

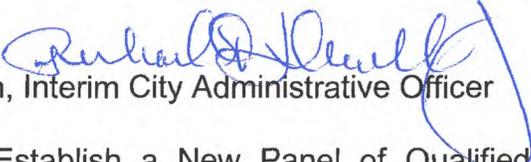
REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 17, 2017

CAO File No. 0220-04582-0012
Council File No. 09-2722
Council District: All

To: The Council

From: Richard H. Llewellyn, Interim City Administrative Officer 

Reference: CAO Proposal to Establish a New Panel of Qualified Consultants to Perform Independent Economic and Fiscal Analysis

Subject: **APPROVAL TO ISSUE A REQUEST FOR QUALIFICATIONS FOR A PANEL OF CONSULTANTS FOR THE OFFICE OF ECONOMIC ANALYSIS**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Approve the continuation of the Office of Economic Analysis (OEA) Program within the Office of the City Administrative Officer (CAO) as an ongoing, as-needed program that engages pre-qualified consultants to provide economic and fiscal analysis, subject to requests and the availability of funds to perform such analysis; and
2. Authorize the CAO to release a Request for Qualifications, substantially similar to the draft included as an Attachment to this report, in order to establish a new OEA Consultant Panel (Panel), and instruct the CAO to report to the Council for approval of its recommendations for the proposed Panel.

SUMMARY

The Office of the City Administrative Officer (CAO) requests approval to continue the Office of Economic Analysis (OEA) Program within the CAO. The OEA has served as a resource to the Mayor and Council on a pilot basis to assist with economic and fiscal analysis needed in order to facilitate decision-making. Given the length of time since the selection of the consultants participating with the OEA, the CAO also requests authorization to release a Request for Qualifications (RFQ) in order to establish a new OEA Consultant Panel (OEA Panel). The OEA Panel provides economic and fiscal analysis on an as-needed basis as part of a program administered by the CAO using existing staff as facilitators and administrators. The CAO proposes to report to the Council regarding the recommended consultants for OEA Panel participation after completing a competitive selection process.

The Council approved the concept of an OEA in 2010 within the Office of the CAO (C.F. 09-2722). The purpose of the OEA is to incorporate the use of economic impact analysis performed by economic consulting professionals into the City's legislative decision-making process. OEA

firms have provided recommendations relative to a number of studies between 2012 and 2015, including analyses relative to the following economic and/or fiscal impact analyses:

- Economic Development Department and Related Nonprofit Organization (C.F. 08-3050);
- Proposed Annexation of the Hidden Creeks Estates Development Project (C.F. 13-1207);
- Proposed Reduction to/Elimination of the City's Gross Receipts Business Tax (C.F. 09-1914);
- Economic and Fiscal Analysis and Peer Review of the NBC Universal Evolution Plan Alternative 10 Project (C.F. 12-1657-S5);
- Hotel Living Wage Study Evaluation (C.F. 14-0223);
- Live Nation Worldwide *Made in America* Concert (C.F. 14-0382-S1); and,
- Proposed Downtown Stadium and Convention Center Project (C.F. 11-0023-S1).

Additional information relative to the pilot program, consultants, RFBs, requests for studies, and resultant studies is posted on the CAO's website at <http://cao.lacity.org/oea/index.htm>.

The existing Panel was selected through an RFQ process (C.F. 09-2722) and is comprised of 13 consultants. OEA Consultants are generally expected to perform the following tasks relative to several categories of analysis, including taxes, revenue and forecasting, legislation and policy, labor and employment, transportation, public safety, and recreation and entertainment:

- Analyze the effect of proposed legislative or policy changes on businesses, visitors and residents of Los Angeles including the likely impacts on business attraction and retention, job creation, tax and fee revenues to the City, and other matters relating to the overall economic health of the City;
- Gather and analyze data using various means that may include statistical and/or mapping software, conduct interviews or surveys, and write reports on their findings;
- Identify trends in the economy and forecast future trends in areas applicable to the requested analysis;
- Demonstrate strong technical and quantitative skills and the ability to perform complex research;
- Prepare reports, including tables and charts, on research results; and,
- Present economic and statistical concepts in a clear and meaningful way to those who do not have a background in economics.

The CAO requests to issue an RFQ to develop a new qualified list of OEA Consultants. The consultants on the current list must apply to this RFQ if they wish to be qualified for the new Panel. A draft RFQ appears as an Attachment to this report. In the event that an OEA study is requested before a new panel is established, the CAO will enter into a contract with a current OEA Consultant until the new OEA panel is approved by Council.

Economic Analysis Process/Activation of OEA Consultant Panel

The CAO uses the following selection methodology when determining which proposed economic and fiscal analyses are eligible and recommends that the methodology be continued:

1. The Mayor, Council, and/or departments submit requests for economic analysis to the CAO that include potential sources of funding for the economic analysis.
2. The CAO determines whether the requests meet the proposed criteria listed below for economic and/or fiscal analysis. If funding is not identified for a request, the CAO OEA analyst works with the Council Office, Mayor or department to try to identify funds. Economic studies can be prepared if the requests meet the criteria and are funded.
3. The OEA analyst notifies the requestor when a request is approved.
4. The OEA analyst prepares a Request for Bids (RFB) and submits the RFB to the Panel of economists for their consideration and response.
5. A selection panel reviews bids from the economists, assigns each bid a score, and selects the highest-scoring bid for contract award.
6. The OEA analyst negotiates the scope of work, engages the selected firm, and administers the resulting contract. The contract includes the schedule, type, and format of the deliverables.
7. The OEA analyst works closely with the economist until the agreed-upon product, typically a report, is delivered. The OEA analyst and the firm that authored the report typically appear in Council Committee and/or Council meetings to present findings and participate as needed.

Types of OEA Studies

This Office finds that the existing criteria for identifying OEA studies has been successful and recommends that the criteria be continued:

A. Request Categories

The CAO/OEA prepares studies for requests that fall into one of the following four categories:

1. Legislation that has been reviewed by the City Attorney;
2. Projects that are clearly defined and include enough data to be evaluated;
3. Peer review of economic analysis that has been performed by sources outside the OEA;
or,
4. As directed by City Council.

B. Economic/Fiscal Impact

After the CAO/OEA concludes that a request for analysis falls into one of the categories listed above, the CAO/OEA determines whether the request also has a significant impact as follows:

1. Results in an economic/fiscal impact exceeding \$10 million per year.
2. Does not contain an appropriation that applies a fixed amount of City revenue to various purposes.
3. Produces a tangible effect where the behavior or outcome is controlled and enforceable. This criterion may be excluded for projects and peer reviews.
4. Results in a new City policy. This criterion may be excluded for projects and peer reviews.

It is important to note that as requests for economic analysis are submitted to the CAO/OEA, funding to hire economists to perform the work should be identified as part of the request. While a starting allocation of \$250,000 was identified to begin the OEA Pilot Program (C.F. 09-2722; C.F. 10-0600), the funds were quickly exhausted and no further funds have been provided through the budget processes that followed.

FISCAL IMPACT STATEMENT

There is no immediate impact to the General Fund. No funds were provided through the 2017-18 Budget for this purpose. Requests for economic analysis that are presented to the OEA should identify a funding source to pay for the study. Compliance with City Financial Policies is reviewed on a case-by-case basis as the sources of funds for requested studies are determined.

Attachment: *Request for Qualifications to Establish a new Pre-Qualified Consultant Panel of Fiscal and Economic Analysis Professionals Performing Services for the Office of Economic Analysis*

RHL:KDU:02170185c

**REQUEST FOR QUALIFICATIONS (RFQ)
OFFICE OF ECONOMIC ANALYSIS**

CITY OF LOS ANGELES



ISSUED BY

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Web: <http://cao.lacity.org/oea/index.htm>
www.labavn.org

Email: cao.oea@lacity.org

Issue Date: TBD

Submissions Due: TBD 4:00 Pacific Standard Time

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OFFICE OF ECONOMIC ANALYSIS

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**Request for Qualifications
Office of Economic Analysis**

- DATE ISSUED:** **TBD**
- TITLE:** Fiscal and Economic Analysis Consulting Services for the Office of Economic Analysis (OEA)
- DESCRIPTION:** The City of Los Angeles (“City”) is seeking to establish a new Pre-Qualified Panel of Fiscal and Economic Analysis Consulting Professionals and requests Statements of Qualifications from consultant professionals to assist the City in performing fiscal and economic analyses of legislative proposals pending before City departments, the Mayor, City Council, and City Council Committees.
- DEADLINE FOR SUBMISSION:** Statements of Qualification (“SoQs”) must be received at the Submission Delivery Address shown below by **TBD at 4:00 p.m.** (Pacific Standard Time)
- SUBMISSION DELIVERY ADDRESS:** Office of the City Administrative Officer
Office of Economic Analysis RFQ
City Hall East
200 North Main Street
Room 1500, City Hall East
Los Angeles, CA 90012
Attention: XXX
- PRESUBMITTAL CONFERENCE:** A Presubmittal Conference will be held on **TBD**, (PST) at City Hall East, 200 North Main Street, Room 1500, City Hall East, Los Angeles, CA 90012. **All potential respondents are encouraged to attend. Firms already on the OEA Panel must reapply.**
- TECHNICAL ASSISTANCE:** All questions related to this Request for Qualifications must be submitted by e-mail to **cao.oea@lacity.org** no later than 4:00 p.m. (PST) **TBD** to be considered before the final RFQ submission date of **TBD**, 4:00 p.m. (PST).

2. OVERVIEW

The City of Los Angeles Office of the City Administrative Officer (CAO) is soliciting Statements of Qualifications (SoQs) from economists and consulting professionals to perform fiscal and economic analysis of legislative proposals pending before City departments, the Mayor, City Council, and City Council Committees.

In 2011, the City Council adopted a pre-qualified panel of fiscal and economic analysis consultants (C.F. 09-2722) as part of a pilot Office of Economic Analysis (OEA). Since the first engagement from the list in 2012, the City has executed 10 contracts to perform fiscal and/or economic analyses of various City financial and policy issues. The CAO OEA foresees a continuing need for economists to perform analyses that help inform elected officials regarding decisions with significant Citywide economic and fiscal impact. These analyses may also include legislation, major economic projects new regulations that may impact billboard and cannabis policy, and peer reviews of economic analysis performed by sources outside the OEA.

The service areas in the approved pre-qualified consultant list include: (1) Taxes, Revenue, and Forecasting; (2) Legislation and Policy; (3) Labor and Employment; (4) Housing; (5) Transportation; (6) Real Estate and Urban Planning; (7) Energy, Environment, and Sustainability; and, (8) Recreation and Entertainment.

Given that approximately five years has passed since the existing OEA Panel was engaged, it is time to establish a new panel. ***The consultants on the current OEA panel must reapply if they wish to continue their participation.*** Interested parties can respond to one or any number of the categories. The updated list, once established, will reflect all firms authorized to participate in the Request for Bids (RFB) process used to select economists on a project-by-project basis. RFBs are typically issued to the OEA Panel as a whole in order to maximize opportunity for consultants and to provide the City with the most robust pool of candidates available.

Responses should demonstrate both knowledge and experience performing fiscal and economic analyses in the selected categories, together with a track record of successfully providing such services. Firms with successful proposals will be appointed to a short list of consultants to provide services on an as-needed basis through individual contracts awarded after an RFB process.

After evaluation and selection, a transmittal will be issued by the CAO to the Mayor and Council for approval of the OEA Consultant Panel. It is anticipated that the term of service for the OEA Consultant Panel will be three years from the date of Council approval, with two additional one-year options.

3. BACKGROUND

Office of Economic Analysis

The OEA was established by the Council (C.F. 09-2722) as a Pilot Program in the CAO with the purpose of incorporating economic impact analysis into the City's legislative decision-making process. The Council also authorized the CAO to prepare and release a Request for Qualifications (RFQ) to create a panel of on-call economic consultants. The program is now an on-going program. This RFQ will establish a new qualified list

4. SCOPE OF SERVICES REQUESTED

Economists retained by the City will be expected to:

- Analyze the effect of proposed legislative or policy changes on businesses, visitors and residents of Los Angeles including the likely impacts on business attraction and retention, job creation, tax and fee revenues to the City, including cannabis and billboard revenue, and other matters relating to the overall economic health of the City;
- Gather and analyze data using various means that may include statistical and/or mapping software, conduct interviews or surveys, and write reports on their findings;
- Identify trends in the economy and forecast future trends in areas applicable to the requested analysis;
- Demonstrate strong technical and quantitative skills and the ability to perform complex research;
- Prepare reports, including tables and charts, on research results; and,
- Present economic and statistical concepts in a clear and meaningful way to those who do not have a background in economics.

Economists retained by the City may also be expected to use sampling techniques to conduct surveys and to apply mathematical principles such as calculus and regression analysis to their research to formulate economic models to help explain economic relations that can be used to develop forecasts and identify potential impacts.

A general knowledge of basic economic principles is essential since economist services may include, but not be limited to, conducting research, collecting and analyzing data, monitoring economic trends and developing forecasts on a wide variety of issues as requested. Excellent communication skills are critical because the economists retained by the City must be able to present their findings both orally and in writing in a clear, concise, and compelling manner.

5. RESPONDING TO THE RFQ

RFQ responses should address the services described in the Scope of Services Requested, although respondents may propose additional services that may be of benefit to the City's fiscal and economic analysis efforts. Proposing firms or individuals may respond to one or any number of the categories described herein.

Submission Date

Statements of Qualifications must be received by **4:00 p.m. (PST)** on **TBD** at the Submission Delivery Address identified in Page 2 of this RFQ. Respondents should also register and submit the required compliance information by the Submission Date through City of Los Angeles' Business Assistance Virtual Network (LABAVN) residing at www.labavn.org. Please see Exhibit C for complete instructions on registering through LABAVN and responding to the RFQ.

Presubmittal Conference

The City has scheduled a Presubmittal Conference on **TBD** at **TBD** (PST) in Room 1500 of City Hall East at 200 North Main Street, Los Angeles, California 90012. Attendance or participation by telephone at the conference is encouraged. To participate by phone, please call xxx/xxx-xxxx and enter code xxxx when prompted. The CAO is not responsible for technical difficulties related to participation in the Presubmittal Conference by phone. For potential responders who are unable to participate by phone or in person, questions answered during the conference will be posted on LABAVN within 48 hours of the conclusion of the conference.

Questions and Clarifications

Questions and requests for clarification may be submitted via email to cao.oea@lacity.org by 4 p.m. on **TBA**. No questions or requests for clarification will be accepted after 4:00 p.m. on **TBD**. Answers to all questions will be made available in a timely manner to all potential respondents and posted on LABAVN.

After the submittal of proposals and until a public recommendation for award of a contract has been made, all City personnel involved in the RFQ process will be specifically directed against holding any meetings, conferences or technical discussions with any respondent except as provided in the RFQ.

Submission Requirements and Format

Statements of Qualification should be standard 8.5" X 11" format, and no longer than 20 pages. Submissions should include five stapled double-sided hard copies (one signed original and four copies), and one electronic PDF copy on a disc or flash drive. E-mail submissions can be sent to cao.oea@lacity.org. Please include a cover letter signed by an officer or representative authorized to sign on behalf of your firm.

Through the SoQs, respondents must demonstrate the ability to provide the services described in the Scope of Requested Services in Section III of this RFQ. The following items should be addressed:

- Provide a brief narrative overview of the firm's experience and credentials in the field, and approach to providing such services to the City
- Describe at least 5 years of experience providing similar services for large public agencies or institutions
- Provide descriptions and/or examples of work product, demonstrating on-time completion of assignments and successful outcomes. Work products may be included as attachments and not counted toward the page limit of the SoQ
- Include a reference list of clients for which the Respondent has provided services similar to those proposed in the RFQ, including contact information for an individual familiar with the described services
- Identify key support personnel from the firm with subject matter expertise and who will be available for City assignments
- Include a fee schedule including hourly rates for personnel likely to be involved in City work assignments – the City will use these rates if additional services are requested that are beyond the agreed-upon flat fee negotiated for any resulting contract.
- Describe experience in working cooperatively with other professional firms relative to completing complex, multidisciplinary assignments
- Disclose any potential conflicts of interest
- State ability and willingness to comply with City requirements as summarized at www.labavn.org

Important Notices

The City reserves the right to reject any and all submittals and waive minor inconsistencies. The cost of preparing responses to this RFQ shall be borne by the respondents and will not be reimbursed by the City. All SoQs submitted in response to this RFQ become the property of the City of Los Angeles, Office of the City Administrative Officer.

6. EVALUATION, SELECTION, AND APPEALS

Finalists may be requested to make oral presentations and respond to questions from the evaluation team or its representatives. The evaluation team will review all Statements of Qualifications according to the following criteria:

1. Qualifications and experience in fiscal and economic analysis within the categories of services being proposed (Maximum: 40 points).
2. Competency and experience in fiscal and economic analysis of specific personnel and consultants listed to work with the City (Maximum: 30 points).
3. Thoroughness, logic, and completeness of the Statement of Qualifications (Maximum: 30 points).

The maximum number of possible points is 100. Respondents achieving a score of 80 or higher will be recommended for appointment to the OEA Panel. The City will notify all proposers in writing of the results of the proposal evaluations, their right to file an appeal, and the appeals process. Proposers may appeal procedural issues only.

Appeals must be hand-delivered to the City no later than 10 business days after the date of the RFQ notification results letter. To file an appeal, applicants must submit an appeal in writing and identify the specific reason for the appeal to:

Office of the City Administrative Officer
City of Los Angeles
RFP Appeal – Office of Economic Analysis Consultant Panel
City Hall East
200 N. Main Street, Suite 1500
Los Angeles, CA 90012
Attn: XXX

Written appeals must not be more than three typewritten 8 ½ x 11 inch pages. 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 specific issue 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.

The Appeals Board will be established by the City. All Appeals Board members will be provided with a copy of the RFP and the response letter. Appellants may be invited to an appeals hearing. The decision of the Appeals Board will be final.

Upon completion of the evaluation, including the review of any appeals received, the evaluation team will present recommendations to the City Council and Mayor for its consideration and approval.

Selected Respondents

Appointments to the OEA panel selected through this RFQ will be valid for a three-year term with two optional one-year extensions. Respondents selected through this RFQ will be expected to comply with the City's insurance requirements (see Exhibit D) before appointment to the OEA panel.

Selected respondents will be expected to comply with City Policies by completing and submitting the forms shown in Exhibit E that are required for contracting with the City. Forms can be completed through www.labavn.org.

On an as-needed basis during the term of the short list, the City will prepare scopes of work for specific assignments and request bids from firms in the appropriate service areas to perform the scope of work. Successful bids will result in a Notice to Proceed, with an executed City contract to follow, to perform the described services. The City's

Standard Contract Provisions can be found in Exhibit F and on the Los Angeles Business Assistance Virtual Network (LABAVN).

Conflicts of Interest

The Contractor under any Contract resulting from this RFQ will be subject to Section 1090 of the California Government Code governing potential conflicts of interests involving public agencies within the State of California. The Contractor must comply with the State conflicts laws, including but not limited to Government Code Section 1090, at all times in connection with this Project. In addition to the Contractor itself, officers and employees of the Contractor who perform work for the City pursuant to this Agreement are subject to and shall comply with California Government Code Section 1090 and other State conflicts laws, such as the Political Reform Act, relating to conflicts of interests. The Contractor and Contractor's officers and employees are hereby advised to obtain independent legal counsel in order to fully understand the penalties for violating Government Code Section 1090 and the other State conflicts laws, including criminal prosecution. The City looks forward to receiving your Statement of Qualifications. Please direct any questions to cao.oea@lacity.org.

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7. EXHIBITS

Exhibit A Background

Office of Economic Analysis

The Office of Economic Analysis (OEA) was established by the Council (C.F. 09-2722) as a Pilot Program in the Office of the City Administrative Officer (CAO) with the purpose of incorporating economic impact analysis into the City's legislative decision-making process. The Council also authorized the CAO to prepare and release a Request for Qualifications (RFQ) to create a panel of on-call economic consultants. The program is now an on-going program. This RFQ will establish a new panel for a term of three years and two optional one-year extensions.

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Exhibit B Service Areas

1. Taxes, Revenue, and Forecasting

- Utility rates, property taxes, fees, policies, cost estimating, business analysis, finance, market supply and demand, public private partnerships, socio-economic impacts, and real estate development.

2. Legislation and Policy

- Proposed federal and state legislation; City Charter amendments; Ordinances; changes to the tax code; development of policies; could be reactive or proactive and for any subject matter such as housing, transportation, and land use.

3. Labor and Employment

- Industry analysis, business analysis, market supply and demand, and socio-economic impacts.

4. Housing

- Affordable housing, workforce housing, historic preservation and resources, mixed use projects, new construction, rental housing, housing policies, and planning.

5. Transportation

- Airports, ports and harbors, rail, streets, highways, traffic, transit-oriented districts and transit-oriented development, and infrastructure.

6. Real Estate and Urban Planning

- Project Land use policy and planning, development, redevelopment, and land value.

7. Energy, Environment, and Sustainability

- Project Land use policy and planning, development, redevelopment, and land value.

8. Recreation and Entertainment

- Stadium, arena, convention center, public facilities, parks, and events such as a marathon.

9. Public Safety

- Policy that ensures the protection of citizens, organizations, and institutions against threats to their well-being; policies that ensure prosperity of communities and optimization of public safety organizations including law enforcement and fire service.

Exhibit C LABAVN Instructions

All documents for this RFQ will be uploaded to LABAVN, which is the Los Angeles Business Assistance Virtual Network: <http://www.labavn.org/>. Once you have registered, the Economic Analysis Panel RFQ will appear as an option. At the bottom of the Summary page is the link to the Documents. The Economic Analysis Panel BAVN ID is TBD (previously 13023) .

The Economic Analysis Panel RFQ is only available to businesses that have selected specific NAICS codes. One of the codes you select must match a code listed below, or you will not be able to access the RFQ and supporting documents.

Asset Management Planning and Economic Development Selected NAICS Codes for BAVN:

541611: Administrative Management and General Management Consulting Services
541613: Marketing Consulting Services
541690: Other Scientific and Technical Consulting Services
541720: Research and Development in the Social Sciences and Humanities
541990: All Other Professional, Scientific, and Technical Services
926110: Administration of General Economic Programs
926120: Regulation and Administration of Transportation Programs

If you have any questions regarding the registration process, please send them to cao.oea@lacity.org

(Insert LABAVN Registration PDF here)

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Exhibit D City Insurance Requirements

(Share this information with your insurance agent or broker)

1. Agreement/Reference All evidence of insurance must identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. Provide the **types of coverage and minimum dollar amounts** specified on the Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

2. When to submit Normally, no work may begin until a CITY insurance certificate approval number ("CA number") has been obtained, so insurance documents should be submitted as early as practicable. For **As-needed Contracts**, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

3. Acceptable Evidence and Approval Electronic submission is the best method of submitting your documents. **Track4LA®** is the CITY's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACORD 25 Certificate of Liability Insurance** in electronic format – the CITY is a licensed redistributor of ACORD forms. **Track4LA®** advantages include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **Track4LA®** at <http://track4la.lacity.org> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

Insurance industry certificates other than the ACORD 25 that have been approved by the State of California may be accepted, however *submissions other than through Track4LA® will significantly delay the insurance approval process as documents will have to be manually processed.* All Certificates must provide a thirty (30) days' cancellation notice provision (ten (10) days for non-payment of premium) AND an Additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as Its Interests May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter. Completed **Insurance Industry Certificates other than ACORD 25 Certificates** are sent electronically to CAO.insurance.bonds@lacity.org.

Additional Insured Endorsements DO NOT apply to the following:

- Indication of compliance with statute, such as Workers' Compensation Law.
- Professional Liability insurance.

Verification of approved insurance and bonds may be obtained by checking **Track4LA®**, the CITY's online insurance compliance system, at <http://track4la.lacity.org>.

4. Renewal When an existing policy is renewed, have your insurance broker or agent submit a new Acord 25 Certificate or edit the existing Acord 25 Certificate through **Track4LA®** at <http://track4la.lacity.org>. Page 2 of 2

5. Alternative Programs/Self-Insurance Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing Groups, off-shore carriers, captive insurance programs and self-insurance programs are subject to separate approval after the CITY has reviewed the relevant audited financial statements. To initiate a review of your program, you should complete the Applicant's Declaration of Self Insurance form (<http://cao.lacity.org/risk/InsuranceForms.htm>) for review by the Office of the City Administrative Officer, Risk Management for consideration.

6. General Liability insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at (www.2sparta.com), or by calling (800) 420-0555.

7. Automobile Liability insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. Errors and Omissions coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. Workers' Compensation and Employer's Liability insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self-Insure) must be provided if you have any employees at any time

during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation Insurance Requirement (<http://cao.lacity.org/risk/InsuranceForms.htm>). **A Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. Property Insurance is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. **Builder's Risk/Course of Construction** is required during construction projects and should include building materials in transit and stored at the project site.

11. Surety coverage may be required to guarantee performance of work and payment to vendors and suppliers. A **Crime Policy** may be required to handle CITY funds or securities, and under certain other conditions. **Specialty coverages** may be needed for certain operations. For assistance in obtaining the CITY required bid, performance and payment surety bonds, please see the City of Los Angeles Bond Assistance Program website address at <http://cao.lacity.org/risk/BondAssistanceProgram.pdf> or call (213) 258-3000 for more information.

(Insert PDF of Required Insurance and Minimum Limits)

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Exhibit E
Compliance Documents

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SECTION I – Compliance Documents to be submitted by Proposers with Statements of Qualifications

- A. Proposer's Signature Declaration and Affidavit
- B. Disposition of Proposals
- C. Nondiscrimination, Equal Employment Practices, and Affirmative Action Program
- D. Contractor Responsibility Ordinance Statement
- E.. Equal Benefits /First Source Hiring Ordinance Affidavit (On LABAVN)
- F. Living Wage Ordinance (LWO)/Service Contractor Worker Retention Ordinance (SCWRO)
- G. Business Inclusion Program
- H. Municipal Lobbying Ordinance / Bidder Certification – CEC Form 50
- I. Form W-9, Request for Taxpayer Identification Number (TIN) and Certification
- J. Bidder Contributions – CEC Form 55 (Measure H)
- K. Iran Contracting Act of 2010 Compliance Affidavit

SECTION II – Compliance Documents to be submitted by Selected Proposer

- L. Americans with Disabilities Act Certification
- M. Business Tax Registration Certificate
- N. Certification of Compliance with Child Support Obligations
- O. Contractor Responsibility Ordinance – Pledge of Compliance
- P. Anticipated Employment Opportunities – FSHO - 1
- Q. Los Angeles Residence Information
- R. Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO) – Additional Forms
- S. Slavery Disclosure Affidavit (On LABAVN)
- T. City-Approved Proof of Insurance

Exhibit F
(Insert Standard Provisions)

DRAFT