

TRANSMITTAL

To:

THE COUNCIL

Date: 1/04/2017

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Regulatory Compliance & Code Bureau

1200 West 7th Street, 8th Floor, Los Angeles, CA 90017
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hcidla.lacity.org

December 29, 2016

Council File: New
Council Districts: Citywide
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The Honorable Eric Garcetti
Mayor, City of Los Angeles
200 N. Spring Street, Room 303
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

TRANSMITTAL: REQUEST FOR AUTHORITY TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR TENANT RELOCATION ASSISTANCE SERVICES AND AUTHORITY TO EXTEND CURRENT CONTRACT FOR FOUR MONTHS TO PREVENT A BREAK IN SERVICE

SUMMARY

In view of the scarcity of affordable housing, in 2007 the City took steps to mitigate the effects of displacement on tenants evicted for no-fault reasons. Included in the City's enhanced relocation program were various amendments to the Rent Stabilization Ordinance (RSO) and the hiring of a tenant relocation contractor to assist tenants, particularly the elderly, persons with physical limitations and families with minor dependent children, in locating suitable replacement housing. Since October 2007, the Los Angeles Housing and Community Investment Department (HCIDLA) has been using the Request for Proposals (RFP) competitive bids process to select a qualified contractor(s) to provide relocation services for displaced tenants.

Currently, relocation assistance services are provided for displaced tenants for an annual contract amount up to \$500,000. The relocation services provided are funded entirely by fees paid by property owners who elect to evict tenants for permissible no-fault reasons. Consequently, there is no impact to the General Fund. The current contract with the existing contractor will expire on April 30, 2017, with no further renewal option. The proposed RFP will enable the HCIDLA to continue utilizing the services of contractor(s) to provide relocation assistance services to displaced tenants as required by the Los Angeles Municipal Code (LAMC) sections 46.06, 46.07 and 151.09.G. In order to allow sufficient time to release the new RFP, evaluate the responses, and award the contract, the HCIDLA is requesting authorization to extend the current contract for six months to prevent a lapse in service mandated by the LAMC while the RFP process and contractor selection are completed. The extension would only extend

the current contract ending date from April 30, 2017 to October 31, 2017, with no increase in the total contract amount.

The LAMC requires the relocation assistance to be provided by a Relocation Assistance Service Provider, which is defined as a company that specializes in relocation assistance and has a contract with the City for the delivery of those services. The relocation assistance program is funded by direct fees paid by landlords who file relocation services applications. Since the number of relocation services applications filed varies depending on landlords' business decisions and rental market conditions, the need for the relocation assistance services is intermittent and on an as-needed basis. Although the need for these mandated services will continue indefinitely, it is not feasible to hire permanent employees for this program.

The draft RFP attached to this transmittal has been reviewed by the City Attorney as to form.

RECOMMENDATIONS

The General Manager of the HCIDLA respectfully requests that this transmittal be scheduled for consideration at next available meeting(s) of the appropriate City Council committee(s) and scheduled for consideration by the full City Council immediately thereafter.

The HCIDLA General Manager further recommends that the City Council, subject to the approval of the Mayor, take the following actions:

1. AUTHORIZE the General Manager of the HCIDLA, or designee, to execute a contract amendment with the current Tenant Relocation Assistance Services Program contractor (contract number C-118561), extending the term of the contract from three years to three years and six months, ending on October 31, 2017.
2. AUTHORIZE the General Manager of the HCIDLA, or designee, to issue and release an RFP for a new contract(s) for tenant relocation assistance services, subject to the approval of the City Attorney as to form, to commence on or about November 1, 2017, for a one-year period with an option to extend for two additional one-year periods, subject to contractor performance, availability of funds, and approval by the Mayor and City Council.
3. DIRECT the General Manager of the HCIDLA, or designee, to assess the responses of the subject RFP and submit the results with recommendations to the Mayor and City Council, including funding levels and Controller instructions.

BACKGROUND

Currently, there is a critically short supply of rental housing in the City of Los Angeles. Since 2001, nearly 18,000 rental housing units have been removed from the rental market through conversion to condominiums, demolitions, removals pursuant to the Ellis Act and removals of units for owner occupancy. Tenants displaced for no-fault evictions face serious difficulties in locating comparable replacement rental housing. Estimates place the vacancy rate in the City's submarkets at below three percent. The difficulties in locating replacement housing are exacerbated for elderly tenants, those with physical limitations and families with minor dependent children.

Because the removal of units from the rental market has substantially contributed to the rental housing shortage, including a wave of condominium conversions in the early 2000's when approximately 11,000 rent-stabilized units were removed or converted in a five-year period, the City Council adopted an ordinance to mitigate the effects of displacement on tenants. Pursuant to Council File Number 06-1325 dated April 11, 2007, the City Council adopted an ordinance (Ordinance 178632, effective May 26, 2007) amending various sections of the Los Angeles Municipal Code to create an improved tenant relocation assistance program. The Ordinance significantly increased the relocation payments landlords must pay tenants in no-fault evictions pursuant to Los Angeles Municipal Code sections 46.06, 46.07 and 151.09.G to cover the first and last month's rent and the difference in rental rates for 18 months. The Ordinance also established the requirement of a relocation assistance contractor to further assist tenants in locating comparable replacement units. The Ordinance defined a relocation assistance contractor as "a company that specializes in relocation assistance and has a contract with the City for the delivery of those services." Relocation services provided are funded entirely by fees paid by property owners who elect to evict tenants for permissible no-fault reasons. Consequently, there is no impact to the General Fund. By using a City selected contractor who can provide services citywide at times convenient to tenants, including evenings and weekends, the City ensures a common reasonable standard in the relocation services provided to each tenant.

In 2007, the City Council instructed the then Los Angeles Housing Department (LAHD) to immediately prepare an RFP to solicit and retain qualified contractors for the Relocation Assistance Provider Program (Council File Number 06-1325-S1 dated April 11, 2007). On October 23, 2007, the LAHD negotiated and executed a contract with Paragon Partners, Ltd. to provide tenant relocation assistance services, with particular emphasis on seniors, tenants with disabilities, and families with minor dependent children. In 2011, a new contract for a one year term, renewable for two additional one year terms, was awarded to Paragon Partners through another RFP competitive bids process (Council File Number 10-1013 dated July 13, 2010). During the period from October 2007 to June 2013, Paragon Partners provided assistance to 2,049 households, including 1,147 households with senior citizen(s), minor dependent(s), person(s) with disabilities, or low income households. Through this program, from 2007-2013, relocation assistance totaling over \$24,000,000.00 was obtained for tenants facing no-fault evictions.

