



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



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Request for Proposals (RFP)

URGENT REPAIR PROGRAM (URP) CONSTRUCTION SERVICES

Release Date	Monday, November 3, 2014
RFP Submission Deadline	Monday, December 8, 2014 Proposals shall be accepted no later than 4:00 p.m. via hand delivery or courier to address listed below. If mailed, post marked no later than 11:59 p.m. and addressed to address listed below.
Submission Address	Los Angeles Housing and Community Investment Department Attn: Planning and Procurement Unit 1200 West 7 th Street, 6th floor Los Angeles, CA 90017
Mandatory Proposers' Conference	Wednesday, November 12, 2014 (10:00 a.m. – Noon) HCIDLA, 1200 W. 7 th St., 6 th floor Main conference room RSVP by November 10, 2014 via email to: hcidla.planning@lacity.org
Request for Technical Assistance Deadline	Monday, November 24, 2014 Submit by email only to: hcidla.planning@lacity.org All questions and answers will be available to all proposers on the LABAVN website at: www.labavn.org
Business Inclusion Program (BIP) and Outreach Deadline	Sunday, November 23, 2014 (See RFP page 19 and Attachment 4 for outreach instructions)

For more information on the City's business outreach opportunities, visit

www.losangelesworks.org

www.labavn.org

**City of Los Angeles
Housing and Community Investment Department
Request for Proposals
Urgent Repair Program**

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I. BACKGROUND

A. ADMINISTRATIVE ENTITY

The Los Angeles Housing and Community Investment Department's (HCIDLA) mission is to provide safe and livable neighborhoods through the promotion, development, and preservation of decent and affordable housing.

The HCIDLA proposes, develops and implements citywide affordable housing policy and assists the Affordable Housing Commission and the City Council in evaluating the effectiveness of housing-related public policies and programs. The HCIDLA administers the City's Rent Stabilization Ordinance, which protects tenants from excessive rent increases, while at the same time allowing landlords a reasonable return on their investments. The Department manages several City housing programs related to home rehabilitation, tax credit development, tax-exempt bond activity, and neighborhood stabilization. Additionally, the HCIDLA oversees the Systematic Code Enforcement Program (SCEP) – a program designed to prevent the development of dangerous, substandard and/or unsanitary and deficient conditions in multi-family, residential rental units through routine property inspections to ensure compliance with federal, state, and local housing and health codes.

On behalf of the City of Los Angeles (the City), HCIDLA will serve as the administrative entity for this request for proposals (RFP).

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-XXX).

B. OVERVIEW

As a component of the SCEP program, the HCIDLA receives federal funding to administer the Urgent Repair Program (URP) for the City.

The Urgent Repair Program (URP) was established by the City in 1997. The program was created to address critical habitability problems in multi-family buildings where landlords or property owners fail to correct cited code violations in a timely manner, subjecting their tenants to hazardous living conditions that threaten the immediate health, safety, and well-being of these residents. Through a pre-approved, licensed contractor, HCIDLA is able to intervene and make the necessary repairs to mitigate or resolve hazardous conditions to bring the unit into compliance. In most cases, making the immediate repairs eliminates the need to vacate tenants who are exposed to dangerous conditions such as collapsing ceilings or walls due to diminished structural integrity, faulty wiring, raw sewage spillage or lack of heat in the winter, and thereby decreases the need for relocation assistance fees borne by the City.

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Urgent Repair Program (URP) Construction Services RFP

The Urgent Repair program has a profoundly positive impact on the residents of multi-family rental housing in the City by protecting them from unsafe and hazardous living conditions for extended time periods, and is a cost-effective means of preserving tenancy and preventing the vacation and relocation of tenants.

For more information on HCIDLA, visit: www.lacity.org/HCIDLA. For more information on CDBG, visit: www.hud.gov/offices/communitydevelopment/programs.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

This Request for Proposals (RFP) seeks to solicit qualified firms to provide construction services under the Urgent Repair Program to provide services including but not limited to the following:

Emergency response repair services such as the cleanup of excessive sewage, the restoration of hot water, roof and structural repairs, the repair of unsafe stairways and the provision of basic fire safety protections.

