

CITY OF LOS ANGELES
REQUEST FOR PROPOSALS



PROJECT FEASIBILITY AND PROJECT
MANAGEMENT CONSULTING SERVICES

for the

DEVELOPMENT, ISSUANCE, ADMINISTRATION AND OVERSIGHT

of a

REQUEST FOR QUALIFICATIONS AND SUBSEQUENT REQUEST
FOR PROPOSALS STRATEGY AND PROCESS

for the

LOS ANGELES STREET CIVIC BUILDING

September 13, 2018

RFP Submission Deadline:
Monday, October 1, 2018 at 2:00 p.m. (PST)

Business Inclusion Program (BIP) Outreach Deadline:
This requirement has been waived.

Note: Bolded text are revisions

TABLE OF CONTENTS

| | |
|--|-----------|
| I. INTRODUCTION | 3 |
| II. BACKGROUND | 3 |
| III. SCOPE OF SERVICES | |
| A. General | 4 |
| B. Preparation of Detailed Request for Qualifications (RFQ) | 4 |
| C. Preparation of Detailed Request for Proposals (RFP) | 6 |
| IV. GENERAL REQUIREMENTS | |
| A. Meetings | 10 |
| B. Coordination | 10 |
| C. Work Products | 10 |
| D. Project Schedule | 10 |
| V. FEE PROPOSAL | 10 |
| VI. CONTACT INFORMATION | 11 |
| VII. QUESTIONS | 11 |
| VIII. SELECTION CRITERIA | 11 |
| IX. INFORMATION TO BE SUBMITTED IN PROPOSAL | 12 |
| X. PROPOSAL REVIEW PROCESS | 15 |
| XI. GENERAL CONFLICT OF INTEREST GUIDELINES | 15 |
| XII. GENERAL RESERVATIONS | 16 |
| XIII. ADMINISTRATIVE CONTRACTING REQUIREMENTS | 18 |

EXHIBITS

- Exhibit A: Nondiscrimination, Equal Employment Practices and Affirmative Action Program
- Exhibit B: Americans with Disabilities Act Policy, 42 U.S.C. Section 12101
- Exhibit C: Child Support Ordinance, Los Angeles Administrative Code Section 10.10
- Exhibit D: Contractor Responsibility Ordinance – Pledge of Compliance and Questionnaire
- Exhibit E: Equal Benefits Ordinance, Los Angeles Administrative Code Section 10.821
- Exhibit F: Living Wage Statutory Ordinance/Exemptions
- Exhibit G: Service Contract Worker Retention Ordinance
- Exhibit H: Los Angeles Residence Information
- Exhibit I: Non-Collusion Affidavit, Los Angeles City Charter Section 386
- Exhibit J: First Source Hiring Ordinance
- Exhibit K: City Ethics Form 50 – Bidder Certification
- Exhibit L: City Ethics Form 55 – Prohibited Contributions
- Exhibit M: Slavery Disclosure Ordinance
- Exhibit N: Local Business Certification Affidavit of Eligibility
- Exhibit O: Iran Contracting Act of 2010 Compliance Affidavit
- Exhibit P: Required Insurance and Minimum Limits
- Exhibit Q: Internal Revenue Service W-9 Form
- Exhibit R: Contractor/Bidder History Form
- Exhibit S: Business Inclusion Program, *waived*
- Exhibit T: Schedule B – Task Work Order
List of Sub-Consultants**

ATTACHMENTS

- Attachment 1: Task Order No. 37
- Attachment 2: *Not used.*
- Attachment 3-R: LASCBS Fee Proposal Spreadsheet
- Attachment 4: http://clkrep.lacity.org/onlinedocs/2014/14-1604_rpt_CAO_05-25-2018.pdf
- Attachment 5-R: LASCBS – DBFOM – P3 Master Schedule dated August 20, 2018.
- Attachment 6: LASCBS_Project Conceptual Axonometric
- Attachment 7: [http://eng2.lacity.org/techdocs/emg/doc/Findings and Statement of Overriding Considerations November 2016.pdf](http://eng2.lacity.org/techdocs/emg/doc/Findings_and_Statement_of_Overriding_Considerations_November_2016.pdf)
- Attachment 8: “City Administrative Officer’s List of Prequalified Real Estate Consultants”
- Attachment 9: Contact/ Sign-in List for the LASCBS and business card images, from the September 5, 2018 Bidder’s Conference.

APPENDIX

- Appendix A: Standard Provisions for City Contracts

I. INTRODUCTION

In July 2018, the Mayor and Council of the City of Los Angeles (City) approved \$32.3 million for the demolition of the Parker Center building located at 150 North Los Angeles Street and authorized the Public Works Bureau of Engineering to proceed with a non-traditional Public-Private Partnership (P3) option for the design, construction, operation and maintenance of a new building facility at said location. The LASCBS Project (Project) is Phase I of the Civic Center Master Development Program (CCMP). The goal of the Project is to create an office facility. That will consist of up to 753,730 gross square feet with up to 1,173 parking spaces in a subterranean garage with a maximum envelope height of 450 feet. The Project will include office, commercial spaces, museum and a childcare facility as described in the FEIR document -- Findings of Fact and Statement of Overriding Considerations (see Attachment No. 7). The P3 options approved by the Mayor and Council include consideration of the Design Build Finance with Long-Term Operations and Maintenance (DBFOM) and Non-Profit Design Build Finance with Long-Term Operations and Maintenance (DB+FOM 63-20).

The City, through its Public Works Bureau of Engineering, now seeks Statements of Qualifications (SOQ) and fee proposals from well-qualified consultant firms that have specific and demonstrable experience in the P3 arena, particularly the DBFOM procurement process for office buildings similar to the proposed LASCBS Project. The selected firm will assist the City in formulating a procurement strategy and be responsible for the following:

- 1. Project Management support activities during the entire Project schedule (Attachment No. 5-R),**
2. Preparation and issuance of a detailed Request for Qualifications (RFQ);
3. Preparation and issuance of the Request for Proposals (RFP); and
4. Administration and oversight of the review and selection process, among other related functions, as outlined below.

NOTE: Selected firm will be restricted from responding to the RFQ/RFP for the development of the LASCBS.

II. BACKGROUND

The City is currently in the pre-design phase for the new LASCBS to be constructed on the former Parker Center site, located at 150 North Los Angeles Street. The LASCBS will become the office space for various City Departments, with approximately 3,100 City employees. The LASCBS is the first of the projects identified in the Draft Civic Center Master Plan.

Additional details of the LASCBS project are contained in the Original Task Order Solicitation 37, awarded to Perkins + Will (P+W), which is attached to this RFP as Attachment No. 1.

III. SCOPE OF SERVICES

A. GENERAL

The Consultant shall provide expertise (and submit resumes) in the following:

- 1. Project management support for all phases of work,**
2. Real Estate Advisor,
3. Strategic Advisor,
4. Market and revenue-generation opportunities assessment,
5. Cost estimating, lifecycle costing, and risk analysis,
6. Financial consultation,
- 7. Insurance and risk analyst,**
8. Lead the preparation and implementation of RFQ/RFP documents,
9. Lead the development of the selection criteria and conduct evaluation training,
10. Consult with the selection process and negotiations,
11. Project implementation support services,
12. Support the development of the Project Agreement,
13. Support during design and construction period.
- 14. Consultants working on this Project shall be Municipal Securities Rulemaking Board (MSRB) certified.**

B. PREPARATION OF DETAILED REQUEST FOR QUALIFICATIONS (RFQ)

The Consultant shall have a qualified technical writer and team for completion of the RFQ, who are experienced in the preparation of RFQs and RFPs with verifiable experience in the DBFOM and P3 process for similar projects (i.e. high rise government office buildings). The City is looking for experts in these fields, who can make recommendations during the RFQ and RFP development, and guide City staff in determining what requirements are needed to satisfy the intent of the documents while considering the City's long term goals and the function and purpose of the proposed facility.

The Consultant shall have a Project manager assigned for this effort with the City for the entire duration of the Project as stated in the Project Schedule below.

The Consultant shall manage a procurement kickoff meeting.

The Consultant shall prepare a detailed and complete RFQ package that:

It will be distributed to the building development industry, soliciting firms and their teams to submit a SOQ that demonstrates their ability to provide design, build, finance, operation and maintenance (DBFOM) for the LASCB project under the umbrella of a Public Private Partnership (P3).

The purpose of the RFQ is to obtain SOQs from qualified firms that have specific and demonstrable experience in the DBFOM process for buildings similar to the LASCB. The SOQs will be reviewed and evaluated by the City and its consultants based on specific criteria as will be stated in the RFQ. Up to four firms will be selected, based on their qualifications as outlined in their SOQ, to move on to the next phase of the process. The

next phase will consist of issuing a Request for Proposal (RFP) to the four successful firms, which will require a conceptual design of the LASCB, including a scaled digital and physical model, and their overall design, construction, finance, operation, maintenance and delivery concept. The RFPs will then be evaluated by the City and its consultants to determine the successful proposal that provides the Best Value to the City for completion of design, construction, finance, operation and maintenance of the LASCB. The final phase of the process will include award of the project to the successful proposer.

All items discussed below are subject to modifications, deletion and additions as necessary. The RFQ should contain, at a minimum, the following items and requirements.

Introduction / Invitation

1. Purpose – Provide the purpose and end goal of the RFQ. Describe the project that promotes the City’s General Plan goals, objectives and policies as related to the ongoing revitalization of Downtown Los Angeles as envisioned in the ongoing update to the Downtown Community Plan.
 - 1.1 Background – Provide a brief history of the site, the background of the project, and the vision of the Draft Civic Center Master Plan.
 - 1.2 The Project – Provide more specific details of the LASCB project and the DBFOM process. Include a list of specific guiding principles.
 - 1.3 Project Site and Environs – Discuss the specific site conditions that will exist at the time construction begins (see the Demolition of Parker Center Project drawings and specifications located on the Los Angeles Business Assistance Virtual Network at labavn.org). Also discuss the adjacent City Metro Detention Center and the 911 Call Center, which are highly sensitive buildings that will remain active during the construction of the LASCB Project.
 - 1.4 Surrounding Environs – Describe the location of the proposed LASCB in relation to the surrounding community, its relationship to the Los Angeles City Hall and appurtenant facilities, and the dynamics of the various other localized downtown communities and how they will affect the overall function of the LASCB facility.
 - 1.5 Building Space Program –Summarize the estimated interior space requirements and the estimated parking space requirements. Include any other requirements of the new building, such as museum, retail space and/or commercial space, etc. This task is being performed by the City’s Consultant, P+W.
2. Project Company Responsibilities (The Project Company will deliver the project. Note that the Project Agreement and Project Company Responsibilities will be developed in conjunction with the City Attorney). SOQs must contain the team’s experience and qualifications regarding complete turnkey delivery of similar DBFOM and P3 projects.
 - 2.1 Project Agreement – Briefly discuss the Draft Project Agreement which will be attached to the RFP, and what the Draft Project Agreement will include.
 - 2.2 General Scope of Responsibility – Define the Project Company’s responsibilities regarding each of the following tasks as set forth by the

Project Agreement. SOQs must include, at a minimum, experience and qualifications in the following areas.

- A. Design
 - B. Professional Services required to complete the project
 - C. Construction
 - D. Entitlements/Permits / Approvals
 - E. Finance
 - F. Lifecycle Maintenance
 - G. Facility Management Services
 - H. Lifecycle Operation of the Completed Facility
 - I. Incorporation of entitlements into the project design
- 2.3 Financial and Commercial Key Terms – Provide a summary of the anticipated key financing and commercial terms of the Project Agreement.
- A. Term of the Project Agreement
 - B. Payment
 - C. Payment Deductions
 - D. Parking
 - E. Commercial Activities
 - F. Leases
 - G. Annual Appropriation
 - H. Change in Control
3. Procurement Process – Briefly describe the City’s procurement and evaluation process
- 3.1 Introductory/Kickoff Meeting
 - 3.2 Compensation for Participation in Solicitation
 - 3.3 Project Agreement Discussions and Negotiations
 - 3.4 Procurement Timeline
 - 3.5 Evaluation Committee
 - 3.6 Evaluation Criteria
 - 3.7 Evaluation and Selection Process
4. Submission Requirements – Provide information regarding types and number of SOQ copies, location, date and time of SOQ submittal, registration requirements, reference to Exhibits, etc.
5. Exhibit A – LASC B PROJECT AERIAL – Provide an aerial map of the LASC B and surrounding area.

Additional RFQ requirements may be discussed, developed and added, as deemed necessary, based on meeting discussions and upon approval and/or direction of the City.

C. PREPARATION OF THE DETAILED REQUEST FOR PROPOSALS (RFP)

The Consultant shall prepare a detailed and complete RFP. All of this activity shall be coordinated by this Consultant, with the Consultant for TOS No. 37 (P+W), and with the City Attorney.

The RFP will be distributed to the top four successful firms/teams based on the SOQ

evaluation process outlined in the RFQ for the project.

The purpose of the RFP is to obtain detailed proposals from the four most qualified firms that have specific and demonstrable experience in the DBFOM process for projects similar to the LASCB. The proposals will be reviewed and evaluated by the City and its consultants based on specific criteria as stated in the RFP. The criteria should provide the Best Value to the City over the life cycle of the facility. The consultant's team will assist the City in establishing the "Best Value" criteria based on the City's long term goals and the purpose and function of the building, and this will be the foundation of award.

The Consultant shall have a qualified technical writer and team for completion of the RFP, who are experienced in the preparation of RFQs and RFPs with verifiable experience in the DBFOM and P3 process for similar projects (i.e. high rise government office buildings). The City is looking for experts in these fields, who can make recommendations during the RFQ and RFP development, and guide City staff in determining what requirements are needed to satisfy the intent of the documents, while considering the City's long term goals and the function and purpose of the proposed facility. All items discussed below are preliminary and are subject to modifications, deletion and additions as deemed necessary.

The RFP will include requirements for submittal of a conceptual design of the LASCB, including scaled digital and physical models, the firms overall design, construction, finance, operation, maintenance and delivery concept, plans, elevations and renderings. The RFP shall contain, at a minimum, the following items and requirements.

1. Background and Introduction

- 1.1 Kickoff Meetings
- 1.2 Introduction - Provide the purpose and end goal of the RFP. Describe the project that promotes the City's General Plan goals, objectives and policies as related to the ongoing revitalization of Downtown Los Angeles as envisioned in the ongoing update to the Downtown Community Plan.
- 1.3 The Opportunity – Discuss the opportunities of participating in the DBFOM process.
- 1.4 Project Considerations – Proposals must contain detailed discussions and concepts regarding, at a minimum, the following items. This section will be developed in conjunction with the City Attorney. Items listed below are preliminary. Other considerations will be developed with the City based on the City's long-term goals and the purpose and function of the building.
 - 1.4.1 Project Site
 - 1.4.2 Land Use and Entitlement Considerations for the Project Site
 - 1.4.3 Legal Considerations
 - 1.4.4 Risk Matrix
 - 1.4.5 Occupancy Term
 - 1.4.6 Transfer of Development Rights
 - 1.4.7 Coordinate the work of this task with Task No. 37 (P+W), which includes the preparation of the Detailed Facility Program, Architectural and Engineering Systems Performance Specifications,

Operations & Maintenance and Design Guidelines for the Civic Center District.

1.4.8 Other Considerations, such as Lessons Learned, Community Outreach, Professional Community Outreach and etc.

1.4.9 Agreements – Discuss various agreements required between the successful proposer and the City, such as an Exclusive Negotiation Agreement, Statutory Development Agreement, etc. All agreements will be developed in conjunction with the City Attorney.

2. General Provisions

2.1 Definitions – Provide an appendix of definitions

2.2 Updates – Discuss how updates to the RFP process will be handled.

2.3 Procurement Schedule

2.4 General Provisions Regarding Proposals – Discuss general provisions for proposals. The list of general provisions will be developed in conjunction with City staff and the City Attorney. A preliminary list of provisions is below.

2.4.1 Proposal Contents – Discuss in general, but attach appendices that provide more detailed instructions regarding administrative information submittals, technical proposal and financial proposal.

2.4.2 Property of City – all submittals become the property of the City, etc.

2.4.3 Claims and Confidential or Exempt Information

3. Procurement Process – Provide details of the process for implementation. Suggested items are below, to be added to or modified during the development of the RFP.

3.1 Method of Procurement

3.2 Communication between City and Proposers

3.2.1 Designated Contact of the City

3.2.2 Respondent's Representative

3.2.3 Rules of Contact

3.2.4 Language

3.3 Questions and Responses Regarding this RFP – State proposers' responsibilities and discuss the questions and responses process during the RFP period.

3.3.1 Form of Requests

3.3.2 Timing and Limits of Requests

3.3.3 Responses and Confidential Information

3.4 Addenda – Describe the addenda process

3.5 One-on-One Meetings – Discuss presentations and meeting with proposers

3.5.1 Subject Matter of One-on-One Meetings

3.5.2 Meeting Notice, Confirmation and Agreement

3.5.3 Statement at One-on-One Meetings

3.5.4 Use of One-on-One Meeting Information

3.6 Examination of this RFP Package and Work Site - Disclaimers

3.7 Use of Information - Disclaimers

4. Proposal Content and Submittal Requirements

4.1 Requirements – Refer to appropriate appendices for detailed proposal requirements

4.2 Format – Specify format for all RFPs

- 4.3 Contents and Organization – To be developed and finalized with the City. Preliminary contents and organization formats are below.
 - 4.3.1 Volume 1 – Administrative Information
 - 4.3.2 Volume 2 – Technical Proposal
 - 4.3.3 Volume 3 – Financial Proposal
 - 4.3.4 Volume 4 – Operation Proposal
 - 4.3.5 Volume 5 – Maintenance Proposal
- 4.4 Confidential and Proprietary Information
- 4.5 Submission of Proposals
 - 4.5.1.1 Submittal Location and Copies
 - 4.5.1.2 Proposal Due Date
- 4.6 Signatures
- 4.7 Withdrawals and Changes
 - 4.7.1 Changes to Proposals
 - 4.7.2 Withdrawals of Proposals
- 4.8 Validity of Proposals
- 4.9 Cost of Preparing Proposals
- 4.10 Disqualification
- 5. Evaluation Process and Criteria – Describe the City’s processes, after proposals are received, in detail.
 - 5.1 Organization of the Evaluation Committee
 - 5.2 Evaluation Guidelines and Procedures
 - 5.2.1.1 Pass/Fail Criteria Evaluation
 - 5.2.1.2 Scoring Criteria and points
 - 5.2.1.3 Proposal Scoring
 - 5.3 Basis for Determination of Preferred Proposer
 - 5.4 Requests for Clarification
 - 5.5 Proposal Revisions
 - 5.5.1.1 Minor Proposal Revisions
 - 5.5.1.2 Significant Proposal Revisions
- 6. Selection of Preferred Proposer and Exclusive Negotiations
 - 6.1 Selection of Preferred Proposer – Recommendations to the City Council, etc.
 - 6.2 No Obligation to Select Preferred Proposer
 - 6.3 Exclusive Negotiation Agreement – Provide draft agreement in an appendix.
 - 6.4 Exclusive Negotiations with Preferred Proposer
 - 6.4.1.1 Negotiations of the Development Agreement – To be developed in conjunction with the City Attorney.
 - 6.4.1.2 Further Studies and Analysis – To be done during the negotiating period.
 - 6.5 Entitlements, Permits and Approvals – The preferred proposer will be responsible for obtaining all entitlements, permits and approvals necessary for the development of the facility and surrounding appurtenances . Outline the necessary steps that the preferred proposer has sole responsibility to undertake in order to obtain final development approval.
 - 6.6 Project Agreement Execution and City Council Approval
- 7. Protests
 - 7.1 Protests Regarding RFP Requirements

- 7.2 Protests Regarding the Selection Decision
- 8. City's Rights and Disclaimers
 - 8.1 City's Rights
 - 8.2 City's Disclaimers

IV. GENERAL REQUIRMENTS

A. MEETINGS:

The consultant should assume at least thirty (30) coordination and development meetings with the City and the City Attorney for the RFQ and RFP development and final document approvals. Provide a cost per meeting.

B. COORDINATION:

The Consultant is expected to coordinate this task with Task Order No. 37 (**Attachment No. 1**) by P+W (attached) as well as all the work performed by the City Attorney and their Consultants.

C. WORK PRODUCTS

1. Any full-scale drawings produced for this RFP proposal shall be drawn in BIM/Autodesk Revit 2017 or the latest version of Revit, and on 24 by 36-inch sheets with BOE's title block. An electronic copy of the title block and sheet layout will be provided by BOE. The electronic files of the drawings in BIM/Autodesk Revit shall be made available to BOE upon request, and will become the property of the City.
2. All interim and final RFQs and RFPs shall be provided in draft and final form in Word, and in a PDF that can be distributed digitally. The work products should be in a format that can easily be posted on the project website as well as conform to current industry standards.

D. PROJECT SCHEDULE

| <u>Milestones</u> | <u>Complete By</u> |
|--|--------------------|
| • Task Order (NTP) | October 14, 2018 |
| • RFQ to be Issued | December 04, 2018 |
| • City Council Approval for RFP | March 19, 2019 |
| • RFP to be Issued | May 05, 2019 |
| • City Council Approval of Project Agreement | January, 2020 |
| • Design and Construction | April, 2023 |

See Attachment No. 5-R - LASC B – DBFOM – P3 Master Schedule dated September 12, 2018.

V. FEE PROPOSAL

Please submit your fee proposal for each of the work components described above. The fee proposal should be broken down into main components of the work with enough detail

that the City can properly evaluate the breakdown. Do not alter the categories, but add any additional components to the proposal that the City may not have considered. Include individual firm names used as sub-consultants and requested information, totaling the Business Inclusion Program projected dollar values for this proposal. Provide resumes of all staff and/or sub-consultants working on this task, which clearly demonstrates their expertise in the DBFOM and PPP process. Please provide the names and telephone numbers for your client references.

The Consultant will only be compensated for work completed and accepted by the BOE Project Manager that is consistent with the agreed upon milestones in the approved fee schedule.

The City reserves the right to award none, some, or all scopes of work included in this proposal, including the option to combine elements of each phase and refine elements. In addition, the City reserves the right to reject any and all proposals.

This proposal is not an authorization to start work. A Notice to Proceed (NTP) will be issued to authorize the start of work when the Consultant's fee proposal has been negotiated and accepted. NTP's will be issued for specific scopes of work, and for the authority to proceed to the next phase of the work.

Also see "Section IX. INFORMATION TO BE SUBMITTED IN PROPOSAL"

The Consultant Fees will be approved as a lump sum fee, even though a full cost breakdown of work components shall be submitted.

VI. CONTACT INFORMATION

For any questions related to this task, please contact Reza Bagherzadeh, Program Manager reza.bagherzadeh@lacity.org or Paul Young, Architect, at (213) 485-4776, 1149 South Broadway, Suite 830, Los Angeles, California 90015, paul.young@lacity.org.

VII. QUESTIONS

The City will consider any questions related to this RFP until September 18, 2018. All questions shall be written and emailed to the addresses given above. All answers will be distributed by issuing an addendum through email and LABAVN.

VIII. SELECTION CRITERIA

This is a "best value" procurement. It is not a "low bid" procurement and price is only one consideration in the evaluation process. Proposals shall be evaluated in accordance with established City criteria. The City may choose to interview responsive proposers

Proposals shall be evaluated according to the following criteria:

| | |
|--|-------------|
| A. Demonstrated ability and approach of the Project Manager and Team Members to successfully deliver the scope of work as outlined in the TOS. | 40% |
| B. Demonstrated ability and the approach of the team members proposed for the preparation and implementation of the developer RFQ/RFP documents. Including financial analysis, property management and O & M consulting, cost estimating, life cycle costing, and risk analysis. | 40% |
| C. Demonstrated ability and the approach of the team members proposed for the development and partner selection and negotiation. | 10% |
| D. Demonstrated ability and the approach of the team members proposed for the development of the Project Agreement. (Non Attorney related). | 10% |
| Total: | 100% |

The City reserves the right to select the Consultant based on the written proposal and, also to short list and interview a select number of Consultants in order to identify the highest-ranking team. If a negotiation with the highest-ranking team is not successful, then the City reserves the right to negotiate with the next highest ranking team.

IX. INFORMATION TO BE SUBMITTED IN PROPOSAL

A comprehensive narrative using concrete language and quantifiable measurements whenever possible shall be submitted for each of the questions as requested below.

Part A – General and General Advisory Qualifications

RFP responses shall be bound, and shall include:

- **Section 1: Project Understanding:** Explain your firm’s overall approach to the work.
- **Section 2: Related Experience:** Describe similar projects your firm and, in particular, the Project lead, has recently completed.
- **Section 3: Project Team:** Provide project team organization chart and describe background, roles, and responsibilities of key team members, including team members’ experience in similar projects, and any prior collaborations by members proposed for this team. Provide information on team member availability for the duration of the work anticipated in the Proposal.
- **Section 4: Detailed Scope of Work and Schedule:** Expand and develop the City’s Scope of Work and Schedule contained herein.
- **Section 5: Fee Estimates:** Complete the attached fee estimate Excel spreadsheet. Under the Comments column, please list assumptions associated with all cost calculations.

Part B – Timeliness

Discuss your approach and methodology to complete the scope of work. Include a timeline with the necessary tasks required to complete the project, their duration and, the staff assigned to each task. The City intends the scope of work, in particular the RFQ document, to be completed by December 04, 2018; and, the RFP to be completed by March 01, 2019. Please reference Attachment Nos. 3-R and 5-R.

Part C – Quantity, Due Date and Delivery Location

Submit six (6) identical hard copies of your proposal, along with an electronic version in Adobe PDF format, to the address of the Program Manager noted below. Each submitted proposal must not exceed 60 double-sided sheets, excluding covers, dividers and appendices. The requested fee proposal shall be prepared in accordance with the terms and conditions of sample Contract provided.

Written proposals must be received by the City no later than Monday, October 1, 2018 at 2:00 p.m. (PST) and must be delivered to the following address:

City of Los Angeles, Bureau of Engineering
Los Angeles Street Civic Building Program
1149 South Broadway Street,
8th Floor
Los Angeles, CA 90015
Attn: Reza Bagherzadeh/Paul Young

The schedule for the RFP process is as follows:

| | |
|---------------------------------|--------------------|
| Issue Task Order Solicitation | August 20, 2018 |
| Last Day to Send Questions | September 18, 2018 |
| Last Day Respond to Questions | September 25, 2018 |
| Receive Solicitation Responses | October 1, 2018 |
| Conduct Interviews if Necessary | October 5, 2018 |

Part D – Fees, Insurance, and Required City Forms

1. Fees submitted as a sliding scale, percentage or range will be considered non-responsive and will be rejected. The City reserves the right to further negotiate compensation as appropriate prior to an award.
 - a) The Consultant may be expected to assist with presentations to the Council, Mayor, other City officials and the public and costs for this service and any necessary supplies should be included in your fee schedule.
 - b) Insurance and Indemnification- If awarded a contract, the respondent shall furnish the City evidence of Insurance Coverage as set forth in the Standard Provisions for City Contracts. The City may require the respondent to have

fidelity, surety bond, performance bond, or letter of credit to ensure satisfactory performance during the term of the contract. Such requirements are also included in Exhibit P. Furthermore, the contractor will also be required to indemnify the City in accordance with the provisions set forth in the Standard Provisions for City Contracts. Additional information on insurance requirements and submittal instructions can be found at <http://track4la.city.org>.

- c) The City has implemented changes to streamline the administrative contracting procedures for some of its requirements. Below are the required contracting compliance forms which will need to be submitted to the City either through BAVN or with your proposal submission and are identified below. Instructions on how to post the documents and forms are available on the “Profile” page of BAVN. You must be registered as an administrator on the site to post the forms. Complete and submit the following forms with your proposal or through BAVN where feasible.

The following forms are required for contracting with the City:

- i. Nondiscrimination, Equal Employment Practices and Affirmative Action Program (Exhibit A)
- ii. Americans with Disabilities Act Policy, 42 U.S.C. Section 12101 (Exhibit B)
- iii. Child Support Ordinance, Los Angeles Administrative Code Section 10.10 (Exhibit C)
- iv. Contractor Responsibility Ordinance – Pledge of Compliance and Questionnaire (Exhibit D)
- v. Equal Benefits Ordinance, Los Angeles Administrative Code Section 10.821(Exhibit E)
- vi. Living Wage Statutory Ordinance/Exemptions (Exhibit F)
- vii. Service Contract Worker Retention Ordinance (Exhibit G)
- viii. Los Angeles Residence Information (Exhibit H)
- ix. Non-Collusion Affidavit, Los Angeles City Charter Section 386 (Exhibit I)
- x. First Source Hiring Ordinance (Exhibit J)
- xi. City Ethics Form 50 – Bidder Certification (Exhibit K)
- xii. City Ethics Form 55 – Prohibited Contributions (Exhibit L)
- xiii. Slavery Disclosure Ordinance (Exhibit M)
- xiv. Local Business Certification Affidavit of Eligibility (Exhibit N)
- xv. Iran Contracting Act of 2010 Compliance Affidavit (Exhibit O)
- xvi. Required Insurance and Minimum Limits (Exhibit P)
- xvii. Internal Revenue Service W-9 Form (Exhibit Q)
- xviii. Contractor/Bidder History Form (Exhibit R)
- xix. Business Inclusion Program (Exhibit S) – *this requirement has been waived*
- xx. Schedule B – Task Work Order List of Sub-Consultants

X. PROPOSAL REVIEW PROCESS

The proposal review process shall include the following major activities to ensure that the procurement meets audit standards:

- a. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing and will not be rated.
- b. All eligible proposals shall be reviewed, scored and ranked.
- c. At the City's sole discretion, oral interviews may be held. The results of the oral interview may be used in determining the final selection.
- d. The City reserves the right to not award any part of this contract and shall not be responsible for any solicitation costs incurred in preparing a proposal.
- e. The City will issue a Notice to Proceed to initiate services, and begin drafting of a standard contract for services.

XI. GENERAL CONFLICT OF INTEREST GUIDELINES

Sub-consultants participating on more than 20% of the base fee will be presumed to have participated in a significant manner on the project or to have taken part or influenced decision making for the final recommendation on the project, and will be disqualified from participating in any team proposing for the LASCBC design, construction, operations and maintenance. The City reserves the right to disqualify sub-consultants from participating in future project phases if the City determines the sub-consultants participated in a significant manner in the project.

General Guidelines under California Government Code Section 1090

The Contractor under any Contract resulting from this RFP will be subject to Section 1090 of the California Government Code. California Government Code Section 1090 governs potential conflicts of interest involving public agencies within the State of California, and the Contractor must comply with the State conflicts laws, including but not limited to Government Code Section 1090, at all times in connection with this Project. In addition to the Contractor itself, officers and employees of the Contractor who perform work for the City pursuant to this Agreement are subject to and shall comply with California Government Code Section 1090. The Contractor and Contractor's officers and employees are hereby advised to obtain independent legal counsel in order to fully understand the penalties for violating Government Code Section 1090 and the other State conflicts laws, including criminal prosecution.

In brief, Government Code Section 1090 prohibits, among other things, a Contractor from having a financial interest in any contract which results, directly or

indirectly, from the services provided by the Contractor. The selected contractor will be expected to agree to the following to alleviate any real or perceived conflicts of interests:

- 1) The Contractor and contractor's parent, subsidiaries, affiliates, officers and employees agree that they will not have any future business or financial interest in any aspect of the Project, other than its work for the City as advisor pursuant to this Agreement.
- 2) Contractor further agrees that neither it nor its parent, subsidiaries or affiliates, or officers or employees will participate in any transaction relating to the Project on behalf of any actual or potential private party.
- 3) If the Contractor (including its parent, subsidiaries affiliates, officers, and employees) is in a position to receive further employment, business, financial remuneration or other interest or benefit from a bidder to a subsequent City contract, the Contractor immediately shall inform the City's authorized representative in writing of the circumstances and obtain approval and not accept such until approval has been granted.
- 4) In addition, if the Contractor, its parent, subsidiary, affiliates, officers or employee is or has been the subject of a discussion of future employment or benefit, if the Contractor has reason to believe such an arrangement may arise in the future, the Contractor immediately shall inform the City's authorized representative in writing of the circumstances.
- 5) If the Contractor has reason to believe that any other situation exists which might be viewed as or give the appearance of a conflict of interest, the Contractor immediately shall inform the City's authorized representative in writing of such a situation giving the full details thereof.
- 6) Execution of an Agreement resulting from this RFP shall constitute a representation by the Contractor that, at the time of such execution, the Contractor knows of no circumstances, present or anticipated, which come within the provisions of Government Code Section 1090 or which might otherwise be viewed as or give the appearance of a conflict of interest on the part of the Contractor, its parents, subsidiaries, affiliates, officers or employees.

XII. GENERAL CITY RESERVATIONS

- a. City reserves the right to verify the information in the response.
- b. If a firm submits false information or other data, the City reserves the right to reject that response. If a contract was awarded as a result of false statements or other data submitted in response to this RFP, the City reserves the right to terminate the contract and pursue recovery of fees and costs.
- c. Submission of a response to this RFP shall constitute acknowledgment and

acceptance of the terms and conditions set forth herein. Responses and the offers contained therein shall remain valid for a period of three hundred sixty five (365) days from the date set for receipt of responses. Firms awarded a contract by the Mayor and Council pursuant to this RFP will be required to enter into a written contract with the City approved as to form by the City Attorney. This RFP and response, or any parts thereof, may be incorporated into and made a part of the final contract. The City reserves the right to further negotiate the terms and conditions of the contract. The final contract offer of the City may contain additional terms or terms different from those set forth herein.

d. Late responses will not be considered. The City, in its sole discretion, reserves the right to determine the timeliness of all responses submitted.

e. The City reserves the right to waive any informality in the process when to do is in the best interest of the City.

f. The City reserves the right to withdraw this RFP 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 RFP. 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.

g. A proposer may withdraw its response prior to the specified due date and time. A written request to withdraw, signed by an authorized representative of the proposer, must be submitted to the City of Los Angeles, Office of the City Administrative Officer at the address specified herein for the submittal of proposal. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time prior to the specified submission deadline.

h. All costs of response preparation shall be borne by the proposer. The City shall not, in the event, be liable for any pre-contractual expenses incurred by the proposer in the preparation and/or submission of the response. This includes any travel/meal expenses incurred as a result of the interview proposal process.

i. The responses provided must be accurate and complete as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award.

j. Responses shall be reviewed and rated by the City as submitted. Firms may make no changes or additions after the deadline for receipt, unless requested by the City.

k. A firm may 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 poor past or current performance with the

City.

- I. The City reserves the right to retain all responses submitted and the responses shall become the property of the City. All responses received by the City will be considered public records subject to disclosure under the Public Records Act (California Government Code Section 6250 et seq.). Applicants must identify any material they claim is exempt from disclosure under the Public Records Act. In the event such exemption is claimed, the applicant will be required to state in the response that he or she will defend any action brought against the City for its refusal to disclose such material to any party making a request thereof. Failure to include such a statement shall constitute a waiver of proposer's right to exemption from disclosure.

- m. Upon completion of all work under this contract, ownership and title of all reports, documents, plans, drawings, specifications, and estimates produced as part of this contract will automatically be vested in the City of Los Angeles. Copies made for the contractor's records shall not be furnished to others without written authorization from the City of Los Angeles.

- n. Should a proposer object on any ground to any provision or legal requirement set forth in the RFP, or any addendum to the RFP, the proposer must, not more than ten calendar days after the RFP is issued, or not more than ten calendar days after any subsequent addendum to the RFP is issued, provide written notice to this Office setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

XIII. ADMINISTRATIVE CONTRACTING REQUIREMENTS

The agreement to be executed pursuant to this Request for Proposal is subject to the Standard Provisions for City Contracts as presented in Appendix A. In addition, unless otherwise exempt the following administrative contracting ordinances will apply to this agreement.

1. Nondiscrimination, Equal Employment Practices and Affirmative Action Program (Exhibit A)

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.

Non-construction services to or for the City 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. All proposers shall complete and upload the Non Discrimination/Equal

Employment Practices Certification (two (2) pages) available on BAVN residing at <http://www.labavn.org> prior to award of a City contract valued at \$1,000 or more. However, proposers with certifications previously uploaded to BAVN and verified by the Office of Contract Compliance (OCC) do not need to resubmit.

Non-construction services to or for the City for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All proposers shall complete and upload the City Affirmative Action Plan (four (4) pages) available on the BAVN residing at <http://www.labavn.org> prior to award of a City contract valued at \$100,000 or more. Proposers opting to submit their own affirmative action plan may do so by uploading their affirmative action plan onto BAVN. Proposers with current OCC approval for their affirmative action plan do not need to re-submit unless the approval is 30 days or less from expiration.

Both the City Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan Affidavit shall be effective for a period of twelve (12) months from the date it is first uploaded onto BAVN. Proposers 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>

2. Certification Regarding Compliance with the American Disabilities Act (Exhibit B)

The City is a covered entity under Title II of the ADA, 42 U.S.C. Section 12131 et seq. Respondents awarded a contract through this RFP must comply with the ADA and execute a certification regarding compliance with the ADA prior to the execution of a contract (see Appendix A for Standard Provisions for City Contracts).

3. Child Support Assignment Orders (Exhibit C)

The City of Los Angeles has adopted an ordinance requiring that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support. As a result, every contract that is let, awarded, or entered into with or on behalf of the City of Los Angeles shall contain the following provision:

The Contractor(s) and any Subcontractor(s) must fully comply with all applicable State and Federal employment reporting requirements for the Contractor(s)' and any Subcontractor(s)' employees. The Contractor(s) and any Subcontractor(s) must fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with the California Family Code. The Contractor(s) and any Subcontractor(s) must

certify that the principal owner(s) thereof (any person who owns an interest of 10 percent or more) are in compliance with any Wage and Earnings Assignment Orders or Notices of Assignment applicable to them personally. The Contractor(s) and any Subcontractor(s) must certify that such compliance will be maintained throughout the term of the contract.

Failure of the Contractor(s) and/or any Subcontractor(s) to fully comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignments or Notices of Assignment or failure of the principal owner(s) to comply with any Wage and Earnings Assignments or Notices of Assignment applicable to them personally shall constitute a default under the contract. Failure of the Contractor(s) and/or any Subcontractor(s) or principal owner(s) thereof to cure the default within 90 days of notice of such default by the City shall subject the contract to termination. Failure to return the completed certification as part of the bid or proposal will result in the bid or proposal being deemed unresponsive and being rejected.

4. **Contractor Responsibility Ordinance (Exhibit D)**

The proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of the Contractor Responsibility Ordinance (CRO) (see Appendix A for Standard Provisions for City Contracts). All proposers shall complete and return with their proposal the "Contractor Responsibility Questionnaire". Failure to return the completed questionnaire may result in a proposer being deemed non-responsive. Proposers shall refer to the Bureau of Contract Administration's website at <http://bca.lacity.org> for further information regarding the requirements of the Ordinance.

5. **Equal Benefits Ordinance (Exhibit E)**

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 upload, the EBO Affidavit (two (2) pages) available on BAVN residing at <http://www.labavn.org>, prior to award of a City contract valued at

\$5,000. The EBO Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN. Bidders/proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO Affidavit.

Proposers seeking a waiver from the requirements of the EBO shall refer to the Bureau of Contract Administration's web site at <http://bca.lacity.org/index.cfm> and download the form. The EBO waiver request form must be returned with the bid/proposal. Proposers shall refer to the Bureau of Contract Administration's website at <http://bca.lacity.org> for further information regarding the requirements

of the Ordinance.

6. **Living Wage Ordinance and Service Contractor Worker Retention Ordinance/Exemption (Exhibits F and G)**

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least (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., Service Contractor Worker Retention Ordinance (SCWRO). Proposers shall refer to the Bureau of Contract Administration's website at <http://bca.lacity.org> for further information regarding the requirements of the Ordinance.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO "List of Statutory Exemptions" shall apply for exemption from the ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption (Form OCC/LW-10) or the Non-Profit/One-Person Contractor Certification of Exemption (OCC/LW-13). The list of statutory exemptions, the application and the certification are identified on the web page identified above. To access the forms, visit <http://bca.lacity.org/site/pdf/scwro/lwo>.

7. **Los Angeles Residence Information (Exhibit H)**

The City Council, in consideration of the importance of preserving and enhancing the economic base and wellbeing 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 their 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 and submit the form with their proposal.

8. **Non-Collusion Affidavit (Exhibit I)**

This statement shall be submitted and signed by the Proposer under penalty of perjury that: the response is genuine, not a sham or collusive; the response is not made in the interest or on 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.

9. **First Source Hiring Ordinance (Exhibit J)**

Unless otherwise 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 Section 10.44 et seq., First Source Hiring Ordinance (FSHO). Proposers shall refer to Bureau of Contract Administration's website at <http://bca.lacity.org> for further information regarding the requirements of the Ordinance.

10. **City Ethics Form 50 – Los Angeles Municipal Lobbying Ordinance (Exhibit K)**

Proposers must submit with their proposals a completed CEC Form 50 (Exhibit K) acknowledging that, if they qualify as lobbying entities under Los Angeles Municipal Code Section 48.02 (the exemptions in Los Angeles Municipal Code Section 48.03 and Los Angeles Administrative Code Section 10.40.4 do not apply), they agree to comply with the disclosure requirements and prohibitions established in the Municipal Lobbying Ordinance (http://ethics.lacity.org/PDF/laws/law_mlo_jan2013.pdf). Proposals without a completed CEC Form 50 will be deemed nonresponsive.

11. **City Ethics Form 55 – Prohibited Contributions and Fundraising (Exhibit L)**

Bidders/Proposers may not make campaign contributions to or engage in fundraising for certain elected officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders/proposers, twelve (12) months after the contract is signed. The bidders'/proposers' 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.

12. **Slavery Disclosure Ordinance (Exhibit M)**

Unless otherwise exempt and 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 (see Standard Provisions for City Contracts: Appendix A).

All proposers shall complete and upload, the Slavery Disclosure Ordinance Affidavit (one (1) page) available on BAVN residing at <http://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 Bureau of Contract Administration's web site at <http://bca.lacity.org>.

13. **Local Business Preference Program (Exhibit N)**

Proposers who submit a response to this solicitation will be evaluated in accordance with Article 21 to Division 10, Chapter 1 of the Los Angeles Administrative Code (Ordinance No. 181910) establishing a Local Business Preference Program for the City's procurement of goods, equipment and services, including construction, when the contract involves an expenditure in excess of \$150,000. Proposers seeking additional information regarding the eligibility criteria of the Local Business Preference Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

The City of Los Angeles shall grant an eight percent Local Business Preference to Local Businesses for contracts involving consideration in excess of \$150,000. The City of Los Angeles shall also provide a preference of up to five percent, to a Proposal submitted by a business that does not qualify as a Local Business, but that identifies a qualifying Local Subcontractor to perform work under the Contract, provided the Local Subcontractor satisfies the criteria enumerated in Sections 10.47.2 and 10.47.7 of the Los Angeles Administrative Code, Chapter 1, Article 21.

To be eligible for participation in this program, the proposer shall submit the Local Business Certification Affidavit of Eligibility attesting as such on the City of Los Angeles' Business Assistance Virtual Network (BAVN) website.

14. Iran Contracting Act of 2010 (Exhibit O)

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals 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".

15. Required Insurance and Minimum Limits (Exhibit P)

The selected proposer will be required to maintain insurance levels as indicated in Exhibit P. Additional information on insurance requirements and submittal instructions can be found at <http://track4la.city.org>.

16. Internal Revenue Service W-9 Form (Exhibit Q)

All proposers will be required to complete the Internal Revenue Service Form W-9. Visit the Internal Revenue Service website at irs.gov.

17. Contractor/Bidder History Form (Exhibit R)

All proposers will be required to supply a list of all City of Los Angeles contracts held by the bidder or any affiliated entity during the preceding 10 years.

18. Business Inclusion Program (BIP) (Exhibit S)

This requirement has been waived.

19. Business Tax Registration Certificate (BTRC)

The selected firm will be required to demonstrate compliance with the City's business tax laws by acquiring/maintaining one of the following; Business Tax Registration Certificate, Vendor Registration Number or Certificate of Exemption. This BTRC must remain valid in order to do business with the City. Visit the Office of Finance website at finance.lacity.org for more information.

20. 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 has the opportunity to 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.

21. Contractor Evaluation Program

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, the Contractor's compliance with budget requirements, and the expertise of personnel which the Contractor assigns to the contract. The Contractor 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 future proposals and to conduct reference checks when awarding other personal service contracts.

22. Schedule B – Task Work Order List of Sub-Consultants

Submit the names and resumes of your proposed sub-consultants including Schedule B – Task Work Order List of Sub-Consultants for all proposed sub-consultants. The fee proposal should outline the costs per phase for each service, as well as provide an estimate cost for reimbursable expenses.

MRB:PY

Attachments

DRAFT

REVISION 1 - Los Angeles Street Civic Building (LASCB) - DBFOM-P3 Master Schedule

| Item | Task Name | Duration | Start | Finish | 2018 | | | | | | | | | | | | 2019 | | | | | | | | | | | | 2020 | | | | | | | | | | | | 2021 | | | | | | | | | | | | 2022 | | | | | | | | | | | | 2023 | | | | | | | | | | | | 2024 | | | | | | | | | | | | | | | | | | |
|------|---|-----------------|--------------------|---------------------|----------------------------------|---|---|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------------------------------------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J |
| 1 | Task A - Programming | 303 days | Tue 4/3/18 | Wed 1/30/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Task B - Performance Specifications | 254 days | Mon 5/21/18 | Wed 1/30/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Task C - Design Guidelines - Civic Center | 319 days | Tue 4/3/18 | Fri 2/15/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Operations & Maintenance Specifications | 183 days | Wed 8/15/18 | Wed 2/13/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | City Attorney to Draft the Ordinance for P3 - Best Value Including Council Approval | 95 days | Fri 7/13/18 | Mon 10/15/18 | [Task Bar] | | | | | | | | | | | | City Attorney Initiate P3 Ordinance Including Council Approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | TOS for DBFOM RFQ / RFP Preparation (Receive Proposal / Review) | 32 days | Mon 8/20/18 | Thu 9/20/18 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | TOS for RFQ / RFP Provider for P3 Using CAO's Consultant List | 0 days | Mon 8/20/18 | Mon 8/20/18 | ◆ 8/20/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | RFP Due | 0 days | Mon 10/1/18 | Mon 10/1/18 | TOS Due ◆ 10/1/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Review Proposals and Selection of Consultant | 0 days | Fri 10/5/18 | Fri 10/5/18 | ◆ 10/5/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | NTP Issued | 0 days | Tue 10/9/18 | Tue 10/9/18 | Issue NTP ◆ 10/9/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Start of Work for Preparation of RFQ Documents | 55 days | Wed 10/10/18 | Mon 12/3/18 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Community Meeting | 0 days | Thu 11/8/18 | Thu 11/8/18 | ◆ 11/8/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | RFQ Issuance / Due | 52 days | Tue 12/4/18 | Thu 1/24/19 | RFQ Issuance / Due [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Outreach Meeting w/ Prospective Proposers for RFQ | 0 days | Wed 12/5/18 | Wed 12/5/18 | 12/5/18 ◆ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Consultant Prepares RFP / Design Competition Documents | 60 days | Tue 12/11/18 | Fri 2/8/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Selection Process for Short List (Review & Selection) | 61 days | Fri 1/25/19 | Tue 3/26/19 | Proposers Short List [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Community Meeting | 0 days | Wed 1/30/19 | Wed 1/30/19 | ◆ 1/30/19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Council Approval for RFP | 31 days | Wed 3/27/19 | Fri 4/26/19 | RFP Council Approval [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Short Listed - RFP Outreach Meeting | 0 days | Fri 5/3/19 | Fri 5/3/19 | ◆ 5/3/19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | RFP / Design Competition Documents Issued Out to Selected Teams | 0 days | Mon 5/6/19 | Mon 5/6/19 | 5/6/19 ◆ Issue RFP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Design Competition | 91 days | Tue 5/7/19 | Mon 8/5/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | Community Meeting - Presentation of All Submittals | 7 days | Tue 8/6/19 | Mon 8/12/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | Selection Process | 58 days | Tue 8/6/19 | Wed 10/2/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Negotiations of Project Agreement / Entitlements | 58 days | Thu 10/3/19 | Fri 11/29/19 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | Council Approval of Project Agreement | 61 days | Mon 12/2/19 | Fri 1/31/20 | Council Approval [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | DBFOM (Design/Construction) LASCB | 1160 days | Mon 2/3/20 | Fri 4/7/23 | Design / Construction [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | Garland Lease Expiration | 0 days | Thu 2/29/24 | Thu 2/29/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Garland Lease Expiration ◆ 2/29/24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | E.I.R. for Civic Center Master Plan | 796 days | Thu 9/27/18 | Mon 11/30/20 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | MFC & Council Approval EIR - CCMP Report | 63 days | Thu 9/27/18 | Wed 11/28/18 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | NTP Issued | 0 days | Thu 11/29/18 | Thu 11/29/18 | Issue NTP ◆ 11/29/18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | (EIR) Environmental Impact Report | 732 days | Fri 11/30/18 | Mon 11/30/20 | [Task Bar] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Project: R1-DRAFT_LASCB-Master Schedule_2018-0912 Date: Wed 9/12/18

Task: [Blue Bar] Rolled Up Task Manual Summary Rollup [Light Blue Bar] Progress

Milestone: [Diamond] Rolled Up Milestone [Diamond] Deadline [Green Arrow]

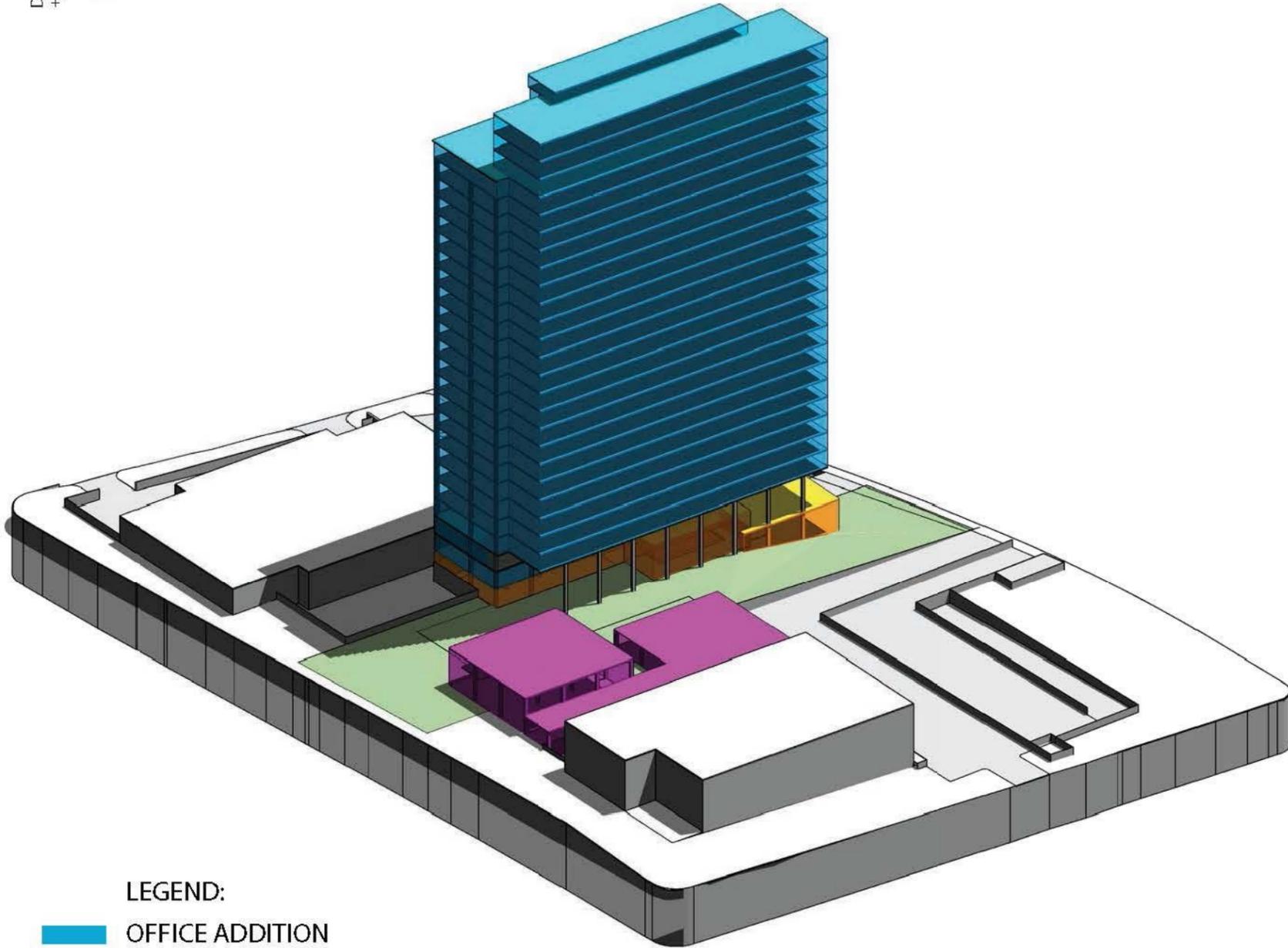
GROSS SQUARE FEET

753,730

PARKING SPACES

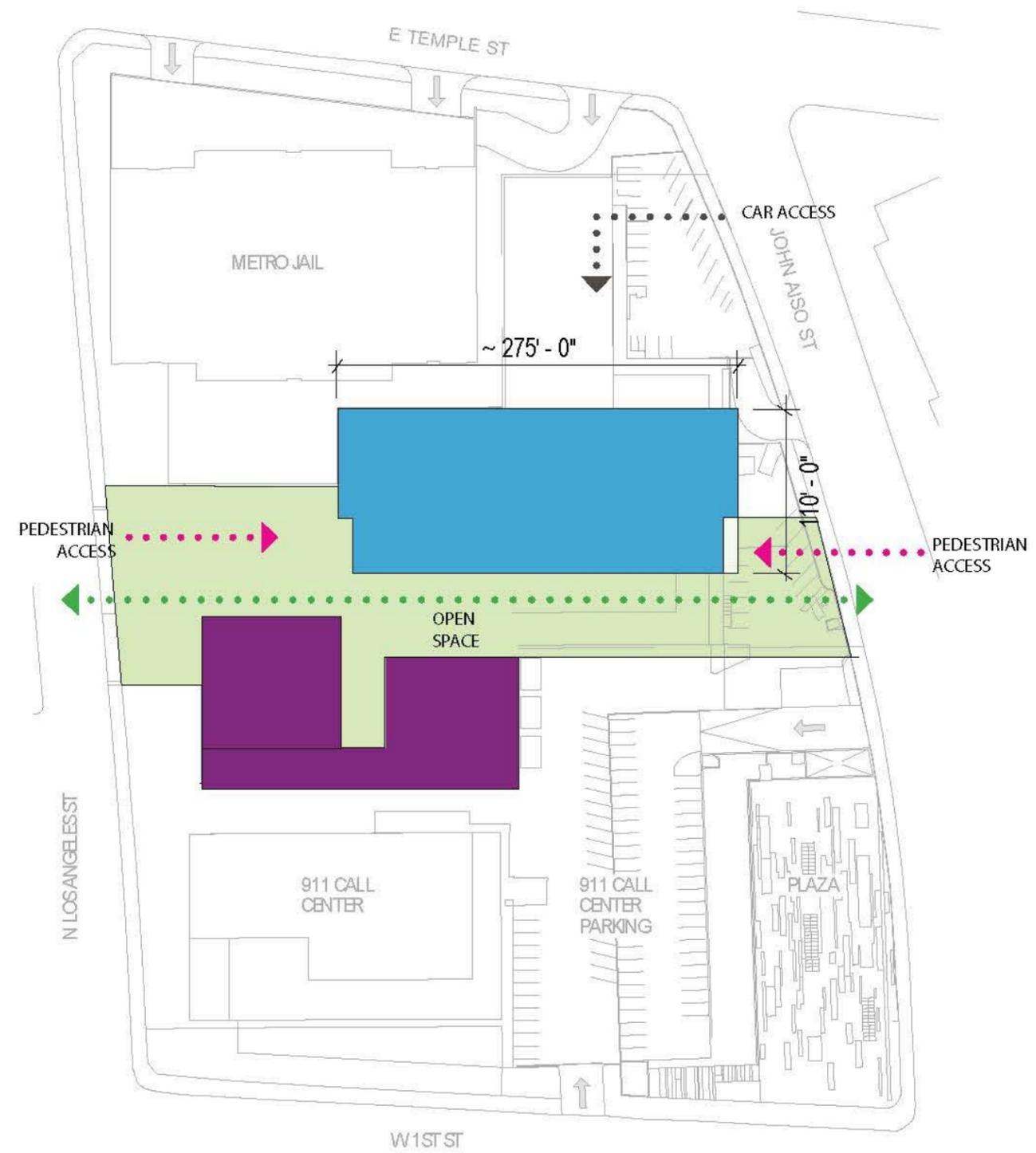
1,173

DEMOLITION
+BUILD



LEGEND:

- OFFICE ADDITION
- PUBLIC SPACE
- COMMERCIAL/ RETAIL
- PARKING
- OPEN SPACE



DRAFT AXONOMETRIC

ATTACHMENT NO. 6

FLOOR PLAN