The current contract with Paragon Partners will expire on April 30, 2017, with no further renewal option. The HCIDLA, therefore, is requesting authorization to issue and release an RFP to solicit contractors qualified to perform the required relocation assistance services. The proposed RFP will enable the HCIDLA to continue utilizing the services of contractor(s) to provide relocation assistance services to tenants displaced through no-fault evictions in a difficult housing market.

Additionally, the HCIDLA is requesting authorization to extend the current contract for six months while the RFP and contractor selection processes are completed. The extension of the existing contract will allow sufficient time to release the new RFP, evaluate the responses, and award the contract without a lapse in service.

REQUEST FOR PROPOSAL (RFP) PROCESS

On November 28, 2016, HCIDLA requested a determination from the Personnel Department, based on the provisions of Charter Section 1022, that the City does not have sufficient staff to perform the

required services sought under this RFP. The request is currently under review by the Personnel Department.

This RFP will solicit qualified firm(s) to provide tenant relocation assistance services to mitigate the effects of displacement on tenants evicted for no-fault reasons. The Department proposes to execute a new contract(s) with one or more firms to commence on or about November 1, 2017 for a one-year period with an option to extend for two additional one-year periods, for a total not to exceed three years, subject to contractor performance, available funding and approval by the Mayor and City Council.

Proposers for the Tenant Relocation Assistance Services program contract must satisfy the following conditions:

1. Must be qualified to conduct business in the State of California and in good standing with any regulatory oversight agencies.
2. If a corporation or limited liability company, the proposer must be in good standing with the Secretary of State.
3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance.
4. Have not been debarred by the federal government, State of California or local government.
5. If the proposer has contracted with the State of California or the City of Los Angeles, it does not have an outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented.
6. Have at least three (3) years experience performing housing relocation and referral services for low and moderate income tenants (as individuals or in groups), and knowledge of landlord/tenant laws.
7. Have the ability to operate the relocation assistance service program immediately upon contract execution.
8. Be able to offer services in both English and Spanish, at minimum, and arrange translation services for other languages as needed.
9. It is desirable for all proposers to have conflict resolution experience between landlords and tenants to resolve disputes while remaining as neutral as possible.
10. It is desirable that the proposer have experience in working with public service organizations.

All proposals will be reviewed by an evaluation team composed of panelists with particular expertise in the respective service program category. Each proposal will be evaluated on its own merit for content, responsiveness, conciseness, clarity, relevance, cost and adherence to the instructions in the RFP. Per the applicable provisions of the Local Business Preference, Ordinance Number 181910, Local Business Preference Program bonus points shall be applied to eligible proposals.

The criteria for evaluating proposals shall include the following:

| Area | Description | Points |
|------|--|--------|
| 1 | Experience and Demonstrated Ability - Experience and qualifications of project manager, key personnel, and subcontractors | 35 |
| 2 | Program Strategies, Procedures, and Resources - Quality and creativity of housing referral and tenant relocation strategies as evidenced by past performance, and use of available resources and/or network to maximize the effectiveness of the Tenant Relocation Assistance Services Program | 40 |
| 3 | Understanding of the goals and objectives of the Tenant Relocation Assistance Services Program, as well as understanding of the Rent Stabilization Ordinance and relevant Los Angeles Administrative Code Sections | 25 |
| | Total Points | 100 |
| | Local Business Preference | 5-8 |

The City will notify all proposers of the results of the proposal evaluations. Proposers may appeal procedural issues only by submitting a letter to the HCIDLA within five business days of receiving notification. A panel composed of selected City staff will review any appeals for this RFP. The decision of the panel will be the HCIDLA's final recommendation.

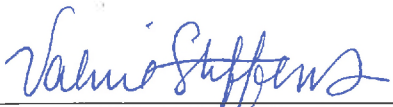
The City Council and the Mayor will exercise final authority in the selection of the contractor(s), as well as the allocation of funds to be awarded through this RFP.

FISCAL IMPACT STATEMENT


There is no impact to the General Fund. The Tenant Relocation Assistance Services contract is supported entirely by fees paid by landlords removing units from the rental market for permissible no-fault reasons.

Prepared by:

Reviewed by:




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Management Analyst II
Rent Stabilization Division




ANNA ORTEGA
Director of Enforcement Operations
Rent Stabilization Division

Reviewed by:

Reviewed by:

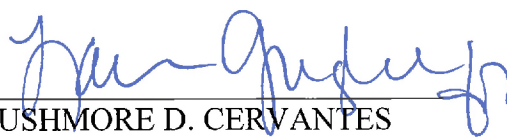


ROBERTO H. ALDAPE
Assistant General Manager



LAURA GUGLIELMO
Executive Officer

Approved by:



RUSHMORE D. CERVANTES
General Manager

Attachment: Draft RFP



**City of Los Angeles
Housing and Community
Investment Department**



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Request for Proposals (RFP)

Tenant Relocation Assistance Services

| | |
|---|--|
| Release Date | Day of the week, Month Date, Year |
| RFP Submission Deadline | Day of the week, Month, Date, Year Proposals shall be accepted no later than 4:00 p.m. via hand delivery or courier to address listed below. If mailed, postmarked no later than 11:59 p.m. and addressed to address listed below. |
| Submission Address | Los Angeles Housing and Community Investment Department Attn: Contracts and Procurement Unit 1200 W. 7 th Street, 1 st Floor, Public Counter Los Angeles, CA 90017 |
| Mandatory Proposers' Conference | Day of the week, Month, Date, Year (10:00 a.m. – 12:00 p.m.) TBD RSVP by TBD via email to: hcidla.planning@lacity.org |
| Request for Technical Assistance Deadline | Day of the week, Month, Date, Year Submit by email only to: hcidla.planning@lacity.org All questions and answers will be made available to all proposers on the LABAVN website at: www.labavn.org |
| Business Inclusion Program (BIP) and Outreach Deadline | Day of the week, Month, Date, Year No later than 11:59 p.m. (See RFP page 19 and Attachment 6 for outreach instructions) |