B. SCOPE OF WORK – Construction Services

The individuals(s) or firm(s) selected under the URP construction services program will be responsible for providing the following services upon receipt of the site address from HCIDLA:

- a. The Contractor shall provide a bid for the work to be performed at the designated site address within 24 hours of the site visit, detailing work to be performed, location, and cost per line item.
- b. The Contractor shall be available on a 24-hour basis involving 24-hour emergency cases, such as, the vacation of a building due to sewage overflow or dangerous electrical wiring. The contractor, or pre-qualified subcontractor, shall have the specialized equipment and training for performing the required work.
- c. The Contractor shall be willing and able to perform any of the repairs listed in Attachment 5, Specifications for Urgent Repairs, in a professional and timely manner, as well as, demonstrate competitive pricing of our specifications.
- d. The Contractor shall commence work within 24 hours of notification from HCIDLA acceptance of bid for 24-hour emergency cases and within 48 hours of notification from HCIDLA acceptance of bid for 48-hour emergency cases.
- e. The Contractor must be a State of California License A or B Contractor with the ability to subcontract work to continue urgent repairs to the property.
- f. The Contractor shall perform all construction work according to the Los Angeles Municipal Codes for Building, Plumbing and Mechanical installations, the Los Angeles Zoning and Electrical Codes, and the Los Angeles Housing and Community Investment Department requirements. Where applicable, work shall be in accordance with lead based-paint regulations.

- g. Contractor shall be fully responsible for obtaining all necessary permits and licenses as required by the State or Department of Building and Safety of the City of Los Angeles.

C. ELIGIBLE PROPOSERS

Proposals will be accepted from potential contractors that:

1. Have a minimum of five (5) years of direct and/or related experience in administering part or all of the services solicited.
2. Can demonstrate an ability to begin URP repairs immediately, as demonstrated by past performance.
3. Can demonstrate competitive pricing per our sampling of the most frequently required repairs.
4. Are qualified to conduct business in the State of California and in good standing with applicable regulatory oversight agencies;
5. If a corporation or limited liability company, the proposer must be in good standing with the California Secretary of State;
6. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
7. Have not been debarred by the federal government, State of California or local government;
8. 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.

D. BUDGET AND SOURCES OF FUNDS

The funding source for this RFP is CDBG funding to commence April 1, 2015 through March 31, 2016. HCIDLA anticipates approximately \$285,000 in available funding for the Urgent Repair Program, subject to availability of funds and approval by the Los Angeles City Council and Mayor.

Total contract amount may vary according to the number of contracts awarded. The Agreement with the selected applicant(s) will be on a fee-for-performance basis.

E. CONTRACT TERM

The initial contract shall commence on or about April 1, 2015, 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 City Council and Mayor.

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	Monday, November 3, 2014
Mandatory Proposers' Conference Business Inclusion Program (BIP)	Wednesday, November 12, 2014
Outreach Deadline	Sunday, November 23, 2014
Proposal Submission Deadline	Monday, December 8, 2014

G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. 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 Planning and Procurement Unit at (213)744-9078 seventy-two (72) hours prior to the date of the conference to ensure proper accommodations.

H. 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.

I. 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. A cover letter accompanying the proposal package must be addressed to:

Planning and Procurement Unit
Los Angeles Housing and Community Investment Department
1200 W. 7th Street, 6th Floor
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.**

J. EVALUATION CRITERIA

The HCIDLA will review and score each complete and fully responsive proposal. Proposals shall be evaluated based on the quality of proposer responses to the RFP and reasonableness of the proposer's costs relative to other proposers and in relation to the value as compared to services proposed. A minimum score of 70 is required to be considered qualified and eligible for a contract. Proposals shall be evaluated based on the following measures:

EVALUATION CRITERIA	NUMBER OF POINTS	MAXIMUM SCORE
Demonstrated Effectiveness and Capacity		40
Program Operations	10	
Ability	10	
Quality	10	
Timeliness	10	
Home Repairs Service Experience	30	30

Program Design		30
Repair Work Operations Plan	15	
Cost	15	
TOTAL POSSIBLE POINTS		100

1. Demonstrated Effectiveness and Capacity (40 points)

- Proposed program is a logical extension of the proposer’s existing operations. Or, if not, proposer presents convincing rationale for the addition of program activities to proposer’s current operations.
- Proposer is financially solvent and capable of handling a contract of the size of the proposed on a reimbursement basis.
- Proposer’s current scale of operations suggests it will be able to manage a contract and workforce of the size and scope of work proposed.
- Availability of adequate staffing, including support and backup staff, and the experience and technical expertise of assigned staff.
- Proposer demonstrates ability to provide services described in the scope of work for the program.
- Proposer’s background and experience relate to the scope of work.
- Proposer has the requisite licensing and certification to perform the duties.
- Proposer demonstrates timeliness in completion of work.

2. Home Repairs Service Experience (30 points)

- Successful performance providing property repairs and improvements of similar size and scope of proposed program.
- Successful performance handling a high volume of work with short turnaround times.
- Successful performance determining work needed at a property, communicating with clients about work and handling change orders.
- Successful performance in maintaining good quality workmanship of repairs and improvements.
- Successful performance ensuring client satisfaction and having few or no complaints.
- Successful performance resolving client complaints.
- Successful performance resolving repair issues (vs. issues referred to other contractors for resolution, if applicable).
- Successful performance completing projects on time and on budget if applicable.

3. Program Design (30 points)

- Efficiency and effectiveness of proposed program design in addressing the scope of work and achieving the objectives of the solicited services.
- Sufficient detail in narratives and exhibits to evaluate the proposed program’s efficiency and effectiveness.

- Effectiveness of the staffing and organizational plan to address the scope of work.
- Effectiveness of the repair work operations plan to address the scope of work.
- Effectiveness of the financial plan to address the scope of work.

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 reserves the right to verify information contained 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.

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, including, but not limited to, during the period prior to submittal deadlines (by RFP addendum) and during the period of contract negotiation, 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 objectives and requirements prior to execution of a contract.

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

K. 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 have been met. 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. 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.
5. Proposers shall be notified in writing about contract recommendations and results of RFP.

L. 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. Letter of Appeals

Appeals shall be hand-delivered to HCIDLA no later than five (5) business days of receiving notification of the results of the RFP. Applicants may file an appeal by submitting a written request and identifying the specific reason for the appeal to:

Edwin C. Gipson II, Director
Los Angeles Housing and Community Investment Department
c/o Planning and Procurement Unit
RFP Appeal – Urgent Repair Program Construction Services
1200 W. 7th Street, 6th Floor
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.

4. 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 telegram 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;
- 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%20Construction%20Questionnaire%20\(rev%202012-05-11\).pdf](http://bca.lacity.org/site/pdf/cro/CROQ%20Construction%20Questionnaire%20(rev%202012-05-11).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 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

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). Bidders/Proposers shall refer to the following link (<http://bca.lacity.org/site/pdf/ebo/eboqna.pdf>) for further information regarding the requirements of the Ordinance.

All bidders/proposers shall complete and upload the Equal Benefits Ordinance Compliance Affidavit (two (2) pages) 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, the value of which exceeds \$5,000. The Equal Benefits Ordinance 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 to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Bidders/proposers shall complete and submit ONLINE, with their proposal, the Equal Benefits Ordinance 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, 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 shall refer to the following link (<http://bca.lacity.org/site/pdf/sdo/Slavery%20Disclosure%20Ordinance.pdf>) for further information regarding the requirements of the Ordinance.

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. Bidders/proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

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

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

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, Non-discrimination Clause.

