservoirs from the surrounding residential neighborhood. The Silver Lake Reservoir Stormwater Capture Project will deliver up to 159 acre-feet of stormwater per year on average. The project is scheduled for completion in Spring 2022.

d. Aeration and Recirculation Systems Project: The aeration system will increase the oxygen level at the bottom of the reservoir and locally mix the water around it. This aeration system will slow algae growth and reduce potential related odors from anaerobic conditions. The recirculation system includes pumps and pipelines designed to transfer water from the southern end of Silver Lake Reservoir to the northern end of Ivanhoe Reservoir. This full water transfer between both basins allows for more thorough mixing and de-stratification, which will also reduce algae development while utilizing the existing spillway between the reservoirs. These projects are scheduled for completion in Fall 2020.

e. Modular Offices for LADWP: Modular offices will be installed east of Silver Lake Reservoir, within the LADWP allocated areas detailed in Attachment No. 3. Prior to installation a foundation will be constructed and water, power and sewer connections will be made. This project will be completed Spring 2019.

f. Reservoir Re-Characterization Permitting with the Los Angeles Regional Water Quality Control Board: The Los Angeles Basin Plan (Basin Plan) assigns beneficial uses for certain water bodies and Silver Lake reservoir is listed in the Basin Plan as a body of water with specific beneficial uses. Since the intended use of the reservoir has changed, it has been decided that potable water will no longer be used to maintain water levels within the Silver Lake reservoir. If the type of water that will be used to refill the reservoir does not support the existing listed beneficial uses, a beneficial use re-designation is necessary. This is a public process that will take several years.

g. Silver Lake Reservoir Walkway (COMPLETED Spring 2018): The Silver Lake Dam Walkway is accessible to the public via existing gates on either side of the dam, with 8-foot-tall fencing along the access paths and 4-foot-tall fencing along the crest of the dam.

h. Ivanhoe Reservoir Walkway (Exhibit No. E-05): The Ivanhoe Walkway will have two access points from the West. A 4-foot-tall fence will be installed along the walkway on the side facing the reservoir. Two segments of 8-foot-tall fencing will be installed: one north of the access ramp and one
from the edge of Ivanhoe Reservoir to the southern access point. The existing fencing will not be removed. Construction is anticipated to begin mid-2018 with a projected completion at the end of 2018.

V. MASTER PLAN PROJECT DESCRIPTION

1. Current Publicly Accessible Areas
   a. A dog park at the south end of the SLRC site.
   b. A neighborhood Nursery School to the north of the SLRC site.
   c. A recreation center, basketball courts, benches and play area on the south side of the Silver Lake Reservoir. This property is leased and maintained by the Department of Recreation and Parks (RAP).
   d. A pedestrian path that circumnavigates the SLRC.
   e. "Silver Lake Meadow", a three-acre passive park on the east side of the lake opened in April 2011, that is owned by LADWP and operated by Recreation and Parks.
   f. Silver Lake Dam Walkway, opened in 2018, situated between the Silver Lake Reservoir and the recreation center at the south side of the SLRC site.

2. Areas to Be Considered for Expanded Public Access and New Uses
   The current and proposed areas for public access and new uses for the Master Plan process are shown on Exhibit No. E-06.

3. Natural Resources
   The Silver Lake Reservoir Complex also functions as a natural resource with multiple species of birds that have been identified at the site. These include Mallards and Canada Geese, and more vulnerable species such as the Horned Grebe and the Long-Tailed Duck. The Great Blue Heron nest and raise their young in the tall eucalyptus trees on the Reservoir shores, and this site provides seasonal protection for the heron nesting areas. In addition, coyotes live in the Complex. The Master Plan process will consider these existing habitats, and explore the potential to improve and expand the SLRC as a natural resource.

4. Water Level in Reservoirs
   The Master Plan process will explore the appropriate water levels for the reservoirs, in coordination with other objectives and goals developed in the process.

   Current water level characteristics are noted below:
   a. A historic minimum level of 440' above sea level has been maintained by LADWP as part of the “Silver Lake Reservoir Complex Storage Replacement Project - Final Environmental Impact Report,” dated April 2006.
b. The maximum depth of the water in the Silver Lake reservoir is approximately 33 feet, with a maximum depth of the Ivanhoe reservoir of approximately 28 feet.

5. **Water Sources**

In the future, the water levels within the reservoirs will be maintained from various non-potable water sources (stormwater, ground water, recycled water, etc.). Following the recent refilling of the reservoirs with potable water, groundwater is the primary source of water supply. The planned stormwater diversion project will augment the groundwater and may be followed by infrastructure to allow the potential use of recycled water. Other water sources will be explored as part of the Master Plan process.

6. **Reservoir Edge Condition**

The Master Plan process will explore ways to reconfigure the edge condition of the reservoirs with multiple objectives that include environmental values, public safety, visual quality, public activities and other identified goals that might require the edge condition to be altered. LADWP facilities will continue to require segregation from public areas and the control of public access.

7. **Potential Support Facilities**

Depending on the uses that are identified as part of the Master Plan process, new or reconfigured support facilities could be identified for the SLRC. These might include, but are not limited to:

- A new, renovated and/or expanded Recreation and Parks building at the south side of the SLRC.
- Shade Structures
- Public Parking
- Public Restrooms
- Office facilities for the LADWP
- Other public use facilities, depending on the public activities identified.

8. **Public Activities on the SLRC Site**

The Master Plan team will conduct a process to build on cooperation and communication from community members and stakeholders, and explore what new public activities are desired at the SLRC site. This effort will be a comprehensive discussion, acknowledging that the site no longer has the constraints of the SLRC functioning as a drinking water reservoir. This public, transparent and inclusive dialogue will explore many options, with the goal of making the best use of the water body and the open space.

The City team has the goal of expanding current successful public use of the site, and of discussing new ideas that could be realized over time at the site.

