

# **TRANSMITTAL**

To:

**THE COUNCIL**

Date: 01/14/2016

From:

**THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**



(Ana Guerrero)

**ERIC GARCETTI**  
Mayor



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

**Housing Development Bureau**

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November 10, 2015

Council File:	NEW	
Council File:	All	
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Honorable Eric Garcetti  
Mayor, City of Los Angeles  
200 North Spring Street, Room 303  
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

**COUNCIL TRANSMITTAL: REQUEST AUTHORITY TO RELEASE A REQUEST FOR PROPOSALS TO SELECT CONTRACTORS FOR THE LEAD TECHNICAL SERVICES AND SECTION 106 HISTORIC PRESERVATION SERVICES, AND SIX MONTH EXTENSION FOR CURRENT CONTRACTS**

**SUMMARY**

The Los Angeles Housing and Community Investment Department (HCIDLA) is requesting authority to release a Request for Proposals (RFP) to select contractors to provide Lead Technical Services and Section 106 Historic Preservation Services that support the City's Lead Hazard Remediation Program (LHRP). The LHRP provides grants to low-income households with young children to remediate lead-based paint hazards. The LHRP is funded by a grant from the U.S. Department of Housing and Urban Development (HUD), Office of Lead Hazard Control and Healthy Homes (OLHCHH). Upon approval, HCIDLA projects that the RFP review and selection process will be completed by September 2016. All contracts resulting from the RFP will have a start date of October 1, 2016. There are currently eight Lead Technical Services contracts and one Section 106 Historic Preservation Services contract that will expire on March 31, 2016. To avoid a gap in services, HCIDLA is also requesting an extension of six months to the current Lead Technical Services contracts.

**RECOMMENDATIONS**

The General Manager of HCIDLA respectfully requests that:



- I. Your office schedule this transmittal at the next available meeting(s) of the appropriate City Council Committee(s) and forward it to the City Council for review and approval immediately thereafter;
- II.
- III. The City Council, subject to the approval of the Mayor, take the following actions:
  - A. Authorize the General Manager of HCIDLA, or designee, to release an RFP (Attachment A) to solicit qualified Lead Technical Services and Section 106 Historic Preservation Services contractors subject to the review and approval of the City Attorney as to form, assess the qualifications of applicants, and return to the Mayor and City Council with contractor recommendations, funding levels and Controller's instructions;
  - B. Authorize the General Manager of HCIDLA, or designee, to execute amendments, in substantial conformance with the draft amendment attached to this transmittal (Attachment B), with the existing Lead Technical Services contractors and the Section 106 Historic Preservation Services contractor identified in Table 2 and 3 of this report to increase funding and extend the term of performance for the six month period of April 1, 2016 to September 30, 2016 to avoid a gap in services in the interim while the RFP process is underway. Funding for the contracts will be from the following funding sources:

<u>Fund</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
57R	43L844	Technical Services	\$22,900.00
  - C. Authorize the General Manager of HCIDLA, or designee, to prepare Controller's instructions and make any necessary technical adjustments consistent with the Mayor and City Council actions in this matter, subject to the approval of the City Administrative Officer, and request the Controller to implement these instructions.

## **BACKGROUND**

Since 1998, HCIDLA has received 11 competitive Lead Hazard Reduction Demonstration (LHRD) grants from HUD-OLHCHH to continuously operate the City's LHRP and remediate lead-based paint hazards. As of September 30, 2015, the LHRP has made 2,110 housing units lead-safe in the City targeting privately-owned, low-income rental units and owner-occupied housing where children under the age of six are present. On September 30, 2014, HCIDLA was awarded the 11<sup>th</sup> LHRD grant, consisting of \$3.5 million for lead hazard remediation and a \$400,000 Healthy Homes Supplement for a total of \$3.9 million. The \$3.5 million award is being used to remediate lead hazards in housing units occupied by low-income households with children less than six years of age. The \$400,000 Healthy Homes supplement is used to address ancillary health and safety issues (including asbestos, mold, pest control and radon, as funding permits) in homes receiving LHRD grant funding.

Through the LHRP, HCIDLA has remediated lead hazards in order to avoid the exposure and poisoning of young children. Lead-based paint hazards are a serious health concern for children living in homes built prior to 1978. High exposure to lead can cause adverse health effects, which include delayed physical development, reduced intelligence quotient, learning difficulties, hyperactivity, anemia, kidney damage and behavioral problems.

Federal and State regulations require that environmental reviews be completed for all federally funded projects that involve physical development and/or housing. HCIDLA environmental review responsibilities are governed by the National Environmental Policy Act (NEPA), the California Environmental Quality Act (CEQA), and HUD requirements as specified in 24 CFR Part 58; and 36 CFR Part 800, which is commonly referred to as Section 106 of the National Historic Preservation Act of 1966.

The purpose of Section 106 is to minimize the potentially adverse effects of federally-funded rehabilitation on properties with significant historic value. This is accomplished by conducting specialized reviews. HCIDLA works with consultants to develop action plans and memorandums of agreement outlining specific tasks to be undertaken. Table 1 outlines the estimated number of reviews required during a contract year.

Table 1	
Activity	Estimated Number of Structures to be Reviewed
Determination of Historic Significance – (Residential, Commercial and Industrial Structures)	500
Area of Potential Effect	200
Archeological Records Search	250
Phase 1 - Archeological Survey of Cultural Resources ( Structures and Purchase of Property)	125

To implement the LHRP, HCIDLA utilizes the contracts being procured by this RFP for the following services: (a) identify lead-based paint hazards utilizing a Lead Inspection/Risk Assessment Report; (b) collect clearance samples to be analyzed by a federally-certified laboratory; (c) provide temporary relocation when necessary; (d) remediate hazardous lead-based paint using California-certified lead workers; and (e) conduct a Section 106 historic review. These services have been previously performed by contractors selected through the Construction and Technical Services RFP (C.F.12-0194) that was released in October 2012 and the Historic Preservation Consultant RFP (C.F.11-1593) that was released in June 2012. The contracts that resulted from these RFPs commenced on April 1, 2012. The contracts were amended for two one-year extensions that were approved by Mayor and City Council (C.F.13-1395 and 11-1593-S8) and pursuant to the Los Angeles Administrative Code Section 14.8.

The program also provides funding for outreach and education for both owners and tenants. The LHRP is currently finalizing an RFP to contract with Community-Based Organizations to provide outreach, education, and enrollment services (C.F.14-1288).

## **REQUEST FOR PROPOSAL**

HCIDLA is requesting authority to release a RFP for the Lead Technical Services and Section 106 Historic Preservation Services, review the proposals, and report back to the Mayor and City Council with contractor and funding recommendations. Contracts will be executed for one year from October 1, 2016 to September 30, 2017 with the option to renew for two additional one-year terms, depending on funding availability and departmental needs. Funding sources for these technical services are from federal grants, including HUD-OLHCHH, HOME, and CDBG.

Table 2 below outlines, by source, the various services and estimated funding amounts for the RFP:

<b>TABLE 2</b>				
<b>Lead Technical Services and Section 106 Historic Preservation Services</b>	<b>Funding Source</b>			
	<b>HUD-OLHCHH</b>	<b>HOME</b>	<b>CDBG</b>	<b>TOTAL</b>
Inspection, Survey, and Analysis for Hazardous Materials	\$ 54,000			\$ 54,000
Laboratory Testing	\$ 19,980			\$ 19,980
Relocation Services	\$ 90,000			\$ 90,000
Technical Training Services	\$ 6,200			\$ 6,200
Section 106 Historical Preservation Services		\$ 80,000	\$ 20,000	\$100,000
<b>Total by Funding Source</b>	<b>\$170,180</b>	<b>\$ 80,000</b>	<b>\$ 20,000</b>	<b>\$270,180</b>

### **SERVICES TO BE SOLICITED**

The RFP will solicit the following services:

#### **1. Inspection, Survey and Analysis for Hazardous Material (Lead and Asbestos)**

The contractor shall perform inspection, survey and analysis of two hazardous materials: lead and asbestos. For lead, the contractor shall provide services associated with lead abatement, including job site visits to conduct risk assessments and paint inspections. The contractor shall collect samples including dust wipe samples, bare soil samples, and X-Ray Fluorescence (XFR) readings from interior and exterior windows. The contractor shall also prepare reports for risk assessments and paint inspections, develop lead abatement specifications, monitor abatement projects, and provide clearance reports once the abatement is complete. Further, the contractor shall develop operation and maintenance plans. The contractor shall provide services associated with asbestos abatement including inspections, interpretation of test results, development of a remediation plan, and completion of the Inspection Results Report.