It is the policy of the City of Los Angeles to provide access to its programs and services for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA) of 1990, as amended. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

For more information on the City's business outreach opportunities, visit www.labavn.org

**City of Los Angeles
Housing and Community Investment Department
Request for Proposals
Tenant Relocation Assistance Services**

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Proposal Checklist – Table of Contents

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LWO Statutory Exemptions

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Proposer Workforce Information/Non-Collusion Affidavit

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Business Services Implementation Plan Collaborator Agreements

ATTACHMENT 6

Business Inclusion Program and MBE/WBE/SBE/EBE/DVBE/OBE Outreach

ATTACHMENT 7

Iran Contracting Act of 2010 Compliance Affidavit

ATTACHMENT 8

Corporate Documents

ATTACHMENT 9

Child Support Obligations

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

The Los Angeles Housing and Community Investment Department (HCIDLA) administers the Tenant Relocation Assistance Services Provider Program, as well as various programs such as the financing of affordable housing, first-time home buyer, housing rehabilitation, the enforcement of the Rent Stabilization Ordinance, Systematic Code Enforcement Program and other services to ensure safe, decent and affordable housing in the City of Los Angeles.

On behalf of the City of Los Angeles (City), the HCIDLA will serve as the administrative entity for this request for proposals (RFP). The HCIDLA has been authorized to release this RFP pursuant to action(s) approved by the Los Angeles City Council and Mayor (City Council File No. XX-XXXX).

B. OVERVIEW

There is currently a critical short supply of rental housing in the City of Los Angeles. A record number of rental housing units have been removed from the rental market as a result of demolition, unit conversion to condominium, removal pursuant to the Ellis Act, or removal of unit for owner occupancy. Tenants displaced as a result of the removal face serious difficulties in locating comparable replacement rental housing. The difficulties in locating replacement housing are exacerbated for elderly tenants, individuals with physical limitations, and families with dependents who are minors.

Since the removal of units from the rental market has substantially contributed to the rental housing shortage, the City Council adopted an ordinance to mitigate the effects of displacement on tenants. Pursuant to Council File Number 06-1325, dated April 11, 2007, the City Council adopted Ordinance Number 178632, which amends various sections of the Los Angeles Municipal Code (LAMC) in order to create an improved relocation assistance program. The Ordinance establishes a relocation assistance contractor. The contractor is funded by the City, from fees paid by landlords who are removing units from the rental market, as mandated by Subsection C of Section 47.06 of the LAMC. By using a City selected contractor, the City ensures a common reasonable standard in the relocation services provided to each tenant.

HCIDLA administers the Tenant Relocation Assistance Services Program. The City Council and the Mayor have authorized HCIDLA to release this RFP, which will solicit and retain qualified contractors who will provide relocation assistance services.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

This RFP seeks to solicit qualified housing relocation contractor(s) to develop and carry out successful tenant relocation assistance services. The contractor(s) will assist eligible displaced tenants in planning for and fulfilling their long-term housing needs.

B. SCOPE OF WORK

The contractor(s) shall perform services associated with the relocation of households in compliance with the Los Angeles Municipal Code (LAMC). The contractor(s) shall identify specific strategies and procedures for implementing successful tenant relocation assistance services programs that will assist eligible tenants in planning for and fulfilling their long-term housing needs. The strategies and procedures may be approved by HCIDLA and included in the contract. The scope of work includes, but is not limited to the following:

1. Based on an assessment form prepared by the HCIDLA, the Contractor will contact the tenant to ensure the tenant provides the information required in order to make the assessment on the amount of relocation fees due to the tenant. If the tenant's claim of qualified status, length of tenancy (3 years or more), and/or household income differs from the owner's claim, the Contractor shall require the tenant to provide documentation that will support the tenant's claim. Documentation shall support the tenant's claimed qualification, i.e. length of tenancy, low income status, tenant's age, disability status, or if the tenant is residing with one or more dependents who are minors (as determined for federal income tax purposes) and if necessary, obtain proof of school enrollment for children residing in the unit. The Contractor will notify the tenant, landlord, and HCIDLA of the relocation amount the landlord must pay to the tenant pursuant to the LAMC.
2. Provide a maximum of five hours of relocation services to eligible tenants referred by the City.
3. Relocation assistance services shall include, but are not limited to the following:
 - Conduct an initial interview to define tenants' replacement housing needs and develop a personal action plan to search for new housing.
 - Make available to each tenant, at no cost, a current list of vacant and available rental units that are comparable in size and amenities to the unit occupied by the tenant. All referral listings shall be targeted to tenant's affordability needs. A reasonable effort shall be made to target initial relocation efforts within a two-mile radius of the tenant's current residence if desired and feasible.

- Make a reasonable and good faith effort to ensure that all tenants receive assistance inspecting prospective rental units. Ensure that tenants without reliable transportation are provided transportation to inspect prospective rental units at no additional cost. At a minimum, the services shall be offered to tenants in the contractor's initial interview and in the introduction letter sent to tenants.
 - Provide an adequate and appropriate transportation, at no cost to the tenant, and take the reasonable steps to assist tenants who may be disabled with relocation-related activities. At a minimum, the services shall be offered to tenants in the contractor's initial interview and in the introduction letter sent to tenants.
 - Provide technical assistance and support services during the referred tenants' active search for replacement housing, including assistance with proposals for low/moderate income housing, if applicable. Technical assistance includes information on Credit Checks and Holding Deposits, "What You Should Know Before You Rent," free credit report information from the Federal Trade Commission, and homebuyer down payment assistance programs.
 - Provide on-going advisory assistance to minimize tenants' hardships, including referrals to and coordination with community service resources, public housing, and other public services as necessary.
 - Provide assistance to the tenant by facilitating the distribution of relocation benefits payment from landlords to tenants. For example, the contractor may communicate with the landlord on behalf of tenants concerning the payment of the relocation benefit payment and may assist in completing the payment transaction between landlord and tenant. Contractor may also provide information on escrow accounts and distribution of funds including moving expenses to landlords in order to expedite disbursement.
 - Provide tenants with information on the City's Homeownership Down Payment Assistance Program.
 - Notify HCIDLA if landlord appeals the relocation amount assessment.
 - Prior to closing a case, contractor shall provide HCIDLA with a survey completed by the tenant assessing his or her satisfaction with the contractor's services. The survey format will be approved by HCIDLA and included in the contract.
4. Contractor shall provide additional relocation assistance services for qualified tenants up to three hours, to tenants who are identified as elderly, disabled, or families with dependents who are minors. The additional relocation assistance services shall include, but are not be limited to the following:

- Exploration of alternative housing options for referred tenants with special needs.
 - Referral to government agencies and private organizations that provide social services to the elderly, low income tenants, disabled individuals, and families with dependents who are minors.
5. Contractor shall attend a minimum of three hearings, one workshop, and training sessions required by HCIDLA related to the Tenant Relocation Assistance Service Program on a yearly basis.
 6. Contractor shall possess a strong knowledge of the Los Angeles Municipal Code sections that pertain to relocation assistance (sections 47.06, 47.07, 151.02, 151.09, 151.30)
 7. At a minimum, contractor shall meet with HCIDLA staff on a quarterly basis. Meetings may take place at HCIDLA offices or contractor's offices. Meeting time and location will be established by HCIDLA.
 8. Contractor shall prepare and deliver monthly status reports to HCIDLA on the progress of assistance services provided to each tenant. Status reports shall include, but are not limited to, location and size of the replacement unit, present rent amount and replacement rent amount, length of time required for the tenant to find a replacement unit, discerning if the previous unit and replacement unit are subject to the Rent Stabilization Ordinance, number of tenants in the previous unit and replacement unit, comments regarding any specific challenges to placement, number of Eligible and Qualified households assisted, Relocation Assistance funds disbursed to tenants, number of tenants provided with transportation, number of disabled or handicapped tenants provided with special assistance related to relocation activities, and tenant's response to the contractor's assessment if applicable. The format for the reports will be approved by HCIDLA and included in the contract.
 9. Contractor shall allow HCIDLA to review Contractor's records and files on-site and upon request.
 10. At a minimum, contractor shall create clear, accessible, and user-friendly materials in both English and Spanish to inform tenants of the Landlord/Tenant Rights and Responsibilities, the relocation assistance services, and how to participate in the program. Printed materials, brochures, letters, and related documents provided to tenants, explaining the relocation assistance services program, must be pre-approved by HCIDLA. All printed materials developed for the program shall be provided to HCIDLA in both hard copy (final or camera ready art as applicable) and editable electronic format. The contractor acknowledges and agrees that all documents, databases, videos, Public Service Announcements, reports, analyses, studies, drawings, information, or data, originated and prepared by the contractor or subcontractors pursuant to the terms

of the final contract, shall become property of the City for its use in any manner it deems appropriate. The contractor assigns any and all of its respective interest and rights in such property to the City.

C. ELIGIBLE PROPOSERS (Threshold Requirements)

Proposals will be accepted only from individuals or organizations that meet the following criteria. Proposers must:

1. Be qualified to conduct business in the State of California and must be in good standing with any regulatory oversight agencies.
2. Be in good standing with the Secretary of State, if a corporation or limited liability company;
3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance.
4. Have not been debarred by the federal government, State of California or local government.
5. Not have an outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented, if the proposer has contracted with the State of California or the City of Los Angeles.
6. Have at least three (3) years of experience performing housing relocation and referral services for low and moderate income tenants (as individuals or in groups), and knowledge of landlord/tenant laws.
7. Have the ability to operate the relocation assistance service program immediately upon contract execution.
8. At a minimum, be able to offer services in both English and Spanish, and arrange translation services for other languages as needed.
9. Have conflict resolution experience between landlords and tenants to resolve disputes while remaining neutral as possible.
10. Have experience in working with public service organizations.

D. BUDGET AND SOURCES OF FUNDS

The total annual budget for the Tenant Relocation Assistance Services Program contract is Five Hundred Thousand Dollars (\$500,000), subject to availability of funds and contract approval by City Council and the Mayor. The budget is tentatively allocated toward all contractors selected through this RFP for providing tenants relocation assistance services.

The funding for this program is subject to the fees collected from landlords removing units from the rental market as described in Ordinance Number 178632. Landlords shall pay the City a fee for the purpose of providing relocation assistance by the City's Tenant Relocation Assistance Service Provider to each tenant in accordance with Subsection C of Section 47.06 of the LAMC.

The Agreement with the selected proposers will be on a fee for performance basis for each address that tenant relocation assistance service is provided.

E. FEE SCHEDULE

The fees that will be paid to the selected contractor are set forth in the Los Angeles Municipal Code Section 151.09G1d and are adjusted annually. There is no minimum guarantee. The program is based on received and referred declarations.

As of 07/01/2016 the current fees are as follows:

| FEE TYPE | FEE PER UNIT |
|--|--------------|
| Relocation Service Fee for Eligible Tenants | \$447 |
| Relocation Service Fee for Qualified Tenants | \$718 |

F. CONTRACT TERM

The initial contract shall commence on or about November 1, 2017, for a one-year period, with an option to extend for up to two additional one-year terms, subject to the availability of funds, contractor's continuing compliance with applicable Federal, State, and local government legislation, an evaluation of contractor's performance, and approval by the Mayor and City Council.

G. PRELIMINARY SCHEDULE

| <u>Event</u> | <u>Date</u> |
|---------------------------------|-------------|
| Request for Proposals Released | _____, 2017 |
| Mandatory Proposers' Conference | _____, 2017 |
| Proposal Submission Deadline | _____, 2017 |

H. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. Attendance is mandatory for anyone interested in submitting a proposal in response to the RFP. Please note that the conference will not be available via telephone, teleconferencing or the web. If you are not available to attend, please send a representative. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. City staff will not provide assistance regarding a proposer's individual project design. All

proposers must attend the conference. **BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Please contact the Contracts and Procurement Unit at (213) 744-7278 seventy-two (72) hours prior to the date of the conference to ensure proper accommodations.

I. TECHNICAL ASSISTANCE

With the exception of the Mandatory Proposers' Conference, all technical assistance questions must be submitted by e-mail to hcidla.planning@lacity.org. **Please identify the RFP title on the email subject line to ensure prompt attention from the appropriate City staff.** To ensure a fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document available on the Los Angeles Business Assistance Virtual Network (LABAVN) website at: www.labavn.org. No individual answers will be given. The Q&A document will be updated on a regular basis to ensure the prompt delivery of information.

J. DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals must be hand or courier-delivered in a sealed package to the address listed on the front cover of this RFP by 4:00 p.m. PST by the submission deadline or delivered via U.S. Certified Mail postmarked no later than 11:59 p.m. PST on the submission date.

Proposers must submit one (1) original and four (4) complete copies of the proposal – no copies will be made at HCIDLA or by HCIDLA staff. The proposal designated as original must be marked "ORIGINAL" on the cover letter and must bear the actual "wet" signature of the person(s) authorized to sign the proposal. Proposers must also submit an electronic version in a properly labeled disk or memory stick with the package. A cover letter accompanying the proposal package must be addressed to:

Contracts and Procurement Unit
Los Angeles Housing and Community Investment Department
1200 W. 7th Street, 1st Floor, Public Counter
Los Angeles, CA 90017

Persons who hand-deliver proposals will have their original proposal date and time stamped and will be issued a "Notice of Receipt of Proposal." Proposers are encouraged to submit proposals well in advance of the proposal due date and time to ensure that proposals receive a time and date stamp of 4:00 p.m. or earlier. Please allow sufficient time for traffic, parking, and security checks when entering the building.

Proposers using the U.S. Mail are required to obtain a "Proof of Mailing Certificate" stamped by the Postal Service as evidence that the proposals were mailed not later than 11:59 p.m. on the submission deadline date.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. **ALL PROPOSALS HAND DELIVERED AFTER 4:00 P.M. PST ON THE SUBMISSION DEADLINE OR POSTMARKED AFTER 11:59 P.M. PST ON THE SUBMISSION DEADLINE WILL BE RETURNED UNOPENED TO PROPOSERS.**

K. EVALUATION CRITERIA

The Housing and Community Investment Department will review and score each complete and fully responsive proposal. Proposals shall be determined eligible for review and scoring based on the responsiveness and factuality or verifiability of the proposal documentation and information. A minimum score of 75 is required to be considered for funding. The evaluation will be based on the proximity of a proposal's prices to competitive market values and relative to other proposers' pricing, the quality of responses to the RFP, and reasonableness of the proposer's costs relative to other proposers' costs. Proposals shall be evaluated based on the following categories and may include consideration of any or all of the listed factors at the City's sole discretion.

| EVALUATION CRITERIA | POINTS |
|---|------------|
| <u>Experience and Demonstrated Ability</u> Experience and qualifications of project manager, key personnel, and subcontractors. | 35 |
| <u>Program Strategies, Procedures, and Resources</u> Quality and creativity of housing referral and tenant relocation strategies as evidenced by past performance, and use of available resources and/or network to maximize the effectiveness of the Tenant Relocation Assistance Services Program. | 40 |
| Understanding of the goals and objectives of the Tenant Relocation Assistance Services Program, as well as understanding of the Rent Stabilization Ordinance and the relevant Los Angeles Municipal Code (LAMC) Sections. | 25 |
| TOTAL POINTS | 100 |
| Local Business Preference | 5-8 points |

The City reserves the right to require a pre-award interview, site inspection and/or telephone conference call with proposers. The HCIDLA reserves the right to select more than one contractor.

The City's decision to award a contract(s) will be based on the stated evaluation criteria. The City reserves the right to modify the City's objectives and requirements at any point during the period prior to submittal deadlines (by RFP addendum), without liability,

obligation, or commitment to any party, firm or organization for costs incurred in responding to this RFP, RFP addendums or subsequent modifications of the City's terms and conditions prior to execution of a contract.

Proposals will be evaluated against others proposing to provide the same services and to independent cost estimates. The lowest cost proposer may not be determined to be the best proposer when all the evaluation factors have been considered.

L. PROPOSAL REVIEW PROCESS

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

1. All proposals shall be reviewed to determine that the minimum eligibility requirements are met (See Section II. C). Ineligible proposers will be informed in writing.
2. All eligible proposals shall be reviewed, scored, and ranked.
3. Each eligible proposal shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, and its competitive standing as compared to all other proposals.
4. A proposal's fee schedule pricing will be judged based on its proximity to the Department's competitive market value pricing and other proposers' pricing.
5. At the City's sole discretion, oral interviews may be held with top-scoring proposers. The results of the oral review may determine the final funding recommendations.
6. Successful proposers shall be notified in writing about funding recommendations.

M. PROPOSAL APPEAL PROCESS

1. Appeal Rights

The City will notify all proposers of the results of the proposal evaluations and of their right to file an appeal. Proposers may appeal procedural issues only.

2. Letters of Appeal

Appeals shall be hand or courier delivered to HCIDLA no later than within five (5) business days from the date that the notification of the results of

the RFP was emailed. Applicants may file an appeal by submitting a written request and identifying the specific reason for the appeal to:

Rosa Benavides, Senior Management Analyst II
Los Angeles Housing and Community Investment Department
c/o Contracts and Procurement Unit
RFP Appeal – Tenant Relocation Assistance Services
1200 W. 7th Street, 1st Floor, Public Counter
Los Angeles, CA 90017

Written appeals may not be more than three (3) typewritten pages and shall request an appeals review be granted. Written appeals must include the following information:

- a. The name, address and telephone number of the proposer.
- b. The name/title of RFP to which the organization responded.
- c. Detailed statement of the grounds for appeal.

Written appeals may not include any new or additional information that was not submitted with the original proposal. Only one appeal per proposal will be permitted. All appeals and protests must be submitted within the time limits set forth in the above paragraphs.

3. Review Panel

A panel composed of selected staff will review the appeal for this RFP. The decision of the panel will be HCIDLA's final recommendation.

N. DISCLAIMER

The City is not responsible for representations made by any of its officers or employees prior to the approval of an agreement by the Los Angeles City Council unless such understanding or representation is included in this RFP or in subsequent written addenda. The City is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto.

III. GENERAL RFP INFORMATION

A. GENERAL PROPOSAL CONDITIONS

1. Costs Incurred by Proposers

All costs of proposal preparation shall be borne by the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

2. Best Offer

The proposal shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of ninety (90) days from the submission deadline.

3. Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the proposer knowingly and willfully submits false performance or other data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the City reserves the right to terminate the contract.

Unnecessarily elaborate or lengthy proposals or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

4. Withdrawal of Proposals

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead or by email at any time prior to the submission deadline.

5. General City Reservations

Submission Deadline - The City reserves the right to extend the submission deadline should this be in the interest of the City. Proposers

have the right to revise their proposals in the event that the deadline is extended.

Withdrawal of RFP - The City reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions.

Reissue of RFP - If an inadequate number of proposals is received or the proposals received are deemed non-responsive, not qualified or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.

Changes to Proposals - The City shall review and rate submitted proposals. The proposer may not make any changes or additions after the deadline for receipt of proposals. The City reserves the right to request additional information or documentation, as it deems necessary.

Verification of Proposal Information - The City reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points awarded.

Pre-award Interview - The City reserves the right to require a pre-award interview and/or site inspection.

Minor Defects - The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.

Program Personnel - If the selection of the proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the contractor replace any project personnel.

Rejection of Proposals - The City reserves the right to reject any or all proposals, to waive any minor defects in proposals received; to reject unapproved alternate proposal(s); and reserve the right to reject the proposal of any proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals shall not render the City liable for costs or damages.

6. Contract Negotiations

Proposers approved for funding shall be required to negotiate a contract with the City on an offer/counter-offer basis. The best terms and conditions originally offered in the proposal shall bind the negotiations.

The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the City may contain additional terms or terms different from those set forth herein.

As part of the negotiation process, the City reserves the right to:

- a. Fund all or portions of a proposer's proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- b. Use other sources of funds to fund all or portions of a proposer's proposal;
- c. Require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
- d. Elect to contract directly with one or more of the identified collaborators; and
- e. Require all collaborators identified in the proposal to become co-signatories to any contract with the City.

7. Standing of Proposer

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding if it has a history of contract non-compliance with the City or any other funding source, poor past or current contract performance with the City or any other funding source, or current disputed or disallowed costs with the City or any other funding source.

Contractors/Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process, until this sanction is removed.

The City will enter into an agreement only with entities that are in good standing with the California Secretary of State.

8. Proprietary Interests of the City

The City reserves the right to retain all submitted proposals, which shall then become the property of the City and a matter of public record. Any department or agency of the City has the right to use any or all ideas presented in the proposal without any change or limitation. Selection or rejection of a proposal does not affect these rights. All proposals will be

considered public documents, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Proposers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 et seq.) In the event such an exemption is claimed, the proposal must state: "(Name of Proposer) shall indemnify the City and hold it and its officers, employees and agents harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefor." Failure to include such a statement shall constitute a waiver of the proposer's right to exemption from disclosure.

In any event, all information contained in this RFP is considered confidential and not open to the public or competing bidders until allowed by the law.

9. Discount Terms

Proposers agree to offer the City any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this agreement, which meet the discount terms.

B. STATEMENTS REQUIRED WITH PROPOSAL

1. Contractor Responsibility Ordinance (CRO) Questionnaire

Every Request for Proposal, Request for Bid, Request for Qualifications or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 et seq. of Article 14, Chapter 1 of Division 10 of the Los Angeles Administrative Code, unless exempt pursuant to the provisions of the Ordinance.

This Ordinance requires that all proposers/bidders complete and return, with their response, the responsibility questionnaire included in this procurement. Failure to return the completed questionnaire may result in the proposer/bidder being deemed non-responsive.

The Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within thirty calendar days, after any changes to the responses previously provided if such change would affect contractor's fitness and ability to continue performing the contract.

Pursuant to the Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Ordinance, requires each contractor to: (1) notify the awarding authority within thirty calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor is not in compliance with Section 10.40.3 (a) of the Ordinance; and (2) notify the awarding authority within thirty (30) calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Ordinance.

All proposers shall submit a completed CRO Questionnaire and Pledge of Compliance signed under penalty of perjury with their proposal. Refer to links below:

<http://bca.lacity.org/site/pdf/cro/CROQ%20Service%20Questionnaire%20Rev%201-20-12.pdf>

and

<http://bca.lacity.org/site/pdf/cro/CRO%20Pledge%20of%20Compliance.PDF>

If a proposer will have subcontractors in the project, a list of the subcontractors must also be submitted with the proposal.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

2. Municipal Lobbying Ordinance CEC Form 50

All proposers must submit a completed Bidder Certification CEC Form 50. Please review the following link for more information on the City's Municipal Lobbying Ordinance:

http://ethics.lacity.org/PDF/laws/law_mlo.pdf. (Refer to the link below to access the Bidder Certification CEC Form 50, http://ethics.lacity.org/pdf/forms/CEC_Form_50.pdf).

NOTE: Failure to submit this completed CEC Form 50 will result in the proposer being deemed non-responsive and the proposal will be rejected.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

3. Municipal Campaign Finance Ordinance CEC Form 55

Persons who submit a response to this solicitation (bidders) 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/proposers must submit CEC Form 55 to the awarding authority at the same time the response is submitted (refer to the following link to access CEC Form 55

http://ethics.lacity.org/pdf/forms/CEC_Form_55_Oct2013.pdf). 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.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

4. Equal Benefits Ordinance/First Source Hiring Ordinance Compliance Affidavits

All bidders/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) and the Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

Effective July 1, 2016, the Equal Benefits Ordinance and First Source Hiring Ordinance Compliance affidavits were combined into one web application form available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org. All bidders/proposers shall complete and upload the joint affidavit prior to the award of a City contract, the value of which exceeds \$25,000. A sample form may be accessed via the link below:

http://www.labavn.org/misc/docs/co_files/EBOFSHO/EBOFSHO_Sample_07-01-2016.pdf

If subject to the ordinances, a contractor will be required to complete the web application form, electronically sign, and submit. If a form was uploaded and verified prior to July 1, 2016, these will continue to be valid until they expire or are deleted (generally three years from upload date). When the form expires, a contractor will be required to complete the new web application form.

Equal Benefits Ordinance

By completing and uploading the Equal Benefits Ordinance Compliance Affidavit, your company is certifying compliance with the requirements of said ordinance. If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance (OCC) prior to contract award. The EBO Affidavit shall be effective for a period of three years from the date it is first uploaded onto the City's BAVN. A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request. Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

First Source Hiring Ordinance

Prime contractors who are awarded a contract that is subject to the requirements of the FSHO must complete and upload the FSHO Compliance Affidavit. Unless otherwise exempt, the FSHO applies to service contracts over \$25,000 and 3 months, and some loan or grant recipients. Awarding departments may seek exemption by submitting a completed FSHO-X Form to the Office of Contract Compliance prior to contract execution.

The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful proposer/bidder selected for contract award.

Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s). The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

Bidders/proposers shall complete and submit ONLINE, with their proposal, the EBO/FSHO Affidavit, or Request for Waiver, if applicable.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.labavn.org)

5. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance (SDO), any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code. Bidders/proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the BCA's website at http://bca.lacity.org/index.cfm?nxt=sd&nxt_body=content_sdo.cfm

All bidders/proposers shall complete and upload the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to the award of a City contract.

Effective July 1, 2016, the SDO was changed to a web form in BAVN to make the procedure consistent with the EBO and FSHO modifications. There are two changes with the new SDO web form: **1)** If a contractor needs to submit supporting documentation (for instance, to show the "nature of participation, investment or profit or names of any enslaved persons") as required by the SDO, they will need to submit the documentation directly to the Bureau of Contract Administration's (BCA) Office of Contract Compliance (OCC) Division. Attachments cannot be uploaded to BAVN. **2)** Typically, the SDO is an indefinite application, and it does not expire. However, if a contractor already has a verified form on their BAVN profile, if and when they have another form (EBO or FSHO) that expires, their verified SDO will expire as well. At that time, the contractor will need to complete the new SDO web form. This will allow the contractor to have consistency in all their BAVN forms.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.
(www.labavn.org)

6. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt 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., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to **Attachment 2**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.

Bidders/proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions (see **Attachment 3**: LWO Statutory Exemptions) shall apply for an exemption from the Ordinance by submitting with their proposal the LWO – Departmental Exemption Application (LW-13), which can be accessed at: <http://bca.lacity.org/site/pdf/lwo/LW%2013%20-%20Departmental%20Exemption%20Application.pdf>

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL, IF APPLICABLE.

7. Proposer Workforce Information/Non-Collusion Statement

Proposers shall submit with their proposal a statement indicating their headquarters address, as well as the percentage of their workforce residing in the City of Los Angeles. Proposer shall also submit a completed Workforce Information/Non-Collusion Statement. (See **Attachment 4**: Proposer Workforce Information/Non-Collusion Statement).

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

8. Business Services Implementation Plan Collaborator Agreements

Proposals shall include completed forms from each organization intending to formally collaborate with the proposers (see **Attachment 5**: Collaborator Agreements).

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

9. Subcontractors

If a proposer will have subcontractors in the program, a list of the subcontractors must also be submitted with the proposal.

10. Business Inclusion Program

All bidders/proposers shall comply with the City's Business Inclusion Program requirements, identify sub-contracting opportunities and outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) sub-consultants. Bidder with sub-contractors must perform subcontractor outreach online 15 days prior to the RFP due date, per **Attachment 6**: Business Inclusion Program. Requirements must be completed on the Los Angeles Business Assistance Virtual Network (LABAVN), www.labavn.org.

OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.

11. Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders/proposers 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" (see **Attachment 7**: for Affidavit form).

12. Local Business Preference Program and Affidavit of Eligibility

All proposers who are claiming eligibility to the Local Business Preference Program criteria shall download and submit the Affidavit of Eligibility (http://www.labavn.org/misc/docs/LBP_Affidavit_of_Eligibility.pdf) in BAVN.

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of the Local Business Preference, Ordinance Number 181910 (http://clkrep.lacity.org/onlinedocs/2011/11-1673_ord_181910.pdf).

Awarding Authorities shall grant an eight percent Local Business Preference to Local Businesses for contracts involving consideration in excess of \$150,000. When applying the Local Business Preference to a Proposal, the Awarding Authority shall apply the preference in the form of additional points to the Proposal's final score such that the score awarded to a Proposal submitted by a Local Business is increased by eight percent of the total possible evaluation points. The Awarding Authority shall provide a preference of up to five percent to a Bid or 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.

Local Business Certification Affidavit of Eligibility: All proposers who are claiming eligibility to the Local Business Preference Program criteria shall download and submit the Affidavit of Eligibility in BAVN.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL, IF PROPOSER IS INTERESTED IN ADDITIONAL LOCAL BUSINESS PREFERENCE.

C. CONTRACT EXECUTION REQUIREMENTS

If recommended for funding, the proposer shall be required to enter into an agreement with the City of Los Angeles and comply with the requirements listed below. **Failure to comply with these requirements will result in non-execution of the contract.** A copy of the City's Standard Agreement is available upon request. The agreement with the selected proposer(s) will be on a to-be-negotiated fee-for-performance basis.

1. Insurance Certificates

Contractors may be required to maintain insurance at a level to be determined by the City's Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include the cost of insurance in their bid. Contractors will be required to provide insurance at the time of contract execution (refer to the following link for Insurance Instructions and Information http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf).

2. Secretary of State Documentation

All contractors are required to submit one copy of their Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with the Secretary of the State. Organizations must be in good standing and authorized to do business in California, as registered contractors with the State of California. Visit the Secretary of State's website for more information at: <http://kepler.sos.ca.gov/>.

3. Corporate Documents

All contractors who are organized as a corporation or a limited liability company are required to submit a Secretary of State Corporate Number, DUNS number, a copy of its By-Laws, a current list of its Board of Directors, and a Resolution of Executorial Authority with a Signature Specimen (see **Attachment 8**: Corporate Documents).

4. City Business License Number

All contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate or Vendor Registration Number. To obtain a Business Tax Registration Certificate (BTRC), call the Office of Finance at (213) 473-5901 and pay the respective business taxes. The address is: Los Angeles City Office of Finance, Tax and Permit Division, City Hall, 200 N. Spring Street, Room 101, Los Angeles, CA 90012. Visit the Office of Finance's website for more information at: www.finance.lacity.org.

5. Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) form. (Refer to link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> Request for Taxpayer Identification Number (Form W-9).

6. Nonprofit Status Documentation from the Internal Revenue Service (IRS)

Proposers must submit a copy of their notice from the IRS designating the agency as a 501(c)(3) organization or other evidence of its tax exempt status from the IRS, if applicable.

7. Certifications

Contractor shall provide copies of the following documents to the City:

- a. A Certificate Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549.
- b. Certification and Disclosure Regarding Lobbying (not required for contracts under \$100,000). Contractor shall also file a Disclosure Form, at the end of each calendar quarter during which any event requiring disclosure, or which materially affects the accuracy of the information contained in any previously filed Disclosure Form, occurs
- c. A Certificate Regarding Drug-Free Workplace Requirements, if applicable.

8. Collaboration

The City may, at its discretion, require two or more proposers to collaborate as a condition to contract execution.

9. Non-Discrimination/Equal Employment Practices/Affirmative Action

Effective July 1, 2016 the Non-Discrimination/Equal Employment Practices and Affirmative Action (ND/EEP and AA) provisions were amended to eliminate the need for contractors to complete affidavits on BAVN. By affixing its signature to a contract, the contractor agrees to adhere to the ND/EEP and AA for the duration of the contract. When a contractor signs the contract, they will also be acknowledging their responsibility to comply with both the ND/EEP and AA provisions. The AA provisions will now apply to all construction contracts and all non-construction contracts of \$25,000 or more.

Bidders/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 website at

http://bca.lacity.org/index.cfm?nxt=lco&nxt_body=tutorials_eeo.cfm

10. Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall:

1. Comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 et seq., the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 et seq., the Fair Housing Act, and its implementing regulations and any subsequent amendments; and California Government Code Section 11135.
2. Not discriminate in the provision of its programs, services or activities on the basis of disability or on the basis of a person's relationship to, or association with, a person who has a disability.
3. Provide reasonable accommodation upon request to ensure equal access to all of its programs, services and activities.

Contractor represents that it will certify that any construction for housing performed with funds provided through any future contract will be done in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 CFR, Part 40.

Contractor represents that it will certify that its buildings, and facilities used to provide services in accordance with any future contract, are in compliance with the federal and state standards for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

Contractor understands that the City is relying upon these certifications and representations as a condition of funding any future contract.

Contractor will require its subcontractors, if any, to include this language in any subcontract.

Contractors must be in compliance with these provisions at the time the contract is executed.

11. Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the following:

This contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, contractor/consultant certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of contractor/consultant are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings

Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of

contractor/consultant to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of contractor/consultant to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the contractor/consultant under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than 90 days after notice of such failure to contractor/consultant by City. Any subcontract entered into by the contractor/consultant relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the contractor/consultant to obtain compliance of its subcontractors shall constitute a default by the contractor/consultant under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than 90 days after notice of such failure to contractor/consultant by the City.

Contractor/Consultant shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor/Consultant assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110 (see **Attachment 9: Child Support Obligations**).

D. CONTRACTOR EVALUATION ORDINANCE

At the end of the 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 work product or service performed the timeliness of performance, the contractor's compliance with budget requirements, and the expertise of personnel that the contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. 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 proposals and to conduct reference checks when awarding other contracts.

IV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

If a proposer does not follow the instructions, information is omitted, and/or a required attachment is not submitted, the bidder/proposer may be determined to be ineligible and excluded from the review.

1. The proposal must be submitted in the legal name of the firm or corporation and the corporate seal must be embossed on the original proposal. An authorized representative of the proposer organization who has legal authority to bind the organization in contract with the City must sign the proposal.
2. Proposers must submit one (1) original and four (4) stapled or large binder-clipped copies. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate "Copy No. ___."
3. All proposals must be accompanied by a cover letter that should be limited to **one page**. The letter must:
 - Include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer and each collaborator.
 - Be signed by the person(s) authorized to bind the agency to all commitments made in the proposal and, if applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the proposal. If a Board Resolution cannot be obtained prior to proposal submission, it may be submitted no later than **one (1) calendar week** after the proposal submission deadline.
 - Identify the individual or firm, which prepared or assisted in preparing the proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation.
4. Proposals must be submitted in the English language. Numerical data must be in the English measurement system; costs must be in United States dollars.
5. Narratives are limited to a total of 22 pages as indicated per narrative question and must follow these standards:

- Font size – 12 points
- Margins – At least 1 inch on all sides
- Line spacing – Single-spaced
- Double-sided, plain white paper

Pages in excess of the stated limits will not be read and will not be considered in scoring.

6. Each page of the proposal, including attachments, must be numbered sequentially at the bottom of the page to indicate Page ___ of ___.
7. Please use the indicative mood (will, shall, etc.) in narratives rather than the subjective (would, should, etc.) so that proposals can be easily converted to contract form.
8. The Proposal Checklist lists all narratives, attachments and certifications that must be included in the proposal. In assembling the completed proposal, please insert the attachments and certifications where they are indicated in the Proposal Checklist. The Proposal Checklist will serve as your Table of Contents (See **Attachment 1**).
9. Answers should be as concise as possible while providing all the information requested.
10. In completing the narratives and attachments, including the fee schedule, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.

B. DOCUMENTS TO BE COMPLETED

Proposers must complete and submit all of the attachments and certification forms listed. **Do not assume that any document is not applicable.** If the proposer does not follow all the instructions and/or requirements in this RFP, the proposer may be determined to be ineligible and excluded from the review. Use the Proposal Checklist as a guide.

C. PROPOSAL CHECKLIST

The **Proposal Checklist (Attachment 1)** is to serve as the Table of Contents for your proposal and as a guide for all documents, which must be submitted with the RFP. It lists all Narratives, Attachments, and Certifications (if applicable) that must be included as part of the proposal. Indicate in the page number column where the information can be found in your proposal. In assembling the complete proposal, please insert the attachments where they are indicated in the Proposal Checklist.