

TRANSMITTAL

To:

THE COUNCIL

Date: 1/04/2017

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

A handwritten signature in blue ink, appearing to read 'Eric Garcetti', is positioned above the printed name and title.

(Ana Guerrero)

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Housing Development Bureau
1200 West 7th Street, Los Angeles, CA 90017
tel 213.808.8638 | fax 213.808.8610
hcidla.lacity.org

December 30, 2016

Council File:	New	
Council Districts:	Citywide	
Contact Persons:	Franklin Campos	(213) 808-8446
	Lemono V. Lott	(213) 808-8972
	Edwin Gipson	(213) 808-8597
	Helmi Hisserich	(213) 808-8662

Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 300, City Hall
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

COUNCIL TRANSMITTAL: REQUEST FOR AUTHORIZATION TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR AT-RISK AFFORDABLE HOUSING TENANT OUTREACH AND EDUCATION SERVICES

SUMMARY

The Los Angeles Housing and Community Investment Department (HCIDLA) seeks authority to issue a Request for Proposals (RFP) for the selection of a consultant to assist in implementing the At-Risk Affordable Housing Tenant Outreach and Education Services (AAHTOES).

HCIDLA considers tenant outreach and education to be a critical component of all preservation strategies by proactively preventing potential displacement of extremely low, low and moderate-income tenants. Over the last 10 years, HCIDLA has entered into contracts to carry out outreach and education services to tenants living in identified at-risk and expiring federal, state and local restricted affordable housing citywide on an as needed basis. These services are in the form of door-to-door visits, building-wide meetings, telephone calls and mailings. These services inform tenants of their rights, responsibilities, the potential impact, and the possible housing alternatives and/or options available to them upon covenant or affordability expiration.

HCIDLA estimates that the City currently has 13,553 housing units at risk of losing their rental subsidies or affordability restrictions through the expiration of covenants and termination of rental subsidies in the next five years. It is projected that the number of terminations will increase in the next three years, thus requiring outreach and education services.

Through this RFP, HCIDLA seeks to contract with an experienced organization to enhance and carry out a successful tenant outreach and education initiative. HCIDLA will also expand the Scope of Services to conduct outreach services to other types of properties with potential for displacement and assist HCIDLA in identifying at-risk properties, engage property owners, and conduct trainings and presentations (See Attachment A: AAHTOES Draft RFP).

RECOMMENDATIONS

The General Manager of the HCIDLA respectfully requests that:

1. 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.
2. The City Council, subject to the approval of the Mayor, authorize the HCIDLA General Manager or designee, to:
 - A. Prepare and release a RFP for the AAHTOES, subject to City Attorney review as to form.
 - B. Submit recommendations to the Mayor and City Council for the selection of a consultant and funding for the contract term to begin on or about July 1, 2017 to June 30, 2018, with the option to renew for up to two additional, one year contract terms, contingent upon availability of funds, satisfactory contractor performance, and need.

BACKGROUND

Affordable Housing Portfolio and At-Risk Housing

According to HCIDLA's At-Risk Affordable Housing Database (AHD), the City currently has an inventory of more than 69,000 affordable units, housed in more than 1,900 developments. The inventory is comprised of affordable housing units that received rental assistance contracts and/or financing from various federal, state and local programs. These programs provide rental assistance and/or special financing for developments that provide affordable housing units and subsidize rents for a mandated time period (affordability period). At the end of this affordability period, rental restrictions expire and property owners may opt-out of the affordable housing programs after meeting occupancy and notification requirements.

Commitment to Tenant Outreach and Education Initiative

HCIDLA's affordable housing preservation initiatives include tracking and monitoring of the at-risk portfolio, owner outreach and education, enforcement of occupancy and notification requirements, and financial incentives. Outreach and education to residents of at-risk affordable housing properties has been a critical component of HCIDLA's at-risk affordable housing preservation strategy.

The current outreach and education services contract expires December 31, 2016. Previous outreach and education services contracts have been primarily funded through a combination of City Municipal Housing Finance Funds (MHFF), and leveraged grant funds from the John D. and Catherine T. MacArthur Foundation Awards for State & Local Housing Preservation Leaders (Council Files #: 03-0530-S2; 08-0952, 11-1371; & 14-0854). The latter were funds awarded to continue and enhance HCIDLA's preservation efforts, and develop new policies and strategies that focus on the preservation of affordable housing, which included outreach and education to tenants from 2009 – 2015.

Recent Tenant Outreach and Education Efforts

From 2015 to 2016, tenant outreach and education activities were conducted to approximately 2,700 units of at-risk affordable housing located in approximately 90 properties throughout the City. These efforts were focused on expiring former Community Redevelopment Agency of the City of Los Angeles (CRA/LA) properties. This undertaking resulted in owner's participation and compliance with HCIDLA's occupancy requirements, reducing restricted rents to required levels and complying with notification requirements prior to covenant expiration or termination. Efforts conducted at U.S. Department of Housing and Urban Development (HUD) assisted properties resulted in compliance with notification requirements and renewal of rental subsidies.

Over the years, outreach efforts have also allowed HCIDLA to monitor properties and stabilize rents that were adjusted to market value post covenant expiration and rental assistance termination. These efforts have ensured that owners and management companies complied with the Los Angeles Rent Stabilization Ordinance (RSO), and prevented the potential illegal eviction and/or illegal rent increases at these buildings once their affordability restrictions were lifted. In addition, outreach efforts have ensured that properties underwent Systematic Code Enforcement Program (SCEP) inspections to correct any safety and habitability issues, thereby maintaining the integrity of the property and providing a safe and habitable environment for the residents.

NEED FOR OUTREACH AND EDUCATION SERVICES

Affordable Housing At-Risk Inventory

HCIDLA estimates that the City currently has 13,553 housing units at risk of losing their rental subsidies or affordability restrictions through the expiration of covenants and termination of rental subsidies in the next five years. These units are designated at-risk based on the restrictions established by the primary government funding program used to build or rehabilitate the units, use agreement, covenant and/or rental subsidy program. The classification of at-risk housing units by percentage is provided below.

- 68% – Located in buildings that received subsidies from HUD in the form of Project-based Section 8 rental subsidies or mortgage insurance programs.
- 23% – Created through City affordability restrictions that are at risk of expiration. These restrictions resulted from local funding awards such as the HOME Investment Partnerships Program (HOME), Community Development Block Grant (CDBG) program, and issuance of tax-exempt and taxable multi-family housing bonds, the former CRA/LA housing programs, and City land use entitlement concessions.
- 9% – Restricted as a result of financing by various State housing programs.

Since 2013, the City permanently lost more than 1,400 restricted, affordable housing units through the combined expiration and/or termination of restrictions tied to City financing, land use restrictions, prepayment of a federally-insured mortgage, and termination of federally-assisted Project-based Section 8 rental assistance contracts.

Increase in Expirations of Affordable Housing

The improvement in the rental market and other factors encourages owners to seek higher rents and contemplate terminating affordability restrictions. Based on HCIDLA projections, the total number of all at-risk units with expiring covenants or rental subsidy contracts in 2017 is 4,151 units, a 14% increase from 2016. Approximately 90% of these units are located in properties assisted through Project-based Section 8 rental subsidy contracts expiring in 2016. These rental subsidies are projected to be renewed for one year and carried over into 2017, thus continuing to be at-risk. The City restricted properties have no automatic affordability renewal mechanisms similar to the HUD assisted properties. Therefore, these properties will lead to an increase in terminations. HCIDLA is currently working with owners of properties with covenants that expired in 2015 and 2016. Most of these properties were non-compliant with occupancy and notification requirements. Tenant outreach and education services will be necessary when owners comply with these requirements.

HCIDLA estimates that the number of notices of termination will increase in the next three years. During the last six months, HCIDLA and the Mayor's Office have received six notifications of HUD rental subsidy contract terminations and CRA covenant expirations occurring in 2017—a total of 498 restricted units. These properties will require extensive tenant outreach and education services. Finally, as a preventive measure, outreach and education services will also be conducted when necessary at properties with covenants or rental assistance contracts expiring in 2018 and 2019.

Expansion of Scope of Services

Through this RFP, HCIDLA will expand the Scope of Services by conducting outreach services to other types of properties with potential for displacement. These include, but are not limited to:

- Properties where affordability restrictions expired/terminated and or received tenant protection Section 8 Vouchers in the last five years.
- Non-HCIDLA bond issuances or Low-Income Housing Tax Credit (LIHTC) properties.
- Foreclosed, for sale or recently sold restricted or other formerly restricted properties.
- Other properties where there is a potential threat of displacement.

The Scope of Services will also be expanded to:

- Assist HCIDLA in identifying at-risk properties and making recommendations to provide tenant outreach and education services. Currently, HCIDLA staff conducts all analysis and assigns properties to the consultant when necessary.
- Engage property owners, property managers, or management companies in order to gauge their interest in continuing affordability, resolve potential issues at the property and refer them to contact HCIDLA for assistance.
- Provide outreach and education services as requested by public agencies/offices, property owners, management companies or tenants.
- Conduct or participate in presentations, trainings or conferences related to the preservation of affordable housing and outreach and education initiatives.

REQUEST FOR PROPOSALS (RFP)

Charter Section 1022 Review

On September 26, 2016, HCIDLA requested a determination from the Personnel Department, based on the provisions of Charter Section 1022. The Personnel Department determined that City employees do not have the expertise to perform the required services sought under this RFP.

RFP Process

HCIDLA proposes to issue the AAHTOES RFP and intends to select one qualified individual or consultant as contractor to assist in carrying out these services. Pending City Council and Mayoral authorization, HCIDLA anticipates releasing the RFP on or after January 23, 2017, holding a proposers' conference and RFP submission deadline of March 6, 2017. HCIDLA will report back to City Council and Mayor with a proposed contractor for approval. It is anticipated that the AAHTOES related work will commence on or after July 1, 2017 for one year with an option to renew or extend the agreement for two additional periods of up to one year each, for a total contract period not to exceed three years, subject to satisfactory contractor performance, funding availability and ongoing needs. The RFP will be posted on the Los Angeles Business Assistance Virtual Network (LABAVN), HCIDLA's website and will be advertised in a local newspaper.

Eligible Proposers

Proposers must be in good standing with relevant regulatory oversight. Qualifications to compete for a contract will be restricted to individuals or consultants having at least five years of experience in 1) conducting in-person tenant outreach and education services to residents living in at-risk affordable housing; 2) working with at-risk housing inventory; 3) collecting and reviewing rental notices; 4) knowledge of the various restricted affordable housing programs, restrictions, terms, and requirements; and 5) having the capacity to conduct in-person outreach and education activities citywide based on property type, tenant population and location. Regardless of the merits of the submission, a proposer may not be recommended for funding if it has a history of contract non-compliance or current disputed or disallowed costs with the City or any other funding source.

Evaluation Process and Criteria

Upon approval of the proposed RFP process and solicitation of proposals, HCIDLA will establish a RFP evaluation team composed of program staff to objectively review proposal submissions. The program staff will be associated with affordable housing preservation, development, monitoring, and Policy and Planning at HCIDLA. Each proposal will be evaluated and scored based on its own merits, conciseness, clarity, relevance, and strict adherence to the instructions in the RFP in accordance with the criteria described in the table below.

EVALUATION CRITERIA		MAXIMUM POINTS
DEMONSTRATED ABILITY AND CAPACITY		30
1	Demonstrated General Experience	10
2	Experience Conducting Tenant Outreach and Education Services	10
3	Staff Capacity and Operational Level to Carry Out Tasks	10
SERVICES APPROACH		25
1	Proposer's approach to providing required services (as indicated in Section II B. – Scope of Work)	
AFFORDABLE HOUSING PROGRAMS, TENANT OUTREACH AND EDUCATION EXPERIENCE		30
1	Knowledge of Affordable Housing and Risks	5
2	Experience Working with Affordable Housing Programs	5
3	Experience and Knowledge of Affordable Housing Inventory	5
4	Experience Working with Affordable Housing Data and Resources	5
5	Experience Working with Affordable Housing Documents and Notifications	5
6	Property Owner and other Outreach and Education Experience	5
COST REASONABLENESS		15
1	Accurate and complete proposed budget, with supporting budget narrative	
TOTAL POSSIBLE POINTS		100

HCIDLA will notify all proposers in writing of the results of the RFP proposal evaluations. Proposers may appeal procedural issues only by submitting a letter to HCIDLA within five business days of receiving notification of the results of the RFP. Appeals will be reviewed by a panel of experts from HCIDLA. The City Council and the Mayor will exercise final authority in the selection of the contractor, as well as the allocation of funds to be awarded through this RFP.

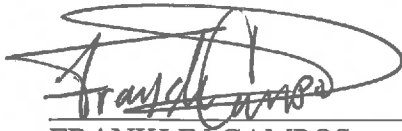
Proposed Funding

When the RFP process is completed and consultant is selected, HCIDLA proposes to utilize an amount not to exceed \$103,000 from the Affordable Housing Trust Fund (AHTF) – Local Funding For Affordable Housing Account for this RFP, subject to the approval by the Los Angeles City Council and the Mayor. The \$103,000 amount represents a 14% increase from the current contract amount of \$90,000, based on 16 months of 2015-2016 outreach and education contract activity.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund.

Prepared by:



FRANKLIN CAMPOS
Housing Planning & Economic Analyst

Prepared by:



LEMONO V. LOTT
Finance Development Officer I

Reviewed by:



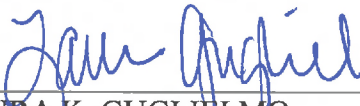
EDWIN GIPSON
Director of Development and Finance

Reviewed by:



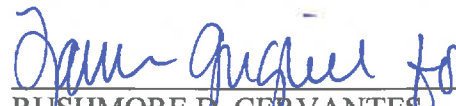
HELMİ HISSEKİCH
Assistant General Manager

Reviewed by:



LAURA K. GUGLIELMO
Executive Officer

Approved by:

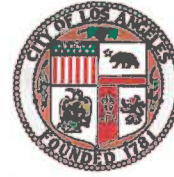


RUSHMORE D. CERVANTES
General Manager

Attachment A: AAHTOES Draft RFP



City of Los Angeles Housing and Community Investment Department



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Request for Proposals (RFP)

AT-RISK AFFORDABLE HOUSING TENANT OUTREACH AND EDUCATION SERVICES

Release Date	Day of the week, Month Date, Year
RFP Submission Deadline	Day of the week, Month, Date, Year Proposals shall be accepted no later than 4:00 p.m. via hand delivery or courier to address listed below. If mailed, postmarked no later than 11:59 p.m. and addressed to address listed below.
Submission Address	Los Angeles Housing and Community Investment Department Attn: Contracts and Procurement Unit 1200 W. 7 th Street, 1 st Floor, Public Counter Los Angeles, CA 90017
Mandatory Proposers' Conference	Day of the week, Month, Date, Year (10:00 a.m. – 12:00 p.m.) Location TBD RSVP by TBD via email to: hcidla.planning@lacity.org
Request for Technical Assistance Deadline	Day of the week, Month, Date, Year Submit by email only to: hcidla.planning@lacity.org All questions and answers will be made available to all proposers on the LABAVN website at: www.labavn.org
Business Inclusion Program (BIP) and Outreach Deadline	Day of the week, Month, Date, Year No later than 11:59 p.m. (See RFP page 23 and Attachment 6 for outreach instructions)

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

**City of Los Angeles
Housing and Community Investment Department
Request for Proposals
At-Risk Affordable Housing Tenant Outreach and Education Services**

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ATTACHMENTS:

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Proposal Checklist – Table of Contents

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Living Wage Ordinance and Service Contractor Worker Retention Ordinance

ATTACHMENT 3

LWO Statutory Exemptions

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Proposer Workforce Information/Non-Collusion Affidavit

ATTACHMENT 5

Business Services Implementation Plan Collaborator Agreements

ATTACHMENT 6

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

ATTACHMENT 7

Iran Contracting Act of 2010 Compliance Affidavit

ATTACHMENT 8

Corporate Documents

ATTACHMENT 9

Child Support Obligations

EXHIBITS

BUDGET FORMS/FEE SCHEDULE

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

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

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

B. OVERVIEW

There is a considerable need for the construction and preservation of every type of restricted affordable housing. The City currently has an inventory of approximately more than 69,000 affordable units, housed in approximately more 1,900 developments. The inventory is comprised of affordable housing units that received rental assistance contracts and/or financing from various federal, state and local programs. These programs provide rental assistance and/or special financing for developments that provide affordable housing units and subsidize rents for a mandated time period (affordability period). At the end of this affordability period, rental restrictions expire and property owners have the option to opt-out of the affordable housing programs after meeting certain requirements.

The HCIDLA estimates that the City currently has 13,553 housing units (approximately 20% of the City's affordable housing stock) at risk of losing their rental subsidies or affordability restrictions use restrictions through the expiration of covenants and termination of rental subsidies through December 2020. These units are designated at-risk based on the restrictions established by the primary government funding program used to build or rehabilitate the unit, use agreement, covenant and/or rental subsidy program.

The majority of these, 9,193 units (68%), are located in buildings that received financing from HUD in the form of HUD Project-based Section 8 rental subsidies, HUD/FHA 221(D)(3), and 236(J)(1) mortgage insurance programs, and HUD Section 202 and Section 811 loan programs serving elderly and/or disabled. Of the federally assisted at-risk inventory, 8,923 units consist of Project-based Section 8 contracts.

There are 3,110 affordable units (23%) created through City affordability restrictions that are at risk of expiration within the next 5 years. These restrictions resulted from local funding awards such as HOME, CDBG, and issuance of tax-exempt and taxable multi-family housing bonds, the now-defunct CRA/LA housing programs, and City land use

entitlement concessions. State loan programs such as the California Finance Agency (CalHFA) and State Housing and Community Development (HCD) loans funds subsidized 1,250 units (9%) expiring through December 2020.

Since 2013, the City permanently lost approximately 1,400 restricted, affordable housing units through the combined expiration and/or termination of restrictions tied to city financing, land use restrictions, prepayment of a federally-insured mortgage, and termination of federally-assisted Project-based Section 8 rental assistance contracts.

Communication with residents of at-risk affordable housing properties has been a fundamental and critical component of the HCIDLA's tracking and preservation efforts. The at-risk status of rental assistance contracts and expiration of covenants do not translate into immediate displacement, however, HCIDLA has recognized the importance of informing tenants of their rights, responsibilities and options when an affordability covenant and/or rental assistance contract is at-risk of expiration or termination. Any potential expiration and termination action, if not properly monitored, can potentially result in displacement which may lead to homelessness.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

The City seeks to contract with an experienced organization to develop and carry out a successful tenant outreach and education initiative to inform and educate tenants in properties restricted by the various federal, state and local programs at-risk of expiration, termination and/or actions that can potentially result in displacement.

The outreach and education services are part of a larger preservation strategy conducted by HCIDLA. In most instances, properties that require services are also being targeted by the HCIDLA Preservation Program staff for owner outreach, compliance, and potential extension of affordability.

The HCIDLA will catalog, track and prioritize a subset of the properties with the highest risk, and assign these properties to the Contractor for outreach and education activities. HCIDLA will also request and rely on contractor knowledge to identify at-risk properties, and provide tenant outreach and education services based on the program rules and guidelines mandated by each federal, local or state financing or land use program.

This Request for Proposals (RFP) is seeking one or more qualified individuals or firms to provide all services (described in detail in Section B. Scope of Work), in accordance with HCIDLA's goals and objectives. In addition, the proposer, through its proposal, should demonstrate:

- Experience conducting in-person tenant outreach and education services to residents living in at-risk affordable housing.
- A clear and comprehensive vision for carrying out and enhancing the current tenant outreach and education services.
- An understanding of the threats to affordable housing and the housing crisis at large.
- Experience and knowledge of the various types of funding sources, affordability restrictions, rental subsidy programs, terms, tenant protections and regulations.
- Capacity to analyze the at-risk inventory, documents, and ability to prioritize the type of outreach needs by program, individual property, or issue.
- Experience and understanding of the relation between the outreach and education services, interaction of local ordinances, notification requirements, regulations pertaining to residents' rights and responsibilities, and the potential extension of affordability.

- Experience reviewing, collecting and analyzing termination notifications, covenants, rental assistance contracts and other rental related documents.
- The ability to develop a collaborative relationship with the HCIDLA staff, landlord organizations, property owners, and property managers.
- The ability to create partnerships and leverage resources to preserve, improve living conditions, and prevent potential displacement of residents living in at-risk housing.
- Current staff capacity to perform in-person tenant outreach and education activities Citywide based on property type, tenant population and location, and provide a staff capacity plan if a contract is awarded.
- The staff's level of education, understanding and experience related to the preservation of affordable housing and tenant outreach and education.
- The ability to offer services in both English and Spanish, at minimum, and arrange translation services for other languages as needed.
- A comprehensive fee structure to maximize the available resources.

B. SCOPE OF WORK

Overview

The selected contractor is anticipated to work closely with the HCIDLA Affordable Housing Preservation team to preserve the supply of affordable housing in Los Angeles, in addition to minimizing the displacement of low income tenants from affordable housing units. The contractor will be responsible for providing accurate and timely information to tenants in affordable housing units that are at risk of converting to market rate housing. Furthermore, the selected contractor will be required to work closely with HCIDLA to target City's preservation efforts to the most urgent areas of concern. The complete scope of services is described below.

Property Types

Affordable housing properties with covenants, regulatory agreements, rental subsidies, insured mortgages and any other affordability restrictions at risk of expiring and converting to market rate housing within five (5) years, and other types of properties identified by HCIDLA citywide. Properties may include, but are not limited, to the following types of programs, funding, rental subsidies or concessions:

1. Federal Programs: Home Investment Partnerships Program (HOME), Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), Affordable Housing Trust Fund (AHTF), Low and Moderate Income Housing Funds, Municipal Housing Finance Funds, Housing Opportunities for Persons with HIV/AIDS (HOPWA), Neighborhood Preservation Program (NPP),

Earthquake Emergency Loan Program (EELP), McKinney-Vento Homeless Assistance Program, and Section 108. Housing and Urban Development (HUD) Project-based Section 8 Housing Assistance Payment Contracts, HUD insured mortgages and other types of HUD programs.

2. State Programs: Multi-Family Housing Revenue Bonds Program (Bond Program), Low Income Housing Tax Credit program (LIHTC), California Housing and Community Development (HCD) programs, California Housing Finance Agency (CalHFA). Jobs-Housing Balance Grant, Workforce Housing Grant, Community Redevelopment Agency of Los Angeles (CRA/LA) covenanted and assisted properties.
3. Land Use Program Restrictions: Density Bonus Ordinance, Greater Downtown Housing Incentives Ordinance, State Mello Act, Los Angeles City Planning Commission Determinations, and City Council/Mayoral actions that require set-asides (e.g., Playa Vista).
4. Other types of properties and issues with potential for displacement: These properties will be identified and approved by HCIDLA and will only be prioritized on a building-wide basis. These properties include, but are not limited to:
 - a. Properties where affordability restrictions expired/terminated and or received Enhanced Section 8 Vouchers in the last 5 years;
 - b. Non-HCIDLA bond issuances or Tax Credit properties;
 - c. Foreclosed, for sale or recently sold restricted or formerly restricted properties;
 - d. Other properties identified and approved by HCIDLA where there is a potential threat of displacement.

Identification and Assignment of Properties

1. The HCIDLA will catalog, track, and prioritize a subset of the properties that are most at risk and assign these properties to the Contractor for outreach and education activities.
2. HCIDLA will also require the Contractor to identify at-risk properties and provide tenant outreach and education services based on the program rules and guidelines mandated by each federal, local or state financing or land use program.
3. Other properties identified, referred or services requested by public agencies/office, property owners, management companies or residents will be analyzed on a building-wide basis, approved and assigned for outreach and education activities.

Services and Activities

1. As needed, the Contractor will conduct direct outreach and education activities to inform tenants living in assigned properties about:
 - a) The type of affordable housing programs, restrictions and terms in place;
 - b) Their rights and responsibilities as renters;
 - c) Federal, state and/or city notification requirements;
 - d) Potential impact on their housing as a result of covenant expiration or termination of subsidies;
 - e) Potential housing alternatives upon affordability restriction expiration or termination;
 - f) The interaction of federal, state and/or local ordinances as needed; and
 - g) Potential preservation efforts.
2. The Contractor shall conduct outreach education services primarily in-person and in the form of:
 - a) Door-to-door visits;
 - b) Informational mail outs;
 - c) Telephone calls;
 - d) Email correspondence;
 - e) Group meetings;
 - f) On-site building-wide tenant meetings;
 - g) Comprehensive outreach efforts based on concentration or geographic location; and,
 - h) Other outreach methods.
3. Duration of Services
 - a) The time of outreach, number of hours spent and types of services or outreach methods at each property will vary based on the property's at-risk status, expiration date, unit type, tenant population, location, or potential findings.
 - b) The Contractor and HCIDLA will assess the type of initial and ongoing outreach efforts as needed.
 - c) Long-term outreach efforts, participation or hosting of building-wide tenant meetings, and outreach efforts based on geographic location, are on an as-needed basis. The Contractor shall notify HCIDLA in advance of these efforts for approval.
4. These activities will take place based on, but not limited, to the following:
 - a) The expiration date(s) of the affordability covenant(s), rental assistance or other form of expiration/termination;
 - b) Filing of federal, state and/or City notifications;
 - c) Non-compliance of occupancy or other requirements;
 - d) Habitability conditions;

- e) Ownership type or ownership change;
- f) For sale, recently sold or expired/terminated properties;
- g) Foreclosures or other enforcement actions;
- h) Geographic location; and
- i) Other issues, criteria identified and/or approved by HCIDLA.

5. Dissemination of Materials:

- a) Disseminate City and HCIDLA informational materials, program information and other educational materials to targeted residents, as needed.
- b) Contractor will create and disseminate its own outreach materials approved by HCIDLA.

6. Notices and Notification Requirements:

- a) The Contractor shall collect notices and assist in determining whether or not federal, state and/or local notification requirements have been met.
- b) These notices shall be forwarded to HCIDLA with a summary of the findings and recommendations.

7. Multilingual Services:

- a) The Contractor shall provide translators as well educational materials in English and the dominant language(s) identified by the Contractor for all site visits and/or meetings as needed.

8. Referral Services:

- a) Property owners, management companies: The Contractor shall engage property owners, property managers, or management companies to gauge their interest in continuing affordability, resolve potential issues at the property and refer them to contact HCIDLA for assistance.
- b) During outreach and education activities, the Contractor shall refer tenants and matters not associated with this initiative to the appropriate public agencies (e.g., HUD, Department of Consumer Affairs, Department of Building and Safety, Los Angeles City Fire Department, Los Angeles County Department of Health Services) or community agencies (e.g., Housing Right/Fair Housing Centers, Legal Aid organizations) or the appropriate HCIDLA division/unit.

9. Affordable Housing Data Review and Analysis:

- a) The Contractor shall assist HCIDLA in identifying and reviewing affordable housing data and data sources.
- b) The Contractor shall assist HCIDLA in identifying at-risk properties to conduct tenant outreach and education services based on a set criterion, program rules and guidelines mandated by each federal, local or state financing or land use programs.

10. Meetings and Presentations:

- a) The Contractor shall attend preservation related meetings, conferences.
- b) The Contractor shall conduct or be part of presentations, trainings or conferences related to the preservation of affordable housing and outreach and education services.
- c) These activities will be requested, assigned and approved by HCIDLA.

Deliverables

- 1. The Contractor shall conduct outreach and education services as requested and approved by HCIDLA on an as needed basis.
- 2. The Contractor shall provide a monthly invoice and report of activities (see below).
- 3. The Contractor and HCIDLA staff shall meet monthly, or as needed, to discuss topics including, but not limited to the following: outreach activities and progress, program issues, strategies and tasks. These meetings shall be scheduled by the HCIDLA or at the request of the Contractor.
- 4. The Contractor shall provide to HCIDLA printed or electronic copies of any information and/or termination notices gathered pertaining to assigned properties.
- 5. Monthly Invoice: The Contractor is required to submit a monthly invoice. At a minimum, the invoice shall contain:
 - a) The Contractors, letterhead, name, and contact information;
 - b) Date of invoice and month (s) billed;
 - c) Payment recipient and contact information;
 - d) Payee information (bill to);
 - e) Contract number and contract name;
 - f) Amount of invoice;
 - g) Total contract amount, payment to date and balance remaining after invoice payment;
 - h) Signature of authorized staff/person(s)
- 6. Monthly Activity Report: The Contractor is required to submit a monthly activity report on the status and progress of the tenant outreach and education services. At a minimum, the report shall contain:
 - a) Each assigned property's general information, Council District, program type, risk statues, total and restricted unit, number of units outreached, outreach activities and methods used, issues encountered, copies of disseminated materials, outcomes and proposed next steps, and number of staff hours by staff spent at the property.

- b) A list of all properties, names, address, Council District, total and restricted unit count, program type and total hours spent.
- c) A summary of all property activities that quantifies the services rendered and major outcomes which demonstrates the impact of the tenant outreach and education services.
- d) The report format and list will be reviewed and approved by HCIDLA.
- e) The Contractor shall allocate its own resources in anticipation of the need for the monthly report.

7. Annual Report: The Contractor is required to provide an annual report containing:

- a) A summary that quantifies the services rendered and major outcomes.
- b) A cumulative list of all assigned properties which at a minimum includes names, address, Council District, total and restricted unit count, program type, risk category, program type and total hours spent by property.
- c) A minimum of five (5) major case studies that demonstrate the impact of the tenant outreach and education services.
- d) The Contractor shall allocate its own resources in anticipation of the need for the annual report.

C. ELIGIBLE PROPOSERS (Threshold Requirements)

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

- 1. Be qualified to conduct business in the State of California as evidenced by the organization's business registration with the California Secretary of State;
- 2. Be in good standing with the California Secretary of State, if a corporation or limited liability company;
- 3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance;
- 4. Have not been debarred by the federal government, State of California or local government;
- 5. Have at least five (5) years' experience performing in-person outreach and educational services to tenants (as individuals or in groups) with respect to expiring affordability covenants or rental subsidies, local ordinances, landlord/tenant law, tenants' rights and responsibilities, property repairs, improvement and/or rehabilitation services.
- 6. Have knowledge and experience related to the preservation of at-risk affordable housing, affordable housing programs, notification requirements, and affordable housing inventory and data sources.

7. Have the capacity to perform in-person tenant outreach and education activities Citywide as needed.
8. Have the ability to put an effective tenant outreach and education services into operation at the beginning of the contract term.
9. Have the ability to work independently and analyze the inventory to identify other at-risk properties during the contract term.
10. Not have an outstanding debt which has not been repaid or for which a repayment agreement plan has not been implemented, if the proposer has previously contracted with the State of California or the City of Los Angeles. If it has contracted with the HCIDLA, it must not have any outstanding disallowed costs or other liability to the City.

D. BUDGET AND SOURCES OF FUNDS

Approximately \$103,000 is anticipated to be available for the Preservation of At-Risk Affordable Housing Tenant Outreach and Education Services, subject to the approval by the Los Angeles City Council and the Mayor. Depending upon Department needs, the City does not guarantee that these funds will be expended.

The source of funds for this RFP is the Affordable Housing Trust Fund (AHTF). Any future source of funds for these services may include any or all of the following: HOME Investment Partnerships Program (HOME), Affordable Housing Trust Fund (AHTF), Low and Moderate Income Housing Funds, Municipal Housing Finance Funds, the Rent Stabilization Trust Fund, and the Code Enforcement Trust Fund.

E. CONTRACT TERM

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

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	TBD
Mandatory Proposers' Conference	TBD
Proposal Submission Deadline	TBD

G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. Attendance is mandatory for anyone interested in submitting a proposal in response to the RFP. Please note that the conference will not be available via telephone, teleconferencing or the web. If you are not available to attend, please send a representative. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. City staff will not provide assistance regarding a proposer's individual project design. All proposers must attend the conference. **BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

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

H. TECHNICAL ASSISTANCE

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

I. DEADLINE FOR SUBMISSION OF PROPOSALS

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

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

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

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

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

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

J. EVALUATION CRITERIA

The Housing and Community Investment Department will review and score each complete and fully responsive proposal. Proposals shall be determined eligible for review and scoring based on the responsiveness and factuality or verifiability of the proposal documentation and information. A minimum score of 70 is required to be considered for funding. The evaluation will be based on the proximity of a proposal's prices to competitive market values and relative to other proposers' pricing, the quality of responses to the RFP, and reasonableness of the proposer's costs relative to other proposers' costs. Proposals shall be evaluated based on the following categories and may include consideration of any or all of the listed factors at the City's sole discretion.

EVALUATION CRITERIA		MAXIMUM POINTS
	DEMONSTRATED ABILITY AND CAPACITY	30
1	Demonstrated General Experience Narrative	10
2	Experience Conducting Tenant Outreach and Education Services	10
3	Staff Capacity and Operational Level to Carry Out Tasks	10
	SERVICES APPROACH	25
1	Proposer's approach to providing required services (as indicated in Section II B. – Scope of Work)	
	AFFORDABLE HOUSING PROGRAMS, TENANT OUTREACH AND EDUCATION EXPERIENCE	30
1	Knowledge of Affordable Housing and Risks	5

2	Experience Working with Affordable Housing Programs	5
3	Experience and Knowledge of Affordable Housing Inventory	5
4	Experience Working with Affordable Housing Data and Resources	5
5	Experience Working with Affordable Housing Documents and Notifications	5
6	Property Owner and other Outreach and Education Experience	5
	COST REASONABLENESS	15
1	Accurate and complete proposed budget, with supporting budget narrative	
	TOTAL POSSIBLE POINTS	100

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

The City's decision to award a contract(s) will be based on the stated evaluation criteria. The City reserves the right to modify the City's objectives and requirements at any point during the period prior to submittal deadlines (by RFP addendum), without liability, obligation, or commitment to any party, firm or organization for costs incurred in responding to this RFP, RFP addendums or subsequent modifications of the City's terms and conditions prior to execution of a contract.

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

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 are met (See Section II. C). Ineligible proposers will be informed in writing.
2. All eligible proposals shall be reviewed, scored, and ranked.
3. Each eligible proposal shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, and its competitive standing as compared to all other proposals.

4. A proposal's fee schedule pricing will be judged based on its proximity to the Department's competitive market value pricing and other proposers' pricing.
5. At the City's sole discretion, oral interviews may be held with top-scoring proposers. The results of the oral review may determine the final funding recommendations.
6. Successful proposers shall be notified in writing about funding recommendations.

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. Letters of Appeal

Appeals shall be hand or courier delivered to HCIDLA no later than within five (5) business days from the date that the notification of the results of the RFP was emailed. Applicants may file an appeal by submitting a written request and identifying the specific reason for the appeal to:

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

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

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

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

3. Review Panel

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

M. DISCLAIMER

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

III. GENERAL RFP INFORMATION

A. GENERAL PROPOSAL CONDITIONS

1. Costs Incurred by Proposers

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

2. Best Offer

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

3. Accuracy and Completeness

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

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

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

4. Withdrawal of Proposals

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

5. General City Reservations

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

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

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

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

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

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

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

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

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

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

6. Contract Negotiations

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

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

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

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

7. Standing of Proposer

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

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

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

8. Proprietary Interests of the City

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

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

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

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

9. Discount Terms

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

B. STATEMENTS REQUIRED WITH PROPOSAL

1. Contractor Responsibility Ordinance (CRO) Questionnaire

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

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

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

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

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

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

and

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

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

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

2. Municipal Lobbying Ordinance CEC Form 50

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

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

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

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

3. Municipal Campaign Finance Ordinance CEC Form 55

Persons who submit a response to this solicitation (bidders) are subject to Charter Section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for

successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders/proposers must submit CEC Form 55 to the awarding authority at the same time the response is submitted (refer to the following link to access CEC Form 55

http://ethics.lacity.org/pdf/forms/CEC_Form_55_Oct2013.pdf). The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

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

All bidders/proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO) and the Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

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

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

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

Equal Benefits Ordinance

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

First Source Hiring Ordinance

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

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

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

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

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

5. Slavery Disclosure Ordinance

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

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

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

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

6. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to **Attachment 2**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.

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

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

7. Proposer Workforce Information/Non-Collusion Statement

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

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

8. Business Services Implementation Plan Collaborator Agreements

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

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

9. Subcontractors

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

10. Business Inclusion Program

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

OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.

11. Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders/proposers submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign and submit the "Iran Contracting Act of 2010 Compliance Affidavit" (see **Attachment 7**: for Affidavit form).

C. CONTRACT EXECUTION REQUIREMENTS

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

1. Insurance Certificates

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

2. Secretary of State Documentation

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

3. Corporate Documents

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

4. City Business License Number

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

5. Proof of IRS Number (W-9)

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

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

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

7. Certifications

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

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

8. Collaboration

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

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

Effective July 1, 2016 the Non-Discrimination/Equal Employment Practices and Affirmative Action (ND/EEP and AA) provisions were amended to

eliminate the need for contractors to complete affidavits on BAVN. By affixing its signature to a contract, the contractor agrees to adhere to the ND/EEP and AA for the duration of the contract. When a contractor signs the contract, they will also be acknowledging their responsibility to comply with both the ND/EEP and AA provisions. The AA provisions will now apply to all construction contracts and all non-construction contracts of \$25,000 or more.

Bidders/proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at

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

10. Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall:

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

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

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

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

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

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

11. Child Support Assignment Orders

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

This contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, contractor/consultant certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of contractor/consultant are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of contractor/consultant to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of contractor/consultant to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the contractor/consultant under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than 90 days after notice of such failure to contractor/consultant by City. Any subcontract entered into by the contractor/consultant relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the contractor/consultant to obtain compliance of its subcontractors shall constitute a default by the contractor/consultant under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than 90 days after notice of such failure to contractor/consultant by the City.

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

D. CONTRACTOR EVALUATION ORDINANCE

At the end of the contract, the City will conduct an evaluation of the contractor's performance. The City may also conduct evaluations of the contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of work product or service performed the timeliness of performance, the contractor's compliance with budget requirements, and the expertise of personnel that the contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. The contractor will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the contractor, to evaluate proposals and to conduct reference checks when awarding other contracts.

IV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

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

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

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

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

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

B. DOCUMENTS TO BE COMPLETED

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

C. PROPOSAL CHECKLIST

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