#### **2. Laboratory Testing**

The contractor shall provide a laboratory analysis report of lead contents in various types of samples, including soil, air, dust, water, Toxicity Characteristic Leaching Procedure (TCLP) extract liquid, and Soluble Threshold Limit Concentration (STLC) extract liquid. The contractor shall provide test kits, conduct laboratory analysis, and issue a report of radon contents in the tested samples.

#### **3. Relocation Services**

In cases when lead hazard remediation work cannot be performed in a dwelling unit without the risk of exposing occupants to lead-based paint hazards, tenants must be temporary relocated. Relocation services are federally mandated, and ensure that any family or individual, when displaced as a direct result of rehabilitation, demolition or acquisition in federal or state assisted projects, are treated fairly, consistently and equitably.



The contractor shall ensure language access to all clients, including English, Spanish, Chinese, Korean, Filipino, Vietnamese, and other languages as required. Relocation activities must comply with all Federal, State and Local laws and regulations. The contractor shall provide required written notices according to prescribed timelines. Provision of benefits shall include assistance payments, actual and fixed moving payments, reimbursement for all out-of-pocket expenses, appropriate advisory services, etc. The contractor shall also be responsible for the development of all relocation plans.

The contractor must have an extensive working knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), Section 104(d) of the Housing and Community Development Act of 1974, the City of Los Angeles Municipal Code (inclusive of the Rent Stabilization Ordinance and Tenant Habitability Ordinance), HOME Program Regulations, CDBG Program Regulations, State of California Relocation Regulations, and any other federal, state, or local regulations or guidance pertaining to relocation assistance.

#### 4. Technical Training Service

The HUD-OLHCHH Lead Reduction Demonstration Grant requires individuals performing abatement work and monitoring to be certified by the State of California. The contractor shall provide construction training on a periodic basis. Training subjects may include a varied spectrum of environmental and safety training including California Department of Public Health (CDPH) lead training, Environmental Protection Agency (EPA) lead training, and the State of California Division of Occupational Safety and Health, better known as Cal/OSHA, asbestos training. The contractor must be accredited by the CDPH and Cal/OSHA for lead and asbestos training and the U.S. EPA for Renovation, Repair and Painting (RRP) training. The contractor shall be responsible for providing all handouts, materials, and necessary audio-visual aids required for a comprehensive training.

#### 5. Section 106 Historical Preservation Services

A qualified Section 106 Historic Preservation Consultant (Consultant) shall advise and assist HCIDLA, conduct research, prepare all federal and state required documentation on the extent, condition, and status of potential historically significant properties, and coordinate with the State Historic Preservation Officer (SHPO), HUD, and the Advisory Council on Historic Preservation. The Consultant shall prepare a work plan to fulfill the purposes of the National Historic Preservation Act of 1966. Further, the Consultant shall identify and evaluate properties approved for federally funded construction, reconstruction, clearance, demolition, or modification, and complete assessments of compliance with federal regulations.

The Lead Technical Services will be managed by the LHRP. The Section 106 Historical Preservation Services will be managed by the Environmental and Land Use (ELU) unit. The highly specialized nature and wide range of services delineated in this RFP are critical to carrying out the LHRP, bound by the policy requirements associated with federal and state funding. Further, the Section 106 Historic Preservation Review Services are a requirement under the National Environmental Policy Act (NEPA). Without evidence of NEPA compliance, HCIDLA will be unable to utilize federal funds such as HOME, CDBG, for provision of much needed affordable housing and community development activities.

## **ELIGIBLE RFP APPLICANTS**

Proposals for Lead Technical Services and Section 106 Historic Preservation Services will be accepted from individuals or firms that have at least three years of experience in providing similar types of technical services to those for which a proposal is submitted. Proposers must demonstrate their ability to provide services that are responsive to the needs of the LHRP and other programs. Applicants must be in good standing with relevant regulatory oversight agencies and must possess the requisite licensing and/or accreditation associated with the proposed technical service.

If the applicant is a non-profit organization, it must have proof of a current 501(c)(3) status. If the proposer has contracted with the State of California or the City of Los Angeles, it must not have an outstanding debt that has not been repaid or for which a repayment plan has not been implemented. If the proposer has contracted with HCIDLA, it must not have an outstanding disallowed cost or other liability to the City.

## **RFP OUTREACH**

The RFP will be posted on the Los Angeles Business Assistance Virtual Network (LABAVN) website. Notice of the release of the RFP will be e-mailed to all current HCIDLA technical services and historic consultants, contractors, and other appropriate parties. Notice of the release of the RFP will be posted to the City's website and to HCIDLA's website. The RFP will be announced in at least one local newspaper. HCIDLA will ensure that the opportunity to participate in this RFP will be made available to as wide a pool of applicants as is practicable. The notice will be sent via U.S. Mail or e-mailed to firms that provide the needed services or may have an interest in delivering LHRP Lead Technical Services.

## **PRELIMINARY SCHEDULE AND RFP PROCESS**

Request for Proposals released:	January 21, 2016
Mandatory Proposer's Conference:	February 4, 2016
Proposal Submission Deadline:	March 21, 2016

**Proposers' Conference and Technical Assistance:** A mandatory Proposer's Conference is tentatively scheduled for February 4, 2016 at HCIDLA to provide prospective applicants with a description of the RFP and respond to specific RFP questions. With the exception of the Mandatory Proposer's conference, all technical assistance questions must be submitted via e-mail to [hcidla.planning@lacity.org](mailto:hcidla.planning@lacity.org). To ensure a fair and consistent distribution of information, all questions will be answered on a Question-and-Answer (Q&A) document available on the LABAVN website at: [www.labavn.org](http://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. The technical assistance period will end at least one week before the proposals are due, giving proposers time to act on the technical assistance provided.

**Proposal Evaluation and Appeals Process:** Proposals will be reviewed for eligibility threshold requirements. Those meeting threshold requirements will be scored by evaluation teams consisting of HCIDLA staff with relevant technical knowledge. Applicants will be evaluated based on the following categories:

EVALUATION CRITERIA	POINTS
<p><b><u>Capacity</u></b>            Demonstrated ability of proposers to provide the required services including: assigned program staff size, staff job descriptions, program staffing capabilities and resumes, major accomplishments, work plan, methodology and procedures, knowledge of applicable regulations, capacity to complete citywide projects within a reasonable amount of time, and other items as outlined in the Proposal Package section of the RFP.</p>	35
<p><b><u>Qualifications</u></b>            Quality and depth of the proposer's experience and expertise as it relates to the services for which the contractor is applying; training of assigned personnel, including education and certifications; work experience with the City of Los Angeles, other government agencies and private contract activities; description of services; references; and other items as outlined in the Proposal Package section of the RFP.</p>	35
<p><b><u>Work Product</u></b>            A general assessment of the proposer's work samples.</p>	15
<p><b><u>Cost</u></b>            The reasonableness and appropriateness of the proposed costs in relation to all other proposals.</p>	15
<b>TOTAL POINTS</b>	<b>100</b>

Each evaluation team member will score the proposals individually. Scores will be reconciled through formal consensus meetings. The scores produced from the consensus meetings will be used to determine rank and funding recommendation. Proposals must receive a score of at least 70 points in order to be recommended for funding.

Applicants may submit a written letter of appeal to HCIDLA. Proposers may appeal procedural issues only. If appeal letters are received, a special panel will be convened to preside over the appeals hearing and reach a final determination. After the appeal process has been completed, final contractor recommendations will be submitted to the Mayor and City Council for review and approval.

### **CONTINUATION OF SERVICES**

HCIDLA estimates that the RFP process, which includes Mayor and City Council approval of recommended contractors and funding amounts, will be completed by August 2016. The grant agreement between HCIDLA and HUD established quarterly benchmarks requiring the continuous delivery and reporting of services. Since the Lead Technical Services and Section 106 Historic Preservation Services contracts are scheduled to expire on March 31, 2016, the resulting gap in services may cause the City to fall behind schedule with respect to HUD benchmarks. To ensure there are no gaps in services while the RFP process is finalized, HCIDLA is requesting authority to extend the



contracts with the current Lead Technical Service contractors and Historic Preservation Consultants and to execute amendments to the contracts found in Table 3 and 4 below for a six-month extension from April 1, 2016 to September 30, 2016.

