



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

March 24, 2015

Council File: 13-1078

Council Districts: All

Contact Persons:

Liseth Romero-Martínez 808-8828

Sergio Tejadilla 808-8903

Manuel Bernal 808-8901

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

COUNCIL TRANSMITTAL: LOS ANGELES HOUSING AND COMMUNITY INVESTMENT DEPARTMENT (HCIDLA) REPORT BACK ON THE 2014 LEAD HAZARD REDUCTION DEMONSTRATION GRANT APPLICATION AND REQUEST FOR AUTHORITY TO TAKE NECESSARY ACTIONS TO IMPLEMENT THE NEW GRANT AND ENSURE CONTINUANCE OF THE DEPARTMENT'S LEAD HAZARD REMEDIATION PROGRAM

SUMMARY

On October 30, 2013, the Mayor and City Council authorized HCIDLA to apply to the U.S. Department of Housing and Urban Development (HUD) for a Lead Hazard Reduction Demonstration Grant (LHRDG) in accordance with HUD's 2014 Notice of Funding Availability (NOFA), and if awarded, to finalize the grant agreement and report back to the Mayor and Council (C.F. 13-1078). On September 30, 2014, HCIDLA was awarded the LHRDG, consisting of \$3.5 million for lead hazard remediation and a \$400,000 Healthy Homes Supplement for a total of \$3.9 million. The grant will allow HCIDLA to continue its Lead Hazard Remediation Program (LHRP). The \$3.5 million award will be used to remediate lead hazards in housing units occupied by low-income households with children under the age of six years. The \$400,000 supplement will be used to address ancillary health and safety issues in homes receiving Lead Grant funding.

To implement the program funded by the new grant, HCIDLA requests authority to: (1) create accounts; (2) appropriate funds; (3) extend exemption and resolution authorities for ten existing LHRP positions; and (4) release a Request for Proposals (RFP) to select qualified contractors for the purpose of conducting program outreach, education and training.

RECOMMENDATIONS

The General Manager of HCIDLA respectfully requests that:

- I. Your office schedule this transmittal at the next available meeting(s) of the appropriate City Council committee(s) and forward it to the City Council for review and approval immediately thereafter;

II. The City Council take the following actions:

A. Authorize the City Controller to:

1. Establish a new interest bearing Fund No. XXX entitled Lead Grant 11 for the receipt and disbursement of the HUD Lead Hazard Reduction Demonstration Grant in the amount of \$3.9 million, to be administered by HCIDLA.

2. Establish accounts within Lead Fund No. XXX, Department 43, for Fiscal Year 2014-2015 as follows:

Account No.	Account Name
43L143	HCIDLA Admin
43L299	Related Cost
43L904	Admin Reserve
43L902	Lead Hazard Reduction Direct
43L903	Healthy Homes Supplement
43L844	Technical Services

3. Appropriate \$3,900,000 within the Fund No. XXX, Department 43, for Fiscal Year 2014-2015 as follows:

Account No.	Account Name	Amount
43L143	HCIDLA Admin	\$ 37,724
43L299	Related Cost	\$ 8,840
43L904	Admin Reserve	\$ 1,818,536
43L902	Lead Hazard Reduction Direct	\$ 1,555,360
43L903	Healthy Home Supplement	\$ 400,000
43L844	Technical Services	\$ 79,540
TOTAL		\$ 3,900,000

4. Appropriate \$37,724 within General Fund No. 100, Department 43, for Fiscal Year 2014-15 as follows:

Account No.	Account Title	TOTAL
001010	Salaries, General	\$ 29,040
002130	Travel	\$ 6,100
006030	Lease	\$ 2,584
TOTAL		\$ 37,724

- B. On July 1, 2015 authorize continued Resolution Position Authority for the following exempt positions funded from Lead Hazard Remediation Program for the period from July 1, 2015 to June 30, 2016 as follows:

No. of Positions	Class Code	Classification Title
1	8502-2	Rehabilitation Project Coordinator II
1	8502-1	Rehabilitation Project Coordinator I
2	1569-2	Rehabilitation Construction Specialist II
3	1569-1	Rehabilitation Construction Specialist I
2	1542	Project Assistant
<u>1</u>	1358	Clerk Typist
10		

- C. Authorize the positions described above in accordance with the City Charter Section 101, and the Civil Service Commission, as exempt from the civil service provisions of the Charter, based on the positions being grant-funded for a term of no more than two years, which by application of the procedures described in City Charter Section 1001(d)(4), may be extended for one additional year for a maximum exemption of three years; and, based on their special funding status, authorize a one-time waiver from the City's managed hiring process.
- D. Authorize the General Manager, HCIDLA, or designee, to release a Request For Proposal (Attachment A) subject to the review and approval of the Office of the City Attorney as to form, assess the qualifications submitted, and return to the Mayor and City Council with contractor recommendations, funding levels and Controller's instructions.
- E. Authorize the General Manager, HCIDLA, or designee, to prepare Controller's instructions and/or make any necessary technical adjustments consistent with the Mayor and City Council actions on this program, subject to the approval of the City Administrative Officer, and request the Controller to implement these instructions.

III. The Mayor concur with the action of the City Council.

BACKGROUND

Title X of the 1992 Housing and Community Development Act, otherwise known as the Residential Lead-Based Paint Hazard Reduction Act, mandates the creation of an infrastructure that corrects lead-based paint hazards in housing. Pursuant to this directive, Congress appropriates funding annually to assist States, Native American Tribes, and local governments in undertaking comprehensive programs to identify and control lead-based paint hazards in eligible privately-owned rental and owner-occupied housing. With the appropriations, HUD has issued NOFAs for the Lead-Based Paint Hazard Control Grant, the Lead Hazard Reduction Demonstration Grant, the Healthy Homes Production Grant, and the Lead Outreach Grant. Over the past thirteen years, the City has been awarded six Lead Hazard Reduction Demonstration Grants, four Lead-Based Paint Hazard Control Grants, two Lead Outreach Grants and one Healthy Homes Production Grant. With these grants, HCIDLA established the Lead Hazard Remediation Program (LHRP). To track the grants internally, HCIDLA refers to each grant in the sequence received (e.g. Lead Grant 1 through Lead Grant 10).

Although the bans on leaded gasoline and paint in 1978 have greatly reduced the exposure to dangerous lead levels, many children are still at risk of high exposure to lead in pre-1978 housing. Deteriorating lead-based paint and the related dust and chips are the leading cause of high blood-lead levels in U.S. children. High exposure to lead can have serious health consequences, including damage to the brain and nervous system. Children under the age of six years are most vulnerable to the harmful effects because the brain and nervous system are still developing at this early stage. Recent research has indicated that significant neurologic damage to children occurs even at very low levels of exposure.

HCIDLA Lead Hazard Remediation Program

Consistent with HUD's strategy for addressing lead hazards, HCIDLA designed the LHRP to remediate lead-based paint hazards, and educate tenants and owners. In addition, the LHRP builds program and workforce capacity by providing certification training for contractors, workers, inspectors, HCIDLA staff and community health advocates.

The LHRP is available to assist housing citywide, with emphasis in high-risk areas in Council Districts 1, 6, 7, 8, 9, 10, 13 and 14. These target areas are considered high-risk because of the large percentage of pre-1978 rental housing units, low-income residents, and concentration of households with young children.

Since its inception, the LHRP has been successful in making over 2,200 housing units lead-safe in privately-owned, low-income rental and owner-occupied housing units in which children under the age of six years reside or frequently visit. Currently, HCIDLA operates the LHRP with one Lead Hazard Reduction Demonstration Grant (Lead Grant 10) and one Healthy Homes Production Grant (Healthy Homes 1).

LEAD HAZARD REDUCTION DEMONSTRATION GRANT (LEAD GRANT 11)

On September 30, 2014, HCIDLA was awarded a Lead Hazard Reduction Demonstration Grant for \$3.5 million with an additional \$400,000 Healthy Homes Supplement for a total award of \$3.9 million. For purposes of tracking grant funding and production internally, HCIDLA will refer to this grant as “Lead Grant 11” or “LG 11”. The period of performance for this grant is December 1, 2014 – November 30, 2017. With this grant, HCIDLA projects that it will conduct 170 Lead Inspections/Risk Assessments, make 160 units lead safe, provide outreach and education to 2,700 households and train 25 individuals. The Healthy Homes Supplemental Funding will be available to address ancillary health and safety issues in units that are assisted with this grant. The Healthy Homes Rating System (HHRS) will be utilized to assess, prioritize, and remediate other health and safety issues in 150 eligible units. The HHRS, an American adaptation of a British evaluation system, was developed to systematically assess potential housing-related health and safety hazards. By focusing on 29-types of potential hazards, the system places the emphasis directly on the risk to health and safety.

HCIDLA reaches out to both owners and tenants by making presentations at apartment association meetings; sponsoring trainings for owners, tenants, contractors and community advocates; attending and distributing information at health fairs; and making presentations at childcare facilities and other organizations serving children under six years of age. To assist in its outreach and project recruitment, HCIDLA will contract with four Community-Based Organizations (CBOs), selected through a competitive RFP. The CBOs will conduct door-to-door outreach and group presentations in order to educate the community about lead hazards, lead poisoning prevention and lead-safe work practices. In addition, the CBOs will assist tenants and owners in completing LHRP application packets, collecting necessary qualifying information and submitting the applications to the HCIDLA for funding. HCIDLA also works directly with the Los Angeles County Childhood Lead Poison Prevention Program (CLPPP) inspectors, who disseminate lead pamphlets to families of lead-poisoned children with the LHRP’s information. As part of the Healthy Homes Supplement, CBO’s will be required to provide Healthy Homes trainings and education to tenants, owners and community members.

Position Authorities

To ensure that it is able to continue the LHRP with Lead Grant 11 funds, HCIDLA requests continued resolution authority for the following ten civil service exempt positions through June 30, 2016:

No. of Positions	Class Code	Classification Title
1	8502-2	Rehabilitation Project Coordinator II
1	8502-1	Rehabilitation Project Coordinator I
2	1569-2	Rehabilitation Construction Specialist II
3	1569-1	Rehabilitation Construction Specialist I
2	1542	Project Assistant
<u>1</u>	1358	Clerk Typist
10		

These positions were previously authorized to operate the LHRP and Healthy Homes programs. Staff is responsible for assisting owners and tenants in filling out applications, collecting and reviewing occupant income documentation, ordering Lead Inspections/Risk Assessment Reports, conducting workshops, creating lead work specifications, monitoring construction, conducting clearances, coordinating and working with other organizations,

grant. Funding for these positions, including related costs, will be provided from Lead Grant 10, Healthy Homes Grant, and the new grant, Lead Grant 11. However, HCIDLA may choose not to fill some vacancies as it closes out the existing Lead Grant 10 and the Healthy Homes 1 programs.

Lead Outreach, Education, and Enrollment Contractors – Request For Proposals

With previous Lead Grant funding, HCIDLA contracted with CBOs, selected through the City’s RFP process, to conduct education, outreach and enrollment activities for the Lead Hazard Remediation Program. The most recent contracts with these CBOs expired on December 30, 2014. The CBOs assisted the LHRP by conducting door-to-door outreach and education to tenants and property owners on the need to use lead-safe work practices (LSWP), enrolling eligible units, and sponsoring community-wide events to encourage and promote the use of lead hazard controls in housing. The alliance built with HCIDLA and the CBOs has been very successful in creating a positive relationship between the community residents and local government. Because of the CBOs’ familiarity with constituents and community needs as well as their flexibility to accommodate tenant schedules, HCIDLA believes that contracting with CBOs is an effective way to reach tenants and owners while controlling costs.