Non-construction contracts 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 bidders/proposers shall complete and upload the Non-Discrimination/Equal Employment Practices Certification (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org, no later than the time when an individual bid/proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN within the last year do not need to re-submit the document.

Non-construction contracts 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 bidders/proposers shall complete and upload the City of Los Angeles Affirmative Action Plan (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org, no later than the time when an individual bid/proposal is submitted. Bidders/proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto BAVN. Bidders/proposers with Affirmative Action Plans previously uploaded to BAVN within the last year do not need to re-submit the document.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/ Equal Employment Practices Certification and Affirmative Action Plan to the successful bidder/proposer prior to commencing work on the contract. The subcontractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful bidder/proposer and shall be made available to the Office of Contract Compliance upon request.

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

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

All bidders/proposers shall complete and submit ONLINE, with their proposal, the Non-Discrimination, Equal Employment Practices and Affirmative Action Plan (Refer to the following link for more information: http://bca.lacity.org/index.cfm?nxt=ee&nxt_body=div_occ_affirm_eeo_forms.cfm)

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

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 2**: 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 3**: 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 4**: Business Inclusion Program. Requirements must be completed on the Business Assistance Virtual Network (BAVN), www.labavn.org.

OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.

11. Iran Contracting Act 2010

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" (see **Attachment 5**: for Affidavit form).

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, 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 6**: 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 effects 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 proposer to collaborate as a condition to contract execution.

9. 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 7**, "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 shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and Application for Non-Coverage or Exemption are included in the attachment (see **Attachment 8**: LWO Statutory Exemptions).

10. Americans with Disabilities Act

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

The Contractor/Consultant hereby certifies that it will comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Contractor/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The Contractor/Consultant will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. 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.

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 ninety (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 ninety (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).

12. First Source Hiring Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which is in excess of \$25,000 and a contract term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Bidders/proposers shall refer to the following link: <http://bca.lacity.org/site/pdf/fsho/First%20Source%20Hiring%20Ordinance.pdf> for further information regarding the requirements of the Ordinance.

Effective July 25, 2012, the Office of Contract Compliance implemented a new compliance process for the First Source Hiring Ordinance (FSHO) by utilizing the LABAVN.

The uploaded affidavit 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.

As required by the affidavit, if your company has any job opportunities, you must submit the Anticipated Employment Opportunities Form (FSHO-1) to the awarding department before the contract is executed. The FSHO-1 <http://bca.lacity.org/site/pdf/fsho/FSHO-1.pdf> shall only be required of the Bidder/Proposer that is selected for award of a contract.

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 fourteen (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.

The monitoring of performance of the Urgent Repair Program contracts awarded under this RFP will include and may not be limited to the following:

1. Advance Review of Work Write-Up: Prior approval by HCIDLA of all proposed work is required.
2. Customer Verification: City staff will contact tenants receiving service to verify that the work performed was completed satisfactorily in accordance with the invoice submitted by the Contractor for payment.
3. Worksite Inspections: City staff may visit homes receiving service to verify that the work performed was needed, was completed satisfactorily, and that quantities charged are accurately reported.
4. Contractor's Records Review: City staff will visit contractor's office to review program related documents.

IV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

If a proposer does not follow these instructions and/or information is left out or a particular attachment is not submitted, the 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 original proposal and four (4) 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. ___." Proposals must be either stapled; softbound or unbound but fastened together; proposals may not be hardbound.
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 the number of pages indicated 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 budget, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.

B. NARRATIVES

Narrative 1: Demonstrated Effectiveness and Capacity (40 points)

Respond to the following questions describing the quality and capacity to provide the services solicited. Use concrete language and quantifiable measurements whenever possible.

a. Program Operations

1. Mission Statement

Briefly explain how the provision of Urgent Repair Services relates to the mission/focus of your organization or firm.

Collaborative proposals must address this question separately for each participating entity.

2. Workforce Size

Provide an organizational chart that indicates the total number of employees, their job titles, and hourly rates of pay. Collaborative proposals should provide this information for each participating entity.

b. Ability – Limit 1 page

Describe how the proposer intends to provide the services described in the scope of work. In addition, submit a completed work sample. To the extent feasible, the personnel who proposed to provide the services requested in the scope of work should be the one who completed the submitted work sample. The work sample will not be returned.

c. Quality – Limit 1 page

Describe the methods or procedures you use to ensure quality of work performed and materials used, including compliance with applicable building codes and best industry practices.

d. Timeliness – Limit 1 page

Describe the methods or procedures you employ to ensure the timely completion of work performed.

Narrative 2: Home Repairs Service Experience (30 points)

Respond to the following questions describing your qualification and capability to provide the services solicited. Use concrete language and quantifiable measurement wherever possible.

a. Experience Description

Briefly describe your experience providing home repair services similar to those requested in the RFP for at least five years. In your description, please include the following information:

1. General Information – Limit 2 pages
 - a. The number of clients you have served each year
 - b. The range of repair work you have undertaken
2. Scope of Work – Limit 2 pages
 - a. The methods or procedures you use to determine the scope of work
 - b. The methods or procedures you use to communicate with property owners about the scope of work
 - c. The methods or procedures you use to handle change orders

b. References

List a representative sample of three (3) job sites where you have performed repair services and which are available for City inspection (by appointment). For each job site, please include the following information:

1. Job address
2. Owner's name and telephone number
3. Description of work performed
4. Photos of work performed (if available)
5. Cost of work performed
6. Month and year work started and completed

Narrative 3: Program Design (30 points)

a. Repair Work Operations Plan

1. Work Determination
How will you determine the work that needs to be performed at a given property? Who will perform the site inspection and work write-up?
2. Work Performance
How do you propose to organize performance of repair work? Will personnel be broken into regular work crews or brought together on an as-needed basis? How many staff will be part of a work crew? Who will supervise the work at each site?
3. Work Scheduling
What considerations will you include when scheduling service for tenants? How will time of application, type of repair, geography, and urgency of need affect the scheduling priority assigned to particular jobs?
4. Change Orders
Under what circumstances will you change work orders? Who will approve such changes?
5. Subcontractors
Identify any subcontractors and describe the role subcontractor of any tier will play in your program. Please identify any of the repairs listed in Attachment 5, Fee Schedule that will normally be assigned to subcontractors.
6. Lead-Based Paint
How will you ensure that Lead Safe Work Practices are followed? Who will be responsible for ensuring that these requirements are followed?

7. Purchasing
Who will be responsible for purchasing materials? Will materials be separately purchased for each job site, or in bulk?
8. Equipment and Tools
What types of equipment and tools do you anticipate using? Which will be provided by your organization/firm and which will be provided by workers on the job?
9. Transportation
Who will provide transportation to the job site for workers and materials?
10. Quality Control and Customer Satisfaction
Who will be responsible for ensuring quality control and customer satisfaction? Who will handle the final inspection of work at job completion?
11. Dispute Resolution
What procedures will you use to address any problems or complaints a) during work determination; b) while work is in progress; c) at job completion; and d) sometime after job completion (e.g. 6 months later)?

b. Cost

Submit **Attachment 10**, Urgent Repair Proposed Specifications and Fee Schedule.

C. 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.

Section III, sub section C. Contract Execution Requirements lists the conditions to the RFP that will be required by all individuals and firms at the time of contract negotiations. The documents and certifications listed in the section do not have to be completed unless and until a contract is negotiated.

D. PROPOSAL CHECKLIST

The **Proposal Checklist (Attachment 1)** is to serve as the Table of Contents for your proposal and as 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

Los Angeles Housing and Community Investment Department
Urgent Repair Program (URP) Construction Services RFP

can be found in your proposal. In assembling the complete proposal, please insert the attachments where they are indicated in the Proposal Checklist.