TABLE 3								
Service Category	Vendor	Contract #	Original Contract Amount	1 <sup>st</sup> Amendment Amount	2 <sup>nd</sup> Amendment Amount	3 <sup>rd</sup> Amendment Amount	6-month Amendment 4/1/2016 - 9/30/2016	Total Contract Amount
			(C.F. 12-0194)	(C.F. 13-1395)	(C.F. 14-1382)	14.8 Amendment		
Inspection, Survey, and Analysis for Hazardous Materials	Barr & Clark	C-122609	\$ 97,200	\$ 39,360		\$ 9,300	\$ 4,000	\$ 149,860
	Lead Tech Environmental	C-122608	\$ 40,500	\$ 27,200		Time Only	\$ 4,000	\$ 71,700
Laboratory Testing	City of Long Beach DHHS Public Health Lab	C-123201	\$ 24,160	\$ 23,867	\$ 9,700		\$ 2,700	\$ 60,427
	EMS Laboratories Inc.	C-122708	\$ 31,240	\$ 30,947	\$ 9,700		\$ 2,700	\$ 74,587
Relocation Services	Overland, Pacific, & Cutler, Inc.	C-122834	\$ 88,000	\$ 110,000		Time Only	\$ 7,500	\$ 205,500
Technical Training Service	Allstate Services, LLC	C-122747	\$ 3,750	\$ 3,750		Time Only	\$ 1,000	\$ 8,500
	Homesafe Environmental Inc.	C-122741	\$ 3,750	\$ 3,750		Time Only	\$ 1,000	\$ 8,500
Total Budget			\$ 288,600	\$ 238,874	\$ 19,400	\$ 9,300	\$ 22,900	\$ 579,074

TABLE 4							
Technical Services Contracts (Contract expiration date 3/31/2016)							
Service Category	Vendor	Contract #	Original Contract Amount (C.F. 11-1593-S6)	1 <sup>st</sup> Amendment Amount (C.F. 11-1593-S8)	2 <sup>nd</sup> Amendment Amount (C.F. 13-1395)	6-month Amendment 4/1/2016 - 9/30/2016	Total Contract Amount
Historical Preservation Consultant	ICF Jones & Stokes	C-122504	\$ 300,000	\$ 138,812	\$ 210,000	Time Only	\$ 648,812

## FISCAL IMPACT

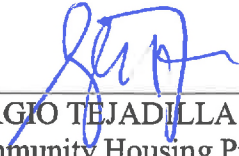
Funding is provided through the following federal grants HUD-OLHCHH, HOME and CDBG. There will be no impact on the General Fund.

Prepared By:



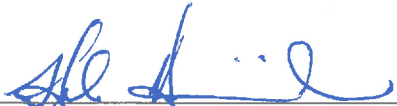
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Reviewed By:



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Community Housing Programs Manager

Reviewed By:



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Assistant General Manager

Approved By:



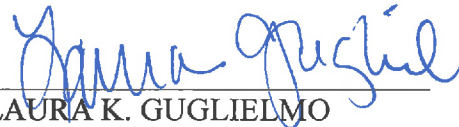
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General Manager

Reviewed By:



MANUEL BERNAL  
Director, Finance and Development

Reviewed By:



LAURA K. GUGLIELMO  
Executive Officer



## City of Los Angeles Housing + Community Investment Department



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

# Request for Proposals (RFP)

## LEAD TECHNICAL SERVICES AND SECTION 106 HISTORIC PRESERVATION SERVICES /

<b>Release Date</b>	<b>Thursday, January 21, 2016</b>
<b>RFP Submission Deadline</b>	<b>Monday, March 21, 2016</b>  Proposals shall be accepted solely by hand-delivery or by courier no later than <b>4:00 p.m.</b> Any other form of delivery will be rejected.
<b>Submission Address</b>	Los Angeles Housing + Community Investment Department Attn: Planning and Procurement Unit 1200 West 7 <sup>th</sup> Street, 6th floor Los Angeles, CA 90017
<b>Mandatory Proposers' Conference</b>	<b>Thursday, February 4, 2016 (10:00 a.m. – Noon)</b> HCIDLA, 1200 W. 7 <sup>th</sup> St., 6 <sup>th</sup> floor Main conference room  RSVP by August 27, 2014 via email to: <a href="mailto:hcidla.planning@lacity.org">hcidla.planning@lacity.org</a>
<b>Request for Technical Assistance Deadline</b>	<b>Thursday, March 3, 2016</b> Submit by email only to: <a href="mailto:hcidla.planning@lacity.org">hcidla.planning@lacity.org</a>  All questions and answers will be available to all proposers on the LABAVN website at: <a href="http://www.labavn.org">www.labavn.org</a>
<b>Business Inclusion Program (BIP) and Outreach Deadline</b>	<b>Sunday, March 6, 2016</b> <b>No Later than 11:59 p.m.</b> (See RFP page 34 and Attachment 11 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](http://www.labavn.org)*

**City of Los Angeles**  
**Housing + Community Investment Department**  
**Request for Proposals**  
**Lead Technical Services and Section 106 Historic Preservation Services**

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**I. ATTACHMENTS**

**ATTACHMENT 1**

Proposal Checklist – Table of Contents

**ATTACHMENT 2**

Contractor Responsibility Ordinance Questionnaire and Pledge of Compliance

**ATTACHMENT 3**

Bidder Certification CEC Form 50

**ATTACHMENT 4**

Prohibited Contributors (Bidders) Certification CEC Form 55

**ATTACHMENT 5**

Equal Benefits Ordinance

**ATTACHMENT 6**

Slavery Disclosure Ordinance

**ATTACHMENT 7**

Nondiscrimination, Equal Employment Practices and Affirmative Action Program

**ATTACHMENT 8**

Proposer Workforce Information/Non-Collusion Statement

**ATTACHMENT 9**

Business Services Implementation Plan Collaborator Agreements

**ATTACHMENT 10**

LA Business Assistance Virtual Network Registration Certificate

**ATTACHMENT 11**

Business Inclusion Program and MBE/WBE/OBE Outreach

**ATTACHMENT 12**

Iran Contracting Act of 2010 Compliance Affidavit

**ATTACHMENT 13**

City Business License Number

**ATTACHMENT 14**

Request for Taxpayer Identification Number (Form W-9)

**ATTACHMENT 15**

Non-Profit Status Documents

**ATTACHMENT 16**

Insurance Instructions and Information

**ATTACHMENT 17**

Secretary of State Documentation

**ATTACHMENT 18**

Corporate Documents

**ATTACHMENT 19**

Living Wage Ordinance and Service Contractor Worker Retention  
Ordinance

**ATTACHMENT 20**

LWO Statutory Exemptions

**ATTACHMENT 21**

Child Support Obligations

**ATTACHMENT 22**

First Source Hiring Ordinance



## **I. BACKGROUND**

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### **A. ADMINISTRATIVE ENTITY**

The Los Angeles Housing + Community Investment Department (HCIDLA) administers various programs such as affordable housing, first-time home buyers, housing rehabilitation, the Rent Stabilization Ordinance, Systematic Code Enforcement 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), 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-xxxx).

### **B. OVERVIEW**

HCIDLA is charged with the development of citywide housing policy and supporting safe and livable neighborhoods through the promotion, development, and preservation of decent and affordable housing.

The City of Los Angeles receives CDBG, HOME, ESG, HOPWA, and other federal grants to fund various programs designed to address the community development needs of low- and moderate-income persons; to provide housing and supportive services for low-income individuals and families, the homeless and those living with HIV/AIDS; to stimulate local business investment; to eliminate slum and blight conditions; or to meet community needs of an urgent or emergency nature.

Representative projects funded through the HUD Consolidated Planning process include public services, single and multi-family rehabilitation, commercial rehabilitation, neighborhood and public facility improvements, housing production, and economic development programs.

HUD, as is the case with other Federal agencies, is charged with the responsibility of assuring that grant recipients follow provisions pertaining to protection of properties with historic and archaeological significance. The federal National Historic Preservation Act, commonly referred to as the Section 106 Process, requires consultation among HUD, the Advisory Council on Historic Preservation (herein referred to as the "Advisory Council"), the State Historic Preservation Officer (SHPO), grantees, and sub-recipients of federal funds.

Federal and State regulations require that environmental reviews be completed for all federally funded projects undertaken that involve physical development and/or housing. HCIDLA environmental review responsibilities are governed by the National

Environmental Policy Act (NEPA), the California Environmental Quality Act (CEQA); HUD requirements as specified in 24CFR Part 58; and 36 CFR Part 800, which is commonly referred to as Section 106 of the National Historic Preservation Act of 1966.

The purpose of Section 106 is to balance the effects on significant historic values of projects undertaken by recipients of federal grant funds through conduct of an assessment to assure that adverse effects on such properties are minimized. HCIDLA have the responsibility to consult with parties to ameliorate adverse effects of federally funded projects through development of an action plan and a memorandum of agreement outlining specific tasks to be undertaken.

To learn more about Section 106, please visit <http://www.achp.gov/106summary.html>

On September 30, 2014, HCIDLA was awarded a Lead Hazard Reduction Demonstration Grant for \$3.5 million with an additional \$400,000 Healthy Homes Supplement for a total award of \$3.9 million. This grant will allow HCIDLA to continue its Lead Hazard Remediation Program (LHRP). The funding for this program will be used to conduct 170 Lead Inspections/Risk Assessments, make 160 units lead safe, and provide outreach and education to 2,700 units and train 25 individuals. The Healthy Homes Supplemental Funding will be offered to assist those units in conjunction with the lead funds. The Healthy Homes Rating System (HHRS) will be utilized to prioritize, assesses, and remediate other health and safety issues within 150 eligible units. In addition, the Healthy Homes funding will be used to train 100 individuals in green cleaning and other Healthy Homes related topics. The HHRS, an American adaptation of a British evaluation system, was developed to systematically assess potential housing-related health and safety hazards. By focusing on 29 types of potential hazards, it places the emphasis directly on the risk to health and safety.

The program will serve the entire City of Los Angeles with emphasis on privately owned, low income rental or owner occupied housing, especially units and/or buildings where children under the age of six reside or frequently visit. A portion of the LHRP funding will be focused on providing the services solicited through this RFP within the Promise Zone.

## **II. RFP SPECIFICATIONS**

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### **A. SERVICES SOLICITED AND PROJECT OBJECTIVES**

To meet its multiple objectives and/or adapt to emerging needs, the HCIDLA must periodically look to experts in highly specialized fields to provide adequate guidance and information on specific subjects. This Request for Proposals (RFP) seeks one or more individuals or firms qualified to provide services under one or more of the following program categories (described in detail in Section B. Scope of Work), in accordance with HCIDLA's goals and objectives:

- Section 106 Historical Preservation Services
- Inspection, Survey and Analysis for Hazardous Materials (Lead and Asbestos)
- Laboratory Lead & Radon Testing
- Relocation Services
- Technical Training Services

One or more individuals or firms per category will be identified through a competitive process based on responses to this RFP to provide the respective services for the proposed HCIDLA Lead Grant Technical Services per request from the Department.

### **B. SCOPE OF WORK**

The Housing + Community Investment Department (HCIDLA) seeks professional services to assist in the technical and scientific analysis as detailed below. HCIDLA recognizes that individuals and firms specialize in one or more of the subject areas described below. As such, HCIDLA may hire more than one contractor under a category, depending upon the Department's needs and the proposals of individuals and firms.

In responding to this RFP, individuals and firms are asked to provide the following in their Scope of Work:

- Statement regarding the individual's or firm's experience in housing-related areas;
- Identification of the specific subject areas and technical studies (described below) for which the individual or firm would like to be considered;
- A brief summary of an approach or strategy to address those subject areas or technical studies.

Below is a list of study areas and services that may be included in a proposal.

## I) SECTION 106 HISTORIC PRESERVATION SERVICES

The purpose is to secure professional services from a qualified Section 106 Historic Preservation Consultant who will advise and assist the Community Development and Housing Departments, conduct research, prepare all federal and state required documentation on the extent, condition, and status of potential historically significant properties, and coordinate with the State Historic Preservation Officer (SHPO), the U.S. Department of Housing and Urban Development (HUD), and the Advisory Council on and prepare a work plan to fulfill the purposes of the [National Historic Preservation Act of 1966](#).

The Consultant will identify and evaluate properties approved for federally funded construction, reconstruction, clearance, demolition, or modification (referred to throughout this RFP as *undertakings*), and complete assessments of compliance with federal regulations.

### A. Conduct in-field review of properties to determine historic status.

The consultant will be required to determine the eligibility of properties for inclusion in the National Register Area of Potential Effect studies and archeological surveys, which will be submitted to the SHPO for review and concurrence.

The consultant will be required to determine what impact federally funded projects will have on historically significant structures/properties as specified in the regulations of the [Advisory Council on Historic Preservation, 36 CFR, Part 800](#). The following is an estimate of the number of reviews that may be required during each contract year:

Activity	Estimated Number of Structures to be Reviewed
Determination of Historic Significance – (Residential, Commercial and Industrial Structures)	TBD
Area of Potential Effect	TBD
Archeological Records Search	TBD
Phase 1 - Archeological Survey of Cultural Resources ( Structures and Purchase of Property)	TBD

- B. Apply the [National Register Criteria \(36 CFR, Section 60\)](#) to identify properties which may be considered eligible for the National Register of Historic Places. The consultant will coordinate with the South Central Coastal Information Center at the California State University, Fullerton, for completion of archeological record searches and conduct follow-up and completion for any recommendations for Phase I,



**Archeological Surveys.**

Properties deemed eligible for inclusion in the National Register, Area of Potential Effect studies, and archeological surveys, shall be submitted to the State Historic Preservation Office for review and concurrence.

**C. Preparation of historical documents:**

- a. Assist the HCIDLA in preparing appropriate responses and action plans on a site-specific basis to meet the Preservation Brief 31 standard requirements, including photography of each site and a condition assessment.
- b. Provide follow-up documentation for cases of No Adverse Effect (with or without conditions) to demonstrate project compliance (e.g., before and after photographs of each project).
- c. Prepare appropriate case studies in cases of Adverse Effect.
- d. Write specifications for rehabilitation work on historic properties (contributing to National Register listed or eligible historic districts or individually listed/eligible).

**D. Preparation of related analyses, reports and recommendations:**

- a. Identify possible mitigation measures for Adverse Effects.
- b. Provide analysis and consulting pertaining to lead-based paint in compliance with the Secretary of Interior's Standards for Rehabilitation for all proposals within the CDBG and HUD-funded programs where sites are in a historic district or are individually eligible for the National Register.
- c. Prescribe lead-based paint hazard control procedures to be followed and formulate recommendations on lead based paint hazard control procedures for all proposals located outside the City's designated historic districts.

**E. Provision of technical assistance and monitoring:**

- a. As necessary, provide technical assistance to the affected community in implementation of mitigation plans.
- b. Advise local government on historic preservation issues and provide technical assistance to local government and

contractors in meeting the Secretary of the Interior's Standards for Rehabilitation and appropriate guidelines.

- c. Provide technical assistance to the HCIDLA staff on historical issues and regulatory requirements within the duration of the contract.
- d. Assist in the monitoring process of all historic projects for HCIDLA. The consultant(s) shall perform site inspections of the work when the project is 50% completed and 100% completed, unless additional inspections are requested by the City.

F. Coordination with local, state and federal governmental agencies:

- a. Request comments from the SHPO and the National Advisory Council where appropriate and necessary.
- b. Assist City staff in interpretation and application of Section 106 requirements and standards to federally assisted programs and projects.
- c. Communicate federal and state program changes to implementing departments.

G. Programmatic Agreement

The selected consultant will assist the City in carrying out the responsibilities as outlined in the Programmatic Agreement. The Programmatic Agreement is made part of this RFP and labeled as Appendix C.

The City of Los Angeles implemented a Programmatic Agreement (PA) executed among the City of Los Angeles, the California State Historic Preservation Officer (SHPO), and the Advisory Council on Historic Preservation (Advisory Council) regarding any properties 50 years or older. Under the terms of the PA, the City is required to retain the services of a Historic Preservation Consultant who will participate in the consultation regarding the PA with the SHPO and the Advisory Council as the Historic Preservation Consultant for the City. The consultant will be responsible for preparation of the reports and other documents no later than six (6) weeks upon completion of the final determination, as deemed necessary by the HCIDLA staff pertaining to the Programmatic Agreement.

The PA requires the City to document in writing all actions taken pursuant to the PA and to report the activities to the SHPO and the Advisory Council in a Programmatic Agreement Compliance



Report every six months.

The purpose of the Programmatic Agreement Compliance Report (PACR) is to:

1. Summarize for SHPO and the Advisory Council the activities carried out under this PA.
2. Document all decisions made with respect to identification and evaluation of historic properties, treatment of historic properties, resolutions of adverse effects, and consideration and treatment of historic resources.
3. Provide copies of all Standard Mitigation Measures Agreements.
4. Present the views of the City regarding the usefulness of the PA in promoting the efficiency and effectiveness of both the programs and the consideration of Historic Properties.
5. Inform the public of the activities carried out under the terms of the PA by making the PACR available for public inspection and comment.

#### **Professional Qualifications / Demonstrated Ability**

1. Proposer must have a minimum of three years professional experience in completing environmental review documents in conformance with NEPA, CEQA, and HUD requirements.
2. Proposer must meet or exceed the [Secretary of the Interior's Professional Qualifications Standards \(48 FR 44738-39\)](#) in History, Archeology, Architectural History, and Historic Architecture. Proposer shall provide evidence of meeting the standards with the RFP submission.
3. Proposer shall meet the following educational requirements:

**History:** A graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- a. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or

- b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Archeology:** A graduate degree in archeology, anthropology, or closely related field plus:

- a. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management.
- b. At least four months of supervised field and analytic experience in general North American archeology.
- c. Demonstrated ability to carry research to completion.
- d. In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

**Architectural History:** A graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- a. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Architecture:** A graduate degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

**Historic Architecture:** A graduate degree in architecture or a State license to practice architecture, plus one of the following:

- a. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

- b. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

## **II) INSPECTION, SURVEY AND ANALYSIS FOR HAZARDOUS MATERIALS (LEAD & ASBESTOS)**

This Scope of Services has two parts: Part A (Lead) and Part B (Asbestos). Bids may be submitted to provide inspection, survey and analysis services for both lead and asbestos or for only one. The Contractor must have all required certifications and licenses in order to bid on this work.

If a contractor decides to bid on both, then paragraphs 3, 4, 5 and 6 of Part IV Eligibility and Application, Section B. Proposal Content of this RFP must each be completed separately for Lead and Asbestos.

### **PART A: INSPECTION SURVEY & ANALYSIS FOR HAZARDOUS MATERIALS (LEAD)**

#### **Scope of Services**

The Contractor shall provide services identified in this section, as requested by HCIDLA.

#### **1. Lead Inspection (Paint Inspection/Risk Assessment Report)**

##### **A. Combination Risk Assessments and Paint Inspections**

The vendor shall visit the job site and conduct a Combination Risk Assessment and Paint Inspection as per HUD 2012 Guidelines using a XRF instrument and a minimum of eight (8) single-surface dust wipe samples would be collected.

- a) Dust samples should be collected from each of the following locations:
- One from the floor of the child's principal play area, TV room, or living room).
  - One from the interior window sill of the most frequently opened window in the child's principal play area.
  - One from the floor of the kitchen.
  - One from the window trough of the kitchen window (if inaccessible, an interior window sill sample should be collected).
  - One from the floor of the bedroom of the youngest child (older than 6 months).
  - One from the interior window sill of the bedroom of the youngest child (older than 6 months).

- One from the floor of the bedroom of the next oldest child, if any.
- One from the window trough of the bedroom of the next oldest child, if any (if inaccessible, an interior window sill sample should be collected).

At least one window trough sample should be collected in each dwelling. If no playroom can be identified, the living room should be sampled. If the youngest child's bedroom cannot be identified, the smallest bedroom should be sampled.

b) Bare Soil Samples should be collected from each of the following locations:

- Each play area with bare soil, including sandboxes.
- Non-play areas in dripline/foundation areas.
- Non-play areas in the rest of the yard, including, but not limited to vegetable gardens, pet sleeping areas, and bare pathways.
- Vegetable gardens (recommended).

c) Windows

- Interior
  - XRF readings will be taken of a minimum of one (1) window testing combination per room equivalent in each unit.
  - Further XRF readings will be taken if deemed necessary by the visual inspection
- Exterior
  - Single-Family Home
    - XRF readings will be taken of a minimum of fourteen (14) window testing combinations per building.
  - Duplex and Triplex (One Building)
    - XRF readings will be taken of a minimum of six (6) window testing combinations per unit
  - Four (4) or More Units (One Building)
    - XRF readings will be taken of a minimum of five (5) window testing combinations per unit
- Further XRF readings will be taken if deemed necessary by the visual inspection and preliminary XRF readings.
  - Each additional window combination tested will be paid as a per window flat fee.
  - If the visual inspection and the preliminary XRF readings show that there are no lead hazards, no further testing will be required.

For quality assurance, risk assessors should submit field blank samples to the laboratory at a frequency of at least one blank for each property. For multi-family risk assessments, one blank should be submitted for every 20 samples collected. Generally, a maximum of ten blanks per property is



adequate, but more may be necessary for very large multi-family properties, such as those with more than 500 units.

An inspection and risk assessment report shall be provided to HCIDLA within **14 business days** from the date of the site visit.

The vendor should provide the total cost of this service including, trip charge, lab charge, mail/FedEx, staff and any other fees associated with producing such inspection report.

## **B. Risk Assessment/Paint Inspection Report**

The report of the risk assessment/paint inspection must contain at least the following information:

1. Executive Summary
  - a. A brief summary of the essential findings of the risk assessment.
2. Table of Contents
3. Identifying Information and Risk Assessor's Signature
  - a. The date of risk assessment.
  - b. The address of each building included in the inspection and apartment numbers (if applicable).
  - c. Date of construction of the buildings.
  - d. Name, address, and telephone number of each building owner and building manager.
  - e. Name, address, and telephone number of the certified firm employing the risk assessor.
  - f. Name, signature, and certification number of the risk assessor conducting the inspection.
  - g. Name, address, and telephone number of each recognized laboratory conducting analyses of collected samples.
4. Purpose of the Risk Assessment
  - a. Definition of a risk assessment
  - b. Explanation of why the risk assessment was performed.
  - c. Description of any special requests by client.
5. Definitions
6. Description of Lead-Based Paint Hazards and Acceptable Hazard Control
  - a. Describe the method of inspection/risk assessment including the make and model of the XRF used, and the type of source and the PCS of the device.

- b. Describe site and visual observations of surfaces, components, risk assessment, materials, structure type (number of units for this type of configuration), size (number of bedrooms and Configuration), age of building proposed use, type of occupancy, anticipated rehabilitation, etc. (provide a floor plan showing location of doors and windows and location of defective items or hazards).
- c. Indicate the total number of dwelling units versus the number sampled and include the applicable documentation as per the 2012 HUD Guidelines.
- d. Identify actual number and location of samples taken in each area: room, unit, common areas roof exterior walls, etc.
- e. Describe lab-testing protocol (include lab-data sheet and chain of custody).
- f. Describe XRF analysis protocol.
- g. Include calibration readings of the XRF as outlined in the 2012 HUD Guidelines.
- h. Include a table summarizing all surfaces containing lead-based paint and lead-contaminated soil, describing the condition of the surfaces containing lead-based paint.
- i. Identify owner and firm's responsibilities and clearly explain any limitations.
- j. Include floor plans to include soil sampling and an indication of the sampling locales; and which, if any samples were composite samples. All doors and windows must be clearly marked on the floor plans.
- k. CDPH Form 8552
- l. Reference the appropriate regulatory issues and requirements.

The report must be type-written; handwritten data and/or field report are **not** acceptable.

## **2.Developing Lead Abatement Specifications**

The vendor shall contact the HCIDLA RCS assigned to the project and request a copy of the original lead inspection report and a copy of the proposed rehabilitation scope of work for review. The vendor shall visit the job site and develop a set of specifications for lead abatement for the specific project. Specifications shall be in conformance with HUD recommended Guidelines for addressing Lead Based Paint Hazards. The turnaround time for a full set of specifications shall not exceed five (5) business days from the date requested by HCIDLA staff.

The vendor should provide the total cost of this service including, mail/FedEx, staff and any other fees associated with producing such inspection report.

## **3.Project Monitoring**

The vendor shall visit the job site prior to the start of Abatement to verify containment and monitor the project during the course of Lead



Abatement/Remediation activities to verify "lead-safe" work practices and compliance with written specifications. There shall be at least two site visits. The vendor shall be responsible for making recommendations regarding abatement progress and progress payments. The vendor will be required to submit a report to HCIDLA describing daily activities. The turnaround time for the report shall not exceed three (3) business days from the date of project monitoring "site visit".

The vendor should provide the total cost of this service including, trip charge, lab charge, mail/FedEx, staff and any other fees associated with producing such inspection report.

#### **4. Clearance**

The vendor is to contact the HCIDLA Rehabilitation Construction Specialist (RCS) assigned to the project and request a copy of the scope of work for lead related work for review. The vendor is to visit the job site and, based on the scope of work, identify the lead remediation work that has been completed. The vendor should then conduct a clearance of the dwelling.

##### **a. Clearance Inspection Protocol**

- i. Determine the clearance area
- ii. Conduct visual assessment
- iii. Conduct dust sampling

The vendor is to provide an average of six (6) interior dust wipe samples, one (1) exterior window trough and one (1) exterior soil sample.

For quality assurance, inspectors should submit field blank samples to the laboratory at a frequency of at least one blank for each property. For multi-family risk assessments, one blank should be submitted for every 20 samples collected. Generally, a maximum of ten blanks per property is adequate, but more may be necessary for very large multi-family properties, such as those with more than 500 units.

##### **b. Clearance Report**

The report of the clearance inspection must contain at least the following information:

- i. The date of risk assessment.
- ii. The address of each building included in the inspection and apartment numbers (if applicable).
- iii. Date of construction of the buildings.
- iv. Name, address, and telephone number of each building owner and building manager.
- v. Name, address, and telephone number of the certified firm employing the risk assessor.
- vi. Name, signature, and certification number of the risk assessor conducting the inspection.

- vii. Name, address, and telephone number of each recognized laboratory conducting analyses of collected samples.
- viii. Visual assessment form
- ix. Dust sampling form
- x. Floor plans to include soil sampling and an indication of the sampling locales; and which, if any samples were composite samples. All doors and windows must be clearly marked on the floor plans.
- xi. Copy of the laboratory results
- xii. Interpretation of the laboratory results
- xiii. CDPH Form 8552

The turnaround time for a full clearance inspection report will be three (3) business days from the date of the clearance inspection.

The vendor should provide the total cost of this service including: trip charge, lab charge, mail/FedEx, staff and any other fees associated with producing such inspection report.

#### **5. Operation and Maintenance (O & M) Plan**

The vendor shall contact the HCIDLA Rehabilitation Construction Specialist (RCS), assigned to the project and request a copy of the original inspection report and a copy of the lead related "scope of work". The vendor shall visit the job site and, based on the "scope of work", confirm that the lead-related work that has been completed. The vendor shall then create an Operation and Maintenance Plan for the specific project in accordance to the information reviewed & HUD Guidelines. The turnaround time for a full O & M Plan from the date of the job site visit to emailing the Plan to HCIDLA shall not exceed five (5) business days.

The vendor should provide the total cost of this service including mail/FedEx, staff and any other fees associated with producing such inspection report.

#### **6 . Limited Clearance/Handyworker**

Lead surveys for the Handyworker Program do not require a Risk Assessment or a Remediation/Lead Abatement plan (unless requested by HCIDLA). The vendor is to contact the HCIDLA Handyworker Program and request a copy of the scope of work for lead-related work. The vendor is to visit the job site and conduct a clearance of that dwelling for the work areas identified in the scope. The vendor is to provide three (3) dust wipe samples, plus a blank one for each site in those areas identified by the HCIDLA. The turnaround time for a clearance inspection report will be three (3) business days from the date of the clearance inspection.

For quality assurance, inspectors should submit field blank samples to the laboratory at a frequency of at least one blank for each property.

The vendor should provide the total cost of this service including: trip charge, lab charge, mail/FedEx, staff and any other fees associated with producing such inspection report.

**Applicable Conditions**

1. **ALL reports are due within the stipulated period.** Written findings and recommendations should be consistent with visual and test data.
2. All reports submitted to HCIDLA must reference the Work Authorization Number (WAN#) given by the HCIDLA.
3. All costs including the trip charge, lab charge, mail/FedEx, staff, and any other fees associated with the required services shall be included in the agreed upon fee and shall not be charged separately.

**PART B: INSPECTION SURVEY & ANALYSIS FOR HAZARDOUS MATERIALS (ASBESTOS)**

**Services To Be Provided By The Contractor**

The Contractor shall provide contractual services which are supported by the tasks identified in this section. All work is subject to prior City approval.

The Contractor shall provide the following services upon request by the Los Angeles Housing + Community Investment Department:

- 1 Conduct an inspection for asbestos in accordance with AHERA protocol;
- 2 Interpret the test results and develop a remediation plan with recommendations for containment or abatement;
- 3 Submit a written report of findings and recommendations consistent with visual and test data, within 10 business days of receiving the address to inspect (unless extended by HCIDLA if special conditions are discovered).

**Report Of Inspection Results Shall:**

1. Describe the method of inspection.
2. Describe site and visual observations of surfaces, components, materials, type of structure (number of units for this type of configuration), size (number of bedrooms and configuration), age of building, proposed use, type of occupancy, anticipated rehabilitation, etc.
3. Include number of units to be tested; actual number sampled.

4. Identify actual number of samples taken in each area: room, unit, common areas, code number, location and description, color, non-friable surface condition, code number correlated with inspection description and analysis.
5. Describe lab test protocol (include lab data sheet).
6. Describe application of AHERA protocol (this must include identification of a 100% visual inspection).
7. Identify owner and firm's responsibility and clearly explain any limitations.
8. Reference the appropriate regulatory issues and requirements.
9. Include room floor plans to reflect test sampling locations and type of area sampled including locations of all windows and doors.
10. Include a summary that identifies all asbestos and potential hazards.
11. Include a summary of intact asbestos which should include an operations and maintenance plan.

**Test Data Protocol Shall:**

1. Identify type of component and surfaces.
2. Describe component condition of surfaces.
3. Segregate data by building type or other unique characteristics.
4. Correlate 100% with visual inspection

**Professional Qualifications / Demonstrated Ability**

1. **Inspection Survey and Analysis for Hazardous Materials (Lead)**
  - a. Required Certifications
    - i. State of California Lead Inspector/Assessor (I/A)
    - ii. State of California Lead Project Monitor (PM)
    - iii. Radiation Safety Training
2. **Inspection Survey and Analysis for Hazardous Materials (Asbestos)**
  - a. Required Certifications
    - i. State of California Certified Asbestos Consultant (CAC)
    - ii. State of California Certified Site Surveillance Technician (CSST)

**III) LABORATORY LEAD & RADON TESTING**



**Services To Be Provided By The LEAD Contractor**

Provide a laboratory analysis report of lead contents in various types of samples including:

1. Lead in soil
2. Lead in air
3. Lead in dust wipes
4. Lead in water
5. TCLP extract-liquid
6. STLC extract-liquid.

The proposal shall include the pricing for different turnaround times of 4 hours, 8 hours, 24 hours, 48 hours, and 5 days.

**Services to Be Provided By the Radon Contractor**

Provide a laboratory analysis report of radon contents in various types of samples.

Provide 2-day test kit, pre-paid postage to return kits and complete written report with results being measured in picocuries per liter of air.(pCi/L) The proposal shall include pricing for the kit, the postage, the analysis and the report.

- I. The laboratory shall have appropriate certification from the Environmental Protection Agency (EPA) to conduct radon analysis.

**Professional Qualifications / Demonstrated Ability**

The laboratory must be recognized for the analysis of lead in dust by the U.S. Environmental Protection (EPA) through the National Lead Laboratory Accreditation Program (NLLAP).

**IV) RELOCATION SERVICES**

**Services to be Provided by the Contractor**

The purpose is to ensure that persons displaced as a direct result of federal or state assisted projects are treated fairly, consistently and equitably. This includes any family or individual that must move as a direct result of rehabilitation, demolition or acquisition for a project in which State and/or Federal funds are used.

Contractor shall have an extensive working knowledge of The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), Section 104(d) of the Housing and Community Development Act of 1974, The City of Los Angeles

Municipal Code (inclusive of the Rent Stabilization Ordinance (RSO) and Tenant Habitability Ordinance), HOME Program Regulations, CDBG Program Regulations, State of California Relocation Regulations, and any other federal, state, or local regulations or guidance pertaining to relocation assistance. All relocation services shall be in compliance with the above regulations and HCIDLA's, HUD-approved relocation policies.

Contractor shall have a bilingual staff (at minimum, Spanish and English) and shall secure translation services for other languages as required. Relocation information shall be provided to tenants in English, Spanish, Chinese, Korean, Pilipino and Vietnamese as needed.

Relocation services will be used by several units of the Department's Housing Development Bureau.

### **Contractor Responsibilities**

1. Conduct relocation activities in compliance with:
  - a. Federal Uniform Relocation Act (URA), HUD Handbook 1378, and all HUD Info Bulletins on relocation;
  - b. Section 104(d) of the federal Housing and Community Development Act;
  - c. Federal HOME Program Regulations;
  - d. Federal CDBG Program Regulations, inclusive of Neighborhood Stabilization Program (NSP) regulations and requirements;
  - e. Los Angeles Municipal Code (LAMC) Section 151.00 et seq. (Rent Stabilization Ordinance) and Section 152.00 et seq. (Tenant Habitability Ordinance);
  - f. The California Relocation Assistance Law (California Government Code Section 7260 et seq.) and The California Relocation Assistance and Real Property Acquisition Guidelines (Title 25, California Code of Regulations, Ch. 6, Art. 1, Section 6000 et seq.)
2. All notices are to be provided in writing according to the timelines and requirements listed in the federal, state and/or local laws and regulations.
  - a. Ensure that if no displacement (permanent, involuntary move) is anticipated, all occupants (owner and tenants) are notified that they "will not be displaced".
  - b. Ensure that for permanent, involuntary relocations, all occupants are notified that they will be displaced, and that it is important that they **do not move** before learning what they must do to receive the relocation payments and other assistance to which they are entitled.

- c. Ensure that all occupants are notified about whether they will be temporarily displaced when that is a possibility, including 60 day advance written notice of the date and approximate duration of the temporary relocation; the address of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period; and the reimbursement provisions described above.
3. Ensure that residential occupants, who will not be required to move permanently, be relocated temporarily (as required by the program activities and in accordance with local Tenant Habitability requirements) to permit the lead-based paint abatement, property rehabilitation programs, and other activities to be carried out.
4. Coordinate the provision of benefits to tenants as applicable, including but not limited to:
  - a. Relocation Assistance Payments (RAP) under federal and state relocation regulations;
  - b. Actual and Fixed Moving Payments under federal and state relocation regulations;
  - c. Relocation benefits in accordance with the LAMC 151.09G;
  - d. Reimbursement for all out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied housing and any increase in monthly rent/utility costs at that housing according to the above-cited regulations and accompanying guidance and
  - e. Appropriate advisory services as required by the above-cited regulations and accompanying guidance-
5. Communicate, verbally and in writing, in English and Spanish and in other languages as required to meet the needs of tenants and owner-occupants. Relocation information shall be provided to tenants in English, Spanish, Chinese, Korean, Pilipino, Vietnamese, and other languages as needed.
6. Prepare, submit and coordinate "Relocation Plans" for HCIDLA review and approval, in a timely manner. At a minimum Relocation Plans should include:
  - a. A diagrammatic sketch of the project area;
  - b. Projected dates of displacement;
  - c. A written analysis of the displacee's household and/or business characteristics, special needs, income, and aggregate relocation needs of all persons to be displaced and a detailed explanation as to how these needs are to be met;

- d. A written analysis of relocation housing resources;
  - e. A detailed description of the relocation advisory services program, including specific procedures for locating and referring eligible persons to comparable replacement housing;
  - f. A detailed description of all notices to be delivered;
  - g. A description of the relocation payments to be made and a plan for disbursement. Include all regulatory citations, charts used for determining low-income, adjustments to income, etc.;
  - h. A cost estimate for carrying out the plan and identification of the source of necessary funds;
  - i. A detailed plan by which any last resort housing is to be built and financed;
  - j. A standard information statement to be sent to all tenant who will be permanently displaced;
  - k. Temporary relocation plans, if any;
  - l. A description of relocation office operation procedures;
  - m. Plans for citizen participation;
  - n. An enumeration of the coordination activities undertaken;
  - o. A written determination by that the necessary replacement resources will be available as required;
  - p. For businesses, an explanation of any complex or lengthy moving processes for small businesses with limited financial resources and/or an analysis of business moving problems including type of advisory services to be provided to resolve issues.
7. Advise and provide assistance to both tenants and owners being displaced by an HCIDLA-funded project, including completing necessary paperwork for relocation benefits.
8. Documentation and Certification. - The contractor shall maintain relocation files and records for each household in full compliance with all the above-cited regulations and accompanying guidance. Such records shall be the property of the HCIDLA. The HCIDLA shall have the right at any time during regular business hours to audit such records and files while in the possession of the contractor. Upon project completion such records shall be transferred to HCIDLA.

## **V) TECHNICAL TRAINING SERVICES (CONSTRUCTION-RELATED)**

### **Services To Be Provided By The Contractor**

The Contractor shall provide contractual services identified below. All work is subject to prior City approval. Contractor shall provide construction training to staff on a periodic basis. Such training may include:



1. Construction law, construction scheduling, construction project monitoring, Davis Bacon compliance training, Microsoft Excel, Microsoft Access, general contracting, sustainable development, building codes and regulations, or lead-related construction for initial certification and continuing education (where required).
2. Contractor shall be responsible for providing handouts, and necessary audio-visual aids to make a complete presentation.
3. Contractor will prepare a class evaluation form, to be reviewed by HCIDLA before using. At the end of each training session, Contractor will ask each student to complete a class evaluation form. Evaluations will be submitted to HCIDLA along with a written report of the training. The written report will be due within one week of the training and should include: date of training; location of training; topic; number of students; sign-in sheet with student name, position, company, address, and phone; samples of materials distributed; Contractor assessment of training; and the student evaluations.

HCIDLA will work with contractor in providing space accommodations. This does not include computer or audio-visual equipment.

### **Professional Qualifications / Demonstrated Ability**

The Technical Training Services Provider must be a State of California Accredited Lead Training Provider offering California Department of Public Health (CDPH) Approved Lead Courses.

### **C. ELIGIBLE PROPOSERS**

Proposals will be accepted only from potential contractors that:

1. Are qualified to conduct business in the State of California and in good standing with applicable regulatory oversight agencies.
2. If a corporation or limited liability company, the proposer must be in good standing with the California 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.

## D. BUDGET AND SOURCES OF FUNDS

The City anticipates funding of \$270,180 for the one-year contract term.

TABLE 1				
Lead Technical Services	Funding Source			
	HUD- OLHCHH	HOME	CDBG	TOTAL
Section 106 Historic Preservation Services		\$ 80,000	\$ 20,000	\$100,000
Inspection, Survey, and Analysis for Hazardous Materials	\$ 54,000			\$ 54,000
Laboratory Testing	\$ 19,980			\$ 19,980
Relocation Services	\$ 90,000			\$ 90,000
Technical Training Services	\$ 6,200			\$ 6,200
<b>Total by Funding Source</b>	<b>\$170,180</b>	<b>\$ 80,000</b>	<b>\$ 20,000</b>	<b>\$270,180</b>

The source(s) of funds for this RFP may include but may not necessarily be limited to the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant Program (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Lead Hazard Reduction Demonstration Grant (LHRD) and/or other federally funded programs awarded by HUD.

## E. CONTRACT TERM

The initial contract shall commence on or about October 1, 2016, 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.

## F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	Thursday, January 21, 2016
Mandatory Proposers' Conference	Thursday, February 4, 2016
Proposal Submission Deadline	Monday, March 21, 2016

## G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference (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 Ruth Rodrigues at (213) 808-8445 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](mailto:hcidla.planning@lacity.org). 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](http://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 delivered or sent by courier in a sealed package by 4:00 p.m. on the submission date identified on the cover page of this RFP. 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. A cover letter accompanying the proposal package must be addressed to:

Planning and Procurement Unit  
Los Angeles Housing + Community Investment Department  
1200 W. 7th Street, 9th Floor  
Los Angeles, CA 90017

Timely submission of proposals is the sole responsibility of the proposer. Proposals will be time and date stamped. The person who delivers the proposal package 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.

**Proposals submitted via U.S. Postal Service, fax or e-mail will not be accepted.**

**Proposals must be date and time stamped by 4:00 p.m. on or before the proposal due date or they will not be accepted for review.**

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

## **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 for funding. Proposals shall be evaluated based on the following measures:

EVALUATION CRITERIA	POINTS
<u>Capacity</u> Demonstrated ability of proposers to provide the required services including: assigned program staff size, staff job descriptions, program staffing capabilities and resumes, major accomplishments, work plan, methodology and procedures, knowledge of applicable regulations, capacity to complete citywide projects within a reasonable amount of time, and other items as outlined in the Proposal Package section of this RFP.	35
<u>Qualifications</u> Quality and depth of the proposer's experience and expertise as it relates to the services for which the contractor is applying: training of assigned personnel, including education and certifications; work experience with the City of Los Angeles, other government agencies and private contract activities; description of services; references; and other items as outlined in the Proposal Package section of the RFP.	35
<u>Work Product</u> A general assessment of the proposer's work samples.	15
<u>Cost</u> The reasonableness and appropriateness of the proposed costs in relation to all other proposals.	15
<b>TOTAL POINTS</b>	<b>100</b>

All proposals will be reviewed by an evaluation team composed of panelists with particular expertise in the respective application and technical support area. Based on the needs and volume of work for the specific services, one or more proposers with the highest scores may be selected.

The Los Angeles Housing + Community Investment Department will negotiate with the chosen contractor(s) a fixed rate fee schedule based upon both the prices submitted in response to the RFP and the Department's own price analysis.

The City reserves the right to require a pre-award interview, site inspection and/or telephone conference call with proposers. The Los Angeles Housing + Community Investment Department reserves the right to select more than one contractor.

Proposed costs may be compared against other proposers 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.



## **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. Successful proposers shall be notified in writing about funding recommendations.

## **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 or (overnight) courier-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 + Community Investment Department  
c/o Planning and Procurement Unit  
RFP Appeal – Lead Technical Services  
1200 W. 7<sup>th</sup> 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**

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#### **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:

- 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;
- Use other sources of funds to fund all or portions of a proposer's proposal;
- Require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
- Elect to contract directly with one or more of the identified collaborators;
- 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 signed under penalty of perjury with their proposal (see **Attachment 2: City of Los Angeles Contractor Responsibility Questionnaire**). 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](http://ethics.lacity.org/PDF/laws/law_mlo.pdf) (see **Attachment 3: Bidder Certification CEC Form 50**).

**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 the Prohibited Contributors (Bidders) CEC Form 55 (provided in **Attachment 4**) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://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 **Attachment 5** 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](http://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. [http://www.labavn.org/misc/docs/co\\_files/Equal\\_Benefits\\_Ordinance/EBO\\_Affidavit\\_Rev\\_4-16-2015.pdf](http://www.labavn.org/misc/docs/co_files/Equal_Benefits_Ordinance/EBO_Affidavit_Rev_4-16-2015.pdf)

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.**  
**([www.labavn.org](http://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 **Attachment 6** 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](http://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](http://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](http://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](http://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>.

All bidders/proposers shall complete and submit ONLINE, with their proposal, the Non-Discrimination, Equal Employment Practices and Affirmative Action Plan (see **Attachment 7: Nondiscrimination, Equal Employment Practices and Affirmative Action Program**).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL ONLINE.**  
**([www.labavn.org](http://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 8: 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 9: Business Services Implementation Plan 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. LABAVN Certification**

All bidders/proposers shall register on the Los Angeles Business Assistance Virtual Network (LABAVN) at the following website: [www.labavn.org](http://www.labavn.org), and submit the required online documentation (see **Attachment 10: LA Business Assistance Virtual Network Registration Certificate**).

**11. 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. Bidders must perform subcontractor outreach online 15 days prior to the RFP due date, per **Attachment 11: Business Inclusion Program**. Requirements must be completed on the Business Assistance Virtual Network (BAVN), [www.labavn.org](http://www.labavn.org).

**OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.**

**12. Iran Contracting Act of 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 12:** for Affidavit form).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

**13. 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 as follows: City of Los Angeles, City Hall, Room 101, Office of Finance, Tax and Permit Division, 201 North Main Street, Los Angeles, CA 90012. For more information, visit <http://fiance.lacity.org> (see **Attachment 13:** City Business License Number).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

**14. Proof of IRS Number (W-9)**

All contractors are required to complete and submit Proof of IRS Number (W-9) form. (See **Attachment 14:** Request for Taxpayer Identification Number (Form W-9)).

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

**15. 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. (see **Attachment 15:** Nonprofit Status Documentation)

**THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.**

**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 (see **Attachment 16: Insurance Instructions and Information**).

## 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 (see **Attachment 17: Secretary of State Documentation**).

## 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 18: Corporate Documents**).

## 4. 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.

## 5. Collaboration

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

## 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 19**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances. [http://www.labavn.org/misc/docs/co\\_files/Non-discrimination\\_Equal\\_Employment\\_Practices\\_Provisions/Form\\_OCC-ND-EEP-1.pdf](http://www.labavn.org/misc/docs/co_files/Non-discrimination_Equal_Employment_Practices_Provisions/Form_OCC-ND-EEP-1.pdf)

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 20: LWO Statutory Exemptions**).

#### 7. 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.

#### 8. 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 21**: Child Support Obligations).

#### 9. 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 **Attachment 22**, "First Source Hiring Ordinance" for further information regarding the requirements of the Ordinance. [http://www.labavn.org/misc/docs/co\\_files/First\\_Source\\_Hiring\\_Ordinance/FSHO\\_Affidavit\\_4-22-2015.pdf](http://www.labavn.org/misc/docs/co_files/First_Source_Hiring_Ordinance/FSHO_Affidavit_4-22-2015.pdf)

The Anticipated Employment Opportunities Form (FSHO-1) and Subcontractor Information Form (FSHO-2) contained within the attachments 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.

## IV. PROPOSAL PACKAGE

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### 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 and five (4) stapled 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.
  - Include the proposer's D-U-N-S Number and Secretary of State Corporate Number
  - 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 fee schedule, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.

## **B. NARRATIVES**

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

DRAFT

FOURTH AMENDMENT  
TO AGREEMENT NUMBER **C-XXXXXX** OF CITY OF LOS ANGELES CONTRACT  
BETWEEN  
THE CITY OF LOS ANGELES  
AND  
**CONTRACTOR NAME**

THIS FOURTH AMENDMENT to Agreement Number **C-XXXXXX** of City of Los Angeles Contract is made and entered into, by and between the City of Los Angeles, hereinafter referred to as the City, and **CONTRACTOR NAME**, a California for-profit corporation, hereinafter referred to as the Contractor.

WITNESSETH

WHEREAS, the City and the Contractor have entered into an Agreement wherein Contractor shall provide certain services, said Agreement effective April 1, 2013 and subsequently amended, which together with all amendments thereto shall hereinafter be referred to as the Agreement; and

WHEREAS, Section §505 of the Agreement provides for amendments to the Agreement; and

WHEREAS, the City and the Contractor are desirous of amending the Agreement as authorized by the City Council and the Mayor (Council File Number \_\_\_\_\_, adopted by City Council \_\_\_\_\_, 2015 and concurred by the Mayor on \_\_\_\_\_, 2015), which authorizes the General Manager of the Housing and Community Investment Department of the City of Los Angeles to prepare and execute an amendment to the Agreement for the purpose of: (a) adding additional funds in the amount of \_\_\_\_\_ (\$\_\_\_\_\_ for a new total amount of \_\_\_\_\_ (\$\_\_\_\_\_); (b) adding an additional Six (6) months for a new ending date of **September 30, 2016**; (c) and making such other changes as are required in connection with the foregoing, all as detailed elsewhere in this Amendment; and

WHEREAS, this Amendment is necessary and proper to continue and/or complete certain activities authorized under the Agreement.

NOW, THEREFORE, the City and the Contractor agree that the Agreement be amended as follows:

FOURTH AMENDMENT

- §1. Amend Section 201 Time of Performance by deleting the current ending date of March 31, 2016 and replacing with the new ending date of **September 30, 2016**.

This amendment adds an additional six (6) months for a total term of forty-two (42) months.

- §2. Amend Section 301A Compensation by deleting the total dollar amount of \_\_\_\_\_ (**\$XXX,XXX**) for a new total amount of \_\_\_\_\_ (\$\_\_\_\_\_).

This amendment adds an additional \_\_\_\_\_ (\$\_\_\_\_\_) for a new total amount of \_\_\_\_\_ (\$\_\_\_\_\_).

- §3. Except as herein amended, all terms and conditions of the Agreement shall remain in full force and effect.

- §4. This Amendment is executed in three (3) originals, each of which is deemed to be an original. This Amendment includes three (3) pages, which constitute the entire understanding and agreement of the parties.

SPACE BELOW INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly authorized representatives.

APPROVED AS TO FORM:

Executed this \_\_\_\_ day of \_\_\_\_\_, 2015

MICHAEL N. FEUER, City Attorney

For: THE CITY OF LOS ANGELES

By: \_\_\_\_\_  
Deputy / Assistant City Attorney

RUSHMORE D. CERVANTES  
General Manager  
Housing and Community Investment  
Department

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

By: \_\_\_\_\_  
LAURA K. GUGLIELMO  
Executive Officer

ATTEST:

HOLLY L. WOLCOTT, City Clerk

Executed this \_\_\_\_ day of \_\_\_\_\_, 2015

By: \_\_\_\_\_  
Deputy City Clerk

For: **CONTRACTOR NAME**  
**A for-profit California corporation**

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

By: \_\_\_\_\_  
Print name:  
Title:

(Contractor's Corporate Seal)

By: \_\_\_\_\_  
Print name:  
Title:

City Business License Number:

Internal Revenue Service ID Number:

CFDA Number: CDBG -14.218, HOME – 14-239, Lead - 14.900

Contract/Amendments	Council File Number	Council & Mayor Approval Dates
Fourth Amendment		
Third Amendment		
First Amendment		
Original Contract		

Said Agreement is Number C-XXXXXX of City Contracts, Amendment 4