9. **Envision Guidelines:**

The project is required to comply with the environmental Envision Guidelines, and must target a goal of a Platinum rating. An analysis using Envision
Guidelines, per the latest edition by the Institute of Sustainable Infrastructure, is required. The consultant shall compile in a spreadsheet all Envision options for final analysis, and include the advantages and disadvantages of each option selected.

VI. MASTER PLAN APPROACH

The Bureau of Engineering, with the issuance of this Request for Proposals, is leading a procurement process to retain the services of an experienced and highly qualified consultant team. We are seeking demonstrated design excellence, a team with the ability to explore creative options for the long-term reuse of this distinctive urban feature, and a team who can creatively and effectively engage the community. The Prime Consultant will be the Project Manager that leads a design and technical team who will collectively address several objectives and complete various tasks, including but not limited to what is listed below. It is anticipated that the Prime Consultant should be a qualified design professional with registration where required, with a track record of work on urban water bodies, on successfully creating urban/nature interfaces in a City context, and who has experience in leading a multi-disciplinary team in an intensive community input process.

VII. SCOPE OF SERVICES, TASKS AND DELIVERABLES

BOE is looking for a Master Plan consultant team with the following qualities:

1. World class architectural, landscape, and urban design thinking for a Master Plan for a repurposed SLRC, which could be realized over time in a phased approach.

2. Facilitation of a process that creates a bold vision for the next phase for the Silver Lake and Ivanhoe Reservoirs as urban water bodies with surrounding land, capable of providing healthy urban ecosystems, high water quality, an environment that can be supported by the water sources discussed here or identified in the Master Plan process, safe and varied public access with new and current public activities and uses, and the ability for the site to transform in a logical progression over time to a distinctive City amenity.

3. Management of the stakeholder and community information and input process, including public meetings, surveys, on-line communications, press releases, and the creation and maintenance of a project website.

4. Expert facilitation of the public meeting process.

5. Formulation of and completion of appropriate technical, visual and design studies and analyses required to support the Master Plan process and to support the conclusions that result from the work.

6. Production of graphs, renderings, site plans, models, fly-throughs and other physical, visual and graphic material that can be used to explain the process and the conclusions to the public.

7. The authorship of the master plan document in draft and final form, with associated visuals and with a final, comprehensive list of reference documents and work products. A final visual Master Plan presentation must also be
created. The final Master Plan document should be print ready, and formatted to be effectively posted on the Project website.

8. The creation of associated physical and digital visual representations of the final Master Plan product.

9. The ability to create and present the progress of the Master Plan to elected officials, oversight agencies, and potential funding entities.

10. The ability to outline implementation priorities and phases, to analyze and consider constructability, to estimate project cost, to address environmental concerns, and to reply to other factors identified during the Master Plan process.

11. The understanding to address the specific characteristics of the site that led to its designation as a City Cultural Historic Monument, and how to honor this designation.

12. Experience to be able to make informed recommendations for the California Environmental Quality Act (CEQA) documentation that will follow the Master Plan, based on the Master Plan outcome. CEQA clearance is not included in this scope of work, but all products of the Master Plan need to be thought of as foundational documents for a subsequent CEQA process.

13. The ability to make informed recommendations on upcoming funding streams for urban water and urban open space projects, indicating the timing and focus of these funding sources.

14. The capability to write two grant applications for project design and construction funding sources.

The Master Plan consultant firm shall perform the following items of work for the delivery of the SLRC project:

a. Assemble a comprehensive team of expert professionals for the execution of a SLRC Master Plan, as described in this RFP.

b. Coordinate all subconsultant services needed to complete the work, and allow sufficient time to review and correct the work of sub-consultants prior to submission of the deliverables. All meetings that Consultant is required to attend shall also include sub-consultants as appropriate.

c. Provide a Project Manager who will oversee the consultant team on a day to day basis for the duration of the task, and who will coordinate closely with the BOE Project Manager.

d. Coordinate all work activities with the BOE Project Manager, which includes but is not limited to: coordination of all meetings; preparation of meeting minutes; organization of deliverables; identification of issues; providing recommendations on solutions to issues that arise; providing sufficient consultant resources; management of subconsultants; following the BOE Project Manager’s direction; providing feedback, and coordination of all other matters relating to the development of the Master Plan and all of the components outlined here.
e. Attend coordination meetings once every two (2) weeks with the BOE Project Management team, and once every month with the City staff coordination team.

f. Develop a public engagement program. Work with BOE to update and maintain a project website. Prepare project information sheets, proper public meeting notifications, and other informational public materials as required. Prepare public presentations, renderings, physical models, digital fly-throughs, graphics and presentation materials for community meetings at the direction of the BOE Project Manager. Organize community meetings in coordination with BOE, LADWP, Council District 4 and Council District 13. Attend community meetings, and provide a Spanish language translator for each large community meeting. Maintain records (i.e. sign-in sheets, and meetings notes and/or video recordings). Manage public communications, including building on BOE’s e-mail list and creating a physical mailing list for outreach and required notifications, in coordination with BOE. Translate key documents into Spanish.

g. Organize and conduct public meetings and specialized stakeholder advisory committee workshops. Participants for these public meetings and specialized workshops shall include all stakeholders with an interest in SLRC project including, but not limited to, City agencies, regulatory agencies, SLRC non-governmental organizations, representatives of the surrounding communities, and other City residents. The purpose of the public meetings and the specialized workshops is to propose project concepts as they are developed, obtain input from participants, and incorporate the input, as appropriate. The Consultant shall maintain detailed records of each public engagement.

h. Submit monthly progress reports (actual work vs. planned work), in accordance with the work plan and schedule. Update the work plan and schedule as needed.

i. Submit timely invoices, with updated Business Inclusion Program utilization profiles corresponding to each invoice.

j. Provide all documentation in electronic format.

In addition to the above listed items of work, the Scope of Services for the SLRC project shall include the preparation and completion of the following Tasks I-VII to assist the BOE, LADWP, key stakeholders and the community with defining and implementing improvements and recreational uses of the SLRC:

1. **Task I: Project Initiation**
   
   a. Meet with City staff project team to develop and finalize a detailed work plan to complete the Master Plan which at a minimum will describe the tasks to be performed, establish required meetings and presentations and clarify roles and responsibilities of both staff and consultant teams.

   b. Develop and maintain a Microsoft Project schedule of the Master Plan process that consists of:
      - Tasks to be performed
      - Durations
• Start and end dates
• Task relationships

All significant tasks such as workshops, reviews, preparation of a Draft Master Plan, completion of the Final Master Plan, etc. shall be included in the work schedule.

c. **Deliverables:**
   • Meeting minutes
   • Work plan and project schedule

2. **Task II: Research and Analysis**
   a. Review all available background materials, historical documents, maps, facility or structural assessments, site plans, arborist assessments, as-built documents and any other relevant information relating to the project.
   
   b. Perform site reviews and investigations, including walk throughs with staff members most knowledgeable about the maintenance, operations, condition and use of the various site components.
   
   c. Conduct meetings and/or interviews with City representatives (Los Angeles Department of Water and Power, Los Angeles Bureau of Sanitation, Los Angeles Department of Recreation and Parks, Council District No. 4, Council District No. 13, the Mayor’s office) to identify existing site challenges, environmental constraints, desired improvements, and their preferred future vision – estimated minimum of ten (10) meetings.
   
   d. After an initial review of background data, existing site conditions, and initial outreach to stakeholders and elected officials, one of the first tasks for the selected Consultant will be to draft and vet a detailed and topically organized list of master plan objectives, and using this, to refine the detailed Master Plan scope of work delivery schedule noted above.
   
   e. Convene meetings with public stakeholder groups that will provide more feedback and direction throughout the process. Review, confirm and/or recommend modifications to the master plan design objectives based upon this input.

External stakeholders include but are not necessarily limited to: Neighborhood Councils, the Silver Lake Conservancy, Silver Lake Forward, Silver Lake Now, the Silver Lake Wildlife Sanctuary, Mothers of Silver Lake, the Silver Lake Park Advisory Board, the co-op members of the early childhood facility, homeowner associations, residents, nearby businesses, other organized groups in the area, and other interested City residents with an interest in the SLRC.

f. Research and identify those state or federal governmental agencies, if any, which may have regulatory jurisdiction over any future alteration within the project boundaries and understand the requirements and procedures of such agencies.
g. Research and identify potential funding sources to realize the Master Plan, with a clear understanding of the funding objectives, and with an eye towards producing two grant applications for the project.

h. Evaluate the existing site features in terms of condition and need for upgrade, visual quality, public use value and historical preservation.

i. Identify potential environmental constraints and develop a mitigation plan if there are any requirements.

Submit monthly progress reports (actual work vs. planned work), in accordance with the work plan and schedule.

j. **Deliverables:**
   - Summary of meeting notes from internal City representatives and external key stakeholders
   - Draft and final versions of Research and Analysis findings
   - Submit monthly progress reports (actual work vs. planned work), in accordance with the work plan and schedule. Update the work plan and schedule as needed.

3. **Task III: Community Outreach and Public Participation**

a. **Planning and Design Workshops:** Consultants shall prepare and conduct a community outreach process that will allow for the maximum public participation through a variety of strategies, including but not limited to: stakeholder meetings; public workshops; focus groups; and social media posts at major milestones and as required throughout the planning process to gain stakeholder and community insight and opinions on the work completed to date and to establish priorities.

Estimated minimum of twelve (12) meetings, five (5) large community meetings, and seven (7) smaller, focused meetings.

b. **Surveys:** Solicit community input using web surveys and a paper surveys that will ask questions on the design and use of the property and how it should be improved. These surveys must be structured to be statistically representative and inclusive.

c. **Project Website:** The Consultant will develop and maintain a project website that provides information and updates about the project, a feedback section, and opportunities to get involved with the project. The project website will be accessed through the BOE website, and the Consultant shall coordinate with BOE to establish this link. The Consultant shall upload approved project related public information to maintain a current website for visitors.

d. **Community Outreach and Public Participation Goals:** The community outreach process should seek to achieve the following:
   - Educate the public about the master plan vision and objectives and the results of initial findings including constraints, opportunities and challenges.
   - Provide opportunities for input on current SLRC conditions, desirable amenities, activity adjacencies, etc.
Solicit feedback from alternative concept designs presented, and determine final Master Plan design direction.

e. **Deliverables:**
   - Work plan detailing the community outreach strategy and timeline
   - All presentation, written, graphic and social media materials
   - Written summary of community and public input and survey results

4. **Task IV: Conceptual Design Options and Final Master Plan Design**

a. The Consultant will develop a conceptual framework to support the desired activities and provide alternative scenarios on how they could be accommodated.

b. Based on research and analysis findings, and on the surveys, community outreach and public input, prepare concept designs to support the desired activities and provide for review by internal and external stakeholders. This should include at least three (3) master plan alternative scenarios. Each alternative will include an analysis of the opportunities and constraints of the SLRC site. Order of magnitude cost estimates for each alternative will also be developed.

c. The Consultant shall use physical models, renderings, digital models, fly-throughs and other visual tools to adequately represent the three alternatives

d. The three (3) master plan alternative scenarios will be presented in public forums and will be posted on the project web site.

e. Based on overall feedback, a final master plan design will be developed, presented in public forums, and posted on the project web site. Again, appropriate visual tools must be used to adequately explain the design to the public.

Develop a Project Cost Estimate for the final master plan design, and a description of a proposed phased implementation strategy of the design.

f. **Deliverables:**
   - Context analysis drawings, design logic drawings, site plans, sections, 3-dimensional drawings, renderings or any other graphic materials needed to convey the schematic alternatives to both internal and external audiences.
   - Boundary and topographical drawings.
   - Brief, narrative descriptions of any proposed new design features, potential recreational and environmental improvements, including their purpose and function.
   - Written comments from internal/external review.
   - Presentations to City’s formal review boards (Planning Commission, etc.), as required to solicit comments and feedback.
   - Presentation of schematic alternatives to LADWP Board of Commissioners, Board of Public Works and City Council, including feedback received to date.
• Identification of permitting requirements for this environmentally sensitive area.
• Preliminary estimated costs that will serve to help secure funding for final design, engineering, construction and project management and suggestions for project phasing.
• All written and graphic materials needed to conduct presentations.
• Submit monthly progress reports (actual work vs. planned work), in accordance with the work plan and schedule. Update the work plan and schedule as needed.

5. Task V: Draft Master Plan Document

Using the materials developed during the process, develop a draft Master Plan document and associated reference documents that explains the process of the Master Plan, includes a statement of the conceptual framework for the Master Plan, and describes the final master plan design.

a. Deliverables:

• Ten (10) hard and bound copies and one (1) electronic copy of the Draft Master Plan Report, including all site plans, sections and elevations and renderings; Research and Analysis findings; summary of strategies utilized and comments obtained during Community Outreach and Public Participation processes; descriptions of all master plan features; a final itemized construction cost estimate by phases of development; itemized maintenance and/or operations costs for any new feature; and recommendations for phased development.
• Presentations to City’s formal review Boards (Planning Commission, etc.), if required.
• Presentation of Final Master Plan to LADWP Board of Commissioners, Board of Public Works and City Council for approval.
• Assistance with documentation required to secure project funding for implementation of the plan from potential sources (state and/or federal grants, etc.)
• All written and graphic materials needed to conduct presentations.

6. Task VI: Final Master Plan Document and Collateral Materials

Based upon comments on the draft Master Plan, develop the Final Master Plan document and collateral materials, which must at a minimum include the information noted below.

a. A written, print-ready and web-ready report that addresses the objectives outlined in this RFP and objectives identified during the Master Plan process. Appropriate plans, drawings, diagrams and graphics must be included to adequately represent the final Master Plan design, the underlying analytic work, and the implementation strategy.

The Master Plan report is to include:

• Existing Site Uses: An inventory of existing site uses and needs including but not limited to LADWP use areas, shared spaces, recreational areas, free spaces, and parking.
• New Uses: Analysis of new proposed uses that are in response to needs identified and criteria used.
• Costs for proposed modifications and new site uses. The cost analysis should be based on an inventory of proposed site elements by square footage, with appropriate escalation and contingencies, and presented using the recommended phased implementation.
• A phased implementation strategy of the design, describing the priorities that informed the phasing.
• The strategy for landscaping, parking, and pedestrian and vehicular circulation.
• The strategy for neighborhood and community interface and connectivity.
• Design criteria and material palette to be used for all future new on-site projects and project elements, including building materials, land form modifications, lighting, plant materials, water features, etc.
• Biology, water quality and habitat approach.

b. Create a physical model to illustrate SLRC site master plan.

c. **Deliverables:**
   • Ten (10) hard and bound copies and one (1) electronic, print ready copy of the Final Master Plan Report, including all site plans, section and elevation drawings and renderings; Research and Analysis findings; summary of strategies utilized and comments obtained during Community Outreach and Public Participation processes; descriptions of all master plan features; a final itemized construction cost estimate by phases of development; itemized maintenance and/or operations costs for any new feature; and recommendations for phased development.
   • Presentations to City’s formal review Boards (Planning Commission, etc.), if required.
   • Presentation of Final Master Plan to LADWP Board of Commissioners, Board of Public Works and City Council for approval.
   • Assistance with documentation required to secure project funding for implementation of the plan from potential sources (state and/or federal grants, etc.)
   • All written and graphic materials needed to conduct presentations.

7. **Task VII: Two Grant Applications for Funding**
   a. **Funding Needs Analysis** – Work with BOE to assess the validity of current funding priority areas, identify changes in funding priority areas, and identify new priority areas for funding.
   b. **Grant Funding Research** – Conduct research to identify grant resources including, but not limited to federal, state and other agencies and organizations that support the funding needs and priorities in two areas selected by the City.
c. **Grant Proposal Development** – Provide grant proposal writing services associated with the completion of two (2) grant applications for funding on the behalf of the City, including the preparation of funding abstracts, and the production and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, is to be provided to BOE.

**VIII. PROPOSAL FORMAT AND REQUIREMENTS**

Submit your proposal in the following format: One (1) signed bound original and nine (9) bound copies of the proposal on 8-1/2” x 11” size sheets for the text, and 11” x 17” size sheets for any fold out drawings. Include one (1) PDF copy of the complete proposal on a USB flash drive. Excluding the resumes, the comments on the Standard Consultant Agreement, Fee Proposal and Non-Collusion Affidavit, the bound RFP responses shall not exceed forty (40) pages.

Mark the original “MASTER COPY.” If discrepancies between two or more copies of the proposal are noted, the Master Copy shall be used as the basis for resolving any discrepancies. All proposals, whether accepted or rejected, shall become the property of the City upon submission. Please do not include generic copies of your firm’s marketing and public relations materials unless they are relevant to this project.

1. **Section 1 – Cover Letter:** Please include a cover letter stating project interest which includes:
   - A statement describing why your team considers itself qualified to complete the project and perform the work required in a responsive manner; and
   - Name, address and telephone number of the firm’s point of contact. Include the company website and the length of time organization has been conducting Master Plan services described in the RFP.

2. **Section 2 – Project Team and Organization Chart:** A brief description of the Consultant and subconsultant team members along with an organization chart of the project team. Describe the role and relevant background experience of the primary individuals involved in the project, qualifications of key personnel and their responsibilities and reasons for selecting subconsultant firms. Clearly identify the Project Manager and primary day-to-day contact individual, if different. Please identify the percent of time each team member is anticipated to devote to this project.

3. **Section 3 – Experience:** Identify three (3) representative Master Plan projects your firm has completed. Include narrative, graphic and/or photographic examples which highlight the relevant projects. Include the project name; project description; location; total project cost; consultant contract amount; role and level of involvement of the Consultant firm as well as any subconsultants; project year of completion; and client references with name, phone number and email address.

4. **Section 4 – Work Plan:** Provide a brief discussion of the approach to the performance of the work requested that illustrates the consultant’s understanding of the nature of the work being requested. Consultants may
suggest alternatives to the proposed tasks or deliverables that improve upon achievement of the project objectives.

Highlight qualifications and strengths that will single out your firm and team as the best firm to accomplish these tasks or deliverables. The work plan should address all items in the RFP, including information presented in Section VI - Master Plan Approach. Include all staff assigned for each phase of the Master Plan, and the percent of time each team member will devote to this Master Plan in each phase.

5. **Appendix Resumes**: Submit a resume for each member of the Consultant team. Resumes should highlight staff members’ experience as it relates to this project. Please submit resumes of only those individuals that will be assigned to work on the project.

6. **Schedule A – MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form**: Include with your proposal a hard copy of the completed Schedule A MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form - Attachment A-05.

Respondents shall use the firms listed on the latest approved Schedule A when preparing the proposal for this project.

For additional details on the BIP and Schedule A, see Section XII of this RFP and Attachment A-05.

7. **Fee Proposal**: Submit a **lump sum proposal** for all work to be performed within this RFP as a “Not to Exceed” price. The Fee Proposal must be in a spreadsheet in the format provided in **Exhibit E-09**. An excel file of the fee proposal spreadsheet is also available for download at [http://eng.lacity.org/silverlake_reservoirs](http://eng.lacity.org/silverlake_reservoirs).

Provide staff costs by task, reimbursable items, and contingency. The total cost for all work to be performed shall be stated as a “Not to Exceed” price.

Also, include with the proposal hourly rates for each consultant and subconsultant for each classification of employee proposed to work on the project including support staff and sub-professional services such as drafting, clerical, and other office work. Hourly rates for Consultant professional services shall include overhead and profit.

Reimbursable expenses shall include costs for travel, printing, and reproduction. Clearly list other reimbursable costs requested if not included in the above.

Failure to submit the Fee Proposal will result in the Proposal being declared non-responsive and rejected.

8. **Standard Consultant Agreement**: Identify any concerns with the terms and conditions of the CITY Standard Consultant Agreement, Exhibit E-10, including Insurance and Indemnification provisions. Keep in mind that changes to the City’s standard contract are very rare.

9. **Non-collusion Affidavit**: A non-collusion affidavit, Attachment A-11, must be signed and submitted with your proposal.
IX. WHERE TO SUBMIT RESPONSES

Only written responses will be considered. A complete submittal consisting of the materials listed in Section VIII, Proposal Format and Requirements, of this RFP must be received by 2:00 P.M. on or before Thursday, November 1, 2018, addressed to:

Cyril Charles, P.E., Project Manager  
City of Los Angeles  
Department of Public Works, Bureau of Engineering  
1149 S. Broadway, 8th Floor  
Los Angeles, CA 90015

Prior to submitting a Proposal, each proposer must carefully review this RFP and any addenda subsequently issued via BAVN. Proposers are responsible for seeking any clarification or information needed to respond and are solely responsible for any deficiencies in the response submitted.

Each proposer is solely responsible for all costs, direct or indirect, incurred responding to this Proposal. The City will incur no obligation or liability regarding the submittal of a response.

Late, facsimile, or e-mailed Proposals will not be accepted.

X. PROPOSAL EVALUATION AND SELECTION CRITERIA

The selection process could proceed in the following ways. Initially, a selection panel will review the written proposals submitted by the firms, rank the firms, and determine a short list of teams. If necessary, short listed teams will be interviewed by the selection panel to refine the short list of the firms. In either case, a short list of teams will then make a public presentation at a public meeting.

Stage I: Proposal Review

The written responses will be reviewed and evaluated. Phone interviews will be conducted to clarify questions in the proposals, if required. If deemed necessary, a preliminary short list of firms will be selected to interview between November 15th and November 21st.

The following criteria will be used to evaluate the firms:

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<td>1.</td>
<td>Demonstrated expertise and experience of the team members on similar master plan projects.</td>
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<td>2.</td>
<td>Demonstrated design excellence on projects of a similar nature and scope by the key team design members.</td>
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<td>3.</td>
<td>Qualifications and abilities of the Project Manager.</td>
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<td>4.</td>
<td>Work plan approach as described in the proposal.</td>
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5. Demonstrated expertise in urban water bodies and urban habitat and wildlife interface in the Southern California ecosystem.  

6. Demonstrated expertise in natural systems for water quality and water conservation.  

7. Qualifications of the individual identified as the lead for public meeting facilitation.  

8. Project schedule and value to the City of the proposal.  

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**Stage II: Interview and Public Presentation**

For the interview and public presentation, the same selection criteria will be used. At each step, a new rating and score using the same criteria will be done and this new rating will determine the ranking of the proposals. The teams being interviewed and presenting to the public will be scored based on a combined assessment of the interview and the feedback from the public following the public presentation. The final rating of the teams will determine the highest rated proposal and the ranking of the other proposals. If an agreement cannot be reached with the highest rated team, then the City will negotiate with the next highest rated team, until an agreement can be reached.

The short list of firms will be requested to present to the public between December 4th and December 6th. Firms should indicate in their proposals on which days they would not be available to interview or make a public presentation.

**XI. ADDITIONAL PROPOSAL CONDITIONS AND REQUIREMENTS**

1. All costs associated with the response to this RFP shall be borne by the Consultant. The City shall not, in any event, be liable for any expense incurred by the Consultant in the preparation and/or submission of the required response.

2. The RFP package must set forth accurate and complete information, as required in the RFP document. Unclear, incomplete, and/or inaccurate documentation will result in disqualification.

3. The City reserves the right to extend the RFP submission due date.

4. The City reserves the right to verify the information in the Proposal. If it is later found that a Consultant on the list submitted false information or data, that consultant may be removed from the selection process.

5. All records of the Consultant and their subconsultants are subject to audit or review by the City on a 24-hour notice during regular business hours. Failure to comply with the notice of audit as required may result in the immediate cancellation of any ongoing contracts. All records must be maintained for a minimum of five (5) years from the date of the executed contract.
6. The performance of the selected Consultant will be continuously monitored by the BOE and BCA to ensure compliance with the criteria listed below. The performance evaluation will be based on the following criteria:

   a. Quality of work performed and all other aspects of project/contract administration and implementation.
   b. Adherence to prevailing wage scale.
   c. Pledged subconsultant utilization.
   d. Adherence to proposed schedules.

XII. COMPLIANCE REQUIREMENTS

The City of Los Angeles has certain policies and requirements that may affect the contract awarded from this RFP. Refer to Exhibit E-10 for a sample of the City of Los Angeles’ Personal Services Contract. Therefore, all prospective consulting firms are advised of the following:

A. Contractor Responsibility Ordinance (Attachment A-01)

   The contract will only be awarded to a responsive, responsible consultant. All businesses or individuals seeking to contract with the City of Los Angeles are required to demonstrate that they possess the quality, fitness, and capacity to perform the work set forth in the contract under the terms of the criteria listed in the Los Angeles “Contractor Responsibility Ordinance” (Article 14, Chapter 1, Section 10 of the Los Angeles Administrative Code). Respondents are required to complete all sections of the “Responsibility Questionnaire”, Attachment A-01.

   Submit the Questionnaire with the Proposal. Failure to return the completed document may result in the respondent being deemed non-responsive. When the contract is awarded, the consultant and its subconsultants will be required to sign a “Pledge of Compliance with the Contractor Responsibility Ordinance”. Submitting firms with questions on the Contractor Responsibility Ordinance should refer to the Bureau of Contract Administration’s website at http://bca.lacity.org or contact the Bureau of Contract Administration, Special Research & Investigation Section at (213) 847-2445.

B. Business Tax Registration Certificate (BTRC) (Attachment A-02)

   The City of Los Angeles requires that all firms doing business within the City of Los Angeles pay City business taxes. Each firm or individual paying the business tax receives a BTRC number.

   The Proposer must represent that they have, or will obtain upon award, a BTRC required per the Los Angeles City’s Business Tax Ordinance (Article 1, Chapter 2, Section 21.00 and following, of the Los Angeles Municipal Code). The consultant shall maintain, or obtain as necessary, all such certificates required of it under the Ordinance for the duration of the contract and shall not allow any such certificate to lapse or be revoked or suspended. To find out more about the BTRC, please refer to Attachment A-02, visit the Office of Finance website at finance.lacity.org, or contact the Office of Finance, Tax and Permit Division, Main Office at (213) 473-5901.
C. Non-discrimination, Equal Employment Practices and Affirmative Action Program

Proposers 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 Consultant 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 Consultant shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the contract.

Furthermore, consultants 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 subconsultant that contains similar language shall be made available to the Office of Contract Compliance upon request.


D. Equal Benefits Ordinance (EBO) / First Source Hiring Ordinance (FSHO) (Attachment A-03)

If a contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO), Proposers are required to complete a streamlined EBO/FSHO Compliance Affidavit web application form that is located on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org. Proposers are responsible for creating a BAVN profile and completing and submitting the affidavit. See below for additional details about the EBO and the FSHO.

Equal Benefits Ordinance (EBO):

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

All Proposers shall complete and submit the Equal Benefits Ordinance Compliance Affidavit, Attachment A-03, available on the BAVN residing at www.labavn.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 uploaded onto the City’s BAVN. Proposers do not need to submit supporting
documentation with their proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO Affidavit.

Bidders/Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at [http://bca.lacity.org](http://bca.lacity.org).

**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, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

All Proposers shall complete and electronically sign the FSHO Compliance Affidavit, **Attachment A-03**, available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.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 uploaded on the City's BAVN.

Proposers seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's web site at [http://bca.lacity.org](http://bca.lacity.org).

E. **Insurance Required Insurance and Minimum Limits (Attachment A-04)**

The selected proposer will be required to maintain insurance levels as indicated in **Attachment A-04**. All consultants, as part of their proposal, are required to provide notarized declaration from their insurance carrier(s) that their firm is able to obtain insurance coverage in the limits stated in Attachment A-04. Prior to execution of the contract, the selected consultant will need to provide proof of insurance to the Board of Public Works for approval by the City Administrative Officer’s Risk Manager.

Additional information on insurance requirements and submittal instructions is included in Attachment A-04.

F. **Business Inclusion Program (BIP) Requirements (Attachment A-05)**

This RFP is subject to the City of Los Angeles, Department of Public Works, BIP Outreach requirements included in **Attachment A-05** of the RFP. Performance of a BIP Outreach to Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and Other Business Enterprise (OBE) subconsultants must be completed utilizing the Business Assistance Virtual Network (BAVN) system at [www.labavn.org](http://www.labavn.org).

For the purposes of this RFP, the City has set overall anticipated participation levels of **18% MBE, 4% WBE, 25% SBE, 8% EBE and 3% DVBE**. All proposers must perform a BIP Outreach as described in Attachment A-05 to solicit potential MBE, WBE, SBE, EBE, DVBE, and OBE subconsultants. Proposers will not be able to utilize the BAVN’s BIP Outreach notification function less than fifteen (15) calendar days prior to the RFP response submittal deadline. **Failure**
to comply with the City’s BIP Outreach requirements by the deadline will render the RFP response non-responsive.

Proposers must complete their BAVN BIP Summary Sheet including the names of all responding MBE/WBE/SBE/EBE/DVBE/OBE subconsultants, manufacturers, suppliers, truckers, or equipment rental businesses for each item of work, and include the corresponding dollar amounts. This list must also include an explanation of the evaluation that led to any subcontract or bid/quote being rejected, and the explanation for rejection must have been communicated to the subconsultant/vendor using the BAVN system.

Respondents to this RFP will have until 4:30 P.M. on the calendar day following the RFP submittal date to complete the BAVN-generated BIP Summary Sheet with the entries of the responses received from all subconsultant/vendors. **Failure to comply with the City’s BIP Outreach requirements by the deadline will render the RFP non-responsive.**

Proposers must also submit with their Proposal the MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form (Schedule A). The Proposer must include on the Schedule A the names, addresses, telephone numbers, and contact persons of all selected firms that will be used, a complete description of supplies and work to be provided by each firm, and the total dollar value of each subcontract.

Proposers must have a bid/quote from each subconsultant listed on their Schedule A prior to submission of the Schedule A. Proposers are encouraged to submit all of their bids/quotes at the time they modify their BAVN BIP Summary Sheet by uploading them to the “BIP Supporting Documents” section. Copies of the subcontracts or bids/quotes from all responding MBE/WBE/SBE/EBE/DVBE/OBE firms must be submitted prior to the award of the RFP.

During the term of the contract, the Proposer must submit the MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B) with each invoice.

Proposers who have questions or who require assistance with the BIP requirements should contact the BCA, Business Inclusion Section, at bca.biphe1p@1acity.org.

Please refer to **Attachment A-05** for additional information regarding the BIP.

G. Child Support Obligations Ordinance (Attachment A-06)

On February 13, 1991, the Child Support Obligations Ordinance became effective. The ordinance requires all current and future consultants and subconsultants performing work for the City to comply with all State and Federal reporting requirements relative to legally mandated child support obligations. All future contracts will contain language obligating the consultants and subconsultants to fulfill those requirements. In addition, the consultant must complete the Certification of Compliance with Child Support Obligations form **Attachment A-06** and submit with the Proposal.

H. Living Wage Ordinance (LWO) and Worker Retention Ordinance (WRO)
Unless approved for an exemption, consultants under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of $25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Worker Retention Ordinance (WRO).

I. Access and Accommodations (Attachment A-08)

Consultants performing work for the City are required to be in compliance with the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.), and must submit a Certification Regarding Compliance with the Americans with Disabilities Act with their SOQ. (Attachment A-08)

J. Contractor Evaluation Ordinance

The Contractor Performance Evaluation Ordinance (Los Angeles City Ordinance No. 173018) and the Rules for the Evaluation of Service Contractors require departments to conduct performance evaluations for all service contracts over $25,000 and at least three months in duration. Within 14 days of the completion of a contract, the department contract administrators will complete and submit evaluation forms to the Bureau of Contract Administration, Special Research & Investigation Section. As required by Section 10.39.2 of the Los Angeles Administrative Code (Article 13, Chapter 1, Division 10), evaluations will be based upon several criteria, including the quality of work product or services performed; timeliness of performance; compliance with budget; and expertise of personnel assigned to the contract. The Special Research & Investigation Section will then transmit a copy to the consultant who will be given 14 calendar days to respond. The final evaluations, and any response from the consultant, will be available to departments to be used as a reference check after departments have selected a consultant through an evaluation process.

K. Slavery Disclosure Ordinance (Attachment A-09)

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

All Proposers shall complete and electronically sign the Slavery Disclosure Ordinance Affidavit Attachment A-09 available on the BAVN residing at www.labavn.org prior to award of a City contract.

Proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the BCA’s web site at http://bca.lacity.org.

L. Restrictions on Campaign Contributions and Fundraising in City Elections (Attachment A-10)

Any bidder for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, CEC Form 50,
proscribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualifies as a lobbying entity under the Ordinance. The exemptions contained in Los Angeles Administrative Code Section 10.40.4 shall not apply to this subsection. Each City department shall include a copy of the Municipal Lobbying Ordinance in each invitation for bids, request for proposals, request for qualifications or other solicitation related to entering into a contract with the City. (Attachment A-10)

Persons who submit a response to this solicitation are subject to Charter Section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing $100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 (provided in Attachment A-10) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing $100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

M. **Best Terms**

Throughout the term of this Contract, Consultant, shall offer CITY the best terms, prices, and discounts that are offered to any of Consultant’s customers for similar goods and services provided under this Contract.

N. **Non-Collusion** (Attachment A-11)

All proposers will be required to complete and return the Non-Collusion Affidavit, **Attachment A-11** with their Proposal.

O. **Los Angeles Residence Information** (Attachment A-12)

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 proposers to state the headquarter address as well as the percentage of their workforce residing in the City of Los Angeles. All potential respondents are
required to complete the Los Angeles Residence Information form, **Attachment A-12**, and submit the form with their Proposal.

P. **Iran Contracting Act of 2010** (Attachment A-13)

In accordance with California Public Contract Code Sections 2200-2208, all bidders entering into contracts with the City of Los Angeles for goods and services estimated at $1,000,000 or more will be required to complete, sign and submit the “Iran Contracting Act of 2010 Compliance Affidavit.” See **Attachment A-13** for reference.

Q. **Notice to Proposers Regarding the Public Records Act**

Responses to this RFP become the exclusive property of the City. At such time when a firm is selected, and its name made public, all proposals submitted shall be regarded as public records. Exceptions will be those elements in each proposal that are defined by the proposer as business or trade secrets and marked “TRADE SECRET,” “CONFIDENTIAL” or “PROPRIETARY”. Each element that a proposer desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e., regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. The City shall not in any way be liable or responsible for the disclosure of any such records, including but not limited to, those so marked if disclosure is deemed to be required by law or by court order. If a dispute arises among the City, the proposer and a person seeking disclosure of such records, the City shall notify the proposer so that the proposer can seek a court order precluding the disclosure of such information. In the absence of the proposer obtaining such an order, the City shall have the right to release the information.

R. **Contractors’ Use of Criminal History for Consideration of Employment Applications Ordinance**

Any contract awarded pursuant to this RFP 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.

Proposers 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 website at [http://bca.lacity.org](http://bca.lacity.org).

S. **Disclosure of Border Wall Contracting Ordinance**

Any contract awarded pursuant to this RFP is subject to the disclosure requirements of the Disclosure of Border Wall Contracting Ordinance
(DBWCO), LAAC Section 10.50 et seq. As part of their proposal, etc. to the City, proposers shall complete and upload a DBWCO Affidavit to at www.labavn.org.

Proposers seeking additional information regarding the requirements of the DBWCO may visit the Bureau of Contract Administration’s web site at http://bc.ca.lacity.org.

XIII. **RFP SCHEDULE**

This schedule indicates estimated dates for the RFP process. The City reserves the right to adjust this schedule when appropriate.

<table>
<thead>
<tr>
<th>STAGE I</th>
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<tbody>
<tr>
<td>1. Issue RFP</td>
<td>September 4, 2018</td>
</tr>
<tr>
<td>2. Pre-Submittal Meeting (mandatory)</td>
<td>September 18, 2018</td>
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<tr>
<td>3. Job Walk</td>
<td>September 18, 2018</td>
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<tr>
<td>4. BIP Training</td>
<td>October 4, 2018</td>
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<tr>
<td>5. Deadline for RFP Questions</td>
<td>October 17, 2018</td>
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<tr>
<td>6. Issue date for any final Addendum to the RFP or answers to questions from Proposers</td>
<td>October 24, 2018</td>
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<tr>
<td>7. Proposals Due</td>
<td>November 1, 2018</td>
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<tr>
<td>8. Last Day to Complete BIP on BAVN</td>
<td>November 2, 2018 (must be completed by 4:30 P.M.)</td>
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<tr>
<td>9. Evaluate Proposals</td>
<td>November 2 to November 14, 2018</td>
</tr>
<tr>
<td>10. Interview Firms</td>
<td>November 15 to November 21, 2018</td>
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<tr>
<td>11. Short-Listed Firms Selection Announced</td>
<td>November 26, 2018</td>
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<tr>
<th>STAGE II</th>
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<tbody>
<tr>
<td>1. Presentation to Community and Stakeholders (The Lead Designer to present for 15 minutes to the community followed by a Question and Answer session)</td>
<td>December 4 to December 6, 2018</td>
</tr>
<tr>
<td>2. BIP Review of Short-Listed Firms Completed</td>
<td>December 14, 2018</td>
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<tr>
<td>3. Announce Selected Top-Ranked Firm</td>
<td>December 20, 2018</td>
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</table>
4. Consultant Negotiations | January 3, 2019

5. BPW Approval of Consultant Agreement | January 23, 2019

6. Award Project (NTP Issued) | January 28, 2019

Following the pre-submittal meeting, a job-walk will be held at the project site to brief the Consultants on the scope of the project and provide an opportunity a comprehensive visit to the site.

XIV. PROTEST PROCEDURES

These procedures are for the benefit of the City to provide a method for resolving protests prior to award regarding the rejection of the Consultant Proposal and are not intended to establish an administrative requirement that must be exhausted by the protesting Consultant prior to pursuing any legal remedy that may be available. For this reason, no consultant shall have any right to due process, should the City fail to follow these procedures, for any reason within its discretion. However, failure by a consultant to follow the protest procedures as discussed below will create the presumption that any subsequent legal action in a court of competent jurisdiction is of no merit. These procedures will enable the Board to ascertain all the facts necessary to make an informed decision regarding the selection of the firm.

1. A protest relative to the rejection of a Consultant Proposal for a RFP must be submitted in detail and in writing and be postmarked within 14 calendar days after the receipt of the rejection letter from BOE staff. The day following the date of the rejection letter shall be considered as day one.

2. All protests must be addressed to: Dr. Fernando Campos, Executive Officer, Board of Public Works, 200 N. Spring St., Room 355, Los Angeles, CA 90012.

3. Advance, officially signed and dated, copies of protests will be accepted if sent via fax within the protest period to the Executive Officer, Board of Public Works at (213) 978-0278 and provided approval is received prior to sending the fax, by calling the Executive Officer at (213) 978-0250.

4. Consultants are requested to advise their potential subconsultants of this protest period policy. Furthermore, protests against a Consultant by any subconsultant with a direct financial interest that could be adversely affected by the determination of the protest may be considered by the Board beyond the protest period.

5. Protests meeting the above criteria will be analyzed and reported upon in a written report to the Board. Protesting parties will be notified of the time and date that the written report will be discussed in a public session of the Board. Protesting parties will be given the opportunity to present their arguments at the public session.

XV. QUESTIONS

Any technical questions regarding this RFP should be submitted via email to cyril.charles@lacity.org.
The deadline for questions to this RFP is **October 17, 2018**.

XVI. **DISCLAIMER**

The City may or may not decide to award any or part of this RFP based on its sole convenience and shall not be responsible for any consultant costs associated with responding to this RFP.