With Lead Grant 11 funding, HCIDLA proposes to continue its relationship with CBOs. Lead Outreach, Education and Enrollment Contractors will continue to assist HCIDLA by performing outreach, education, and enrollment activities as described above. In addition, the scope of services will be expanded to require the Contractors to provide support to the Healthy Homes Program. The Contractors will meet with 150 households that receive Healthy Homes Supplement funds to explain the results of the Healthy Homes Rating System Report. The Contractors will also be required to provide Healthy Homes training to 100 property owners, tenants and community members on topics that include “Green Cleaning”; “Smoke Free Homes”; “Integrated Pest Management to Control Roaches/Rats/Mice/Bed Bugs/Wasps”; “Moisture Control”; “Structural Repairs”; “Weatherization/Energy Efficiency”; “Lead/Asbestos/Radon”; “Housing Habitability Code Standards”; “Housing Rights”; and “Earthquake Preparedness”.

The Contractors must be able to meet with tenants and conduct trainings on evenings and weekends when occupants are available. Up to four of the best qualified firms will be selected. Although the services will be available citywide, the Contractors will emphasize efforts in high risk areas with low-income households with children under the age of six years. HCIDLA proposes to issue an RFP (Attachment A) for the selection of up to four qualified Lead Outreach, Education and Enrollment Contractors with a total budget of \$210,000.

On January 14, 2015, HCIDLA requested that the Personnel Department determine based on Charter Section 1022 that the City currently does not have the staff available to perform the required lead hazard remediation program services. This determination is under review by the Personnel Department.

Eligible Proposers

Applicants must be in good standing with relevant regulatory oversight agencies and must possess the requisite licensing, certification and/or accreditation associated with the respective service for which a proposal is submitted. Only firms having direct and/or related experience in the delivery of similar services for which they are submitting a proposal will be considered.

Evaluation Criteria

Each proposal will be evaluated on its own merits for content, responsiveness, conciseness, clarity, relevance, and strict adherence to the instructions in the RFP. Each proposal will be reviewed and rated as follows:

Item	Evaluation Criteria	Points
1	<u>Experience</u> Quality and depth of the proposer’s experience as it relates to the services for which the contractor is applying, training of assigned personnel, work experience with the City of Los Angeles, government agency and private contract activity, description of services, references and other items as outlined in the Proposal Package section of this RFP.	30
2	<u>Capacity</u> The capacity of the proposer to provide the requested program services including workforce, program staffing and resumes and other items as outlined in the Proposal Package section of this RFP.	30
3	<u>Program Design</u> The description of how the proposer intends to provide the required services including program staffing, staff job descriptions, work operations plan, the use of available resources to maximize the effectiveness of the LHRP funding, including reports assessing whether outcomes and goals have been achieved and other items as outlined in the Proposal Package section of this RFP.	20
4	<u>Cost</u> The proposed budget is to support the stated scope of services. Funds to be allocated should minimize administrative costs and support direct services.	20
	Total Points	100
	Bonus Points	
5	Promise Zone	5

HCIDLA will establish an evaluation and selection committee, which may include representatives from other public agencies, to review submitted responses and make a final determination. Applicants will have the opportunity to appeal the committee’s recommendation, by submitting a letter to HCIDLA within five business days of being informed of the preliminary results. Recommendations will be presented to the Mayor and City Council, who will exercise final authority in the selection of contractors and the allocation of funds. A fixed rate will be negotiated with the selected contractors.

HCIDLA recommends the following proposed RFP schedule:

ACTION	DATE
Mayor/Council Approval of RFP	May 13, 2015
RFP Release	May 25, 2015
Mandatory Bidder’s Conference	June 4, 2015
Proposals Submission Date	June 29, 2015
RFP Results	Week of July 13, 2015
Appeal Process	Week of July 27, 2015
Mayor/Council Approval of RFP Selection	Week of September 7, 2015
Contract Execution	October 1, 2015
Commence Work	October 1, 2015

FISCAL IMPACT STATEMENT

There will be no impact on the General Fund. The Healthy Homes and Lead Grant Programs are supported with grant funds from HUD-Office of Lead Hazard Control and Healthy Homes.

Prepared by:



LISETH ROMERO MARTINEZ
Rehabilitation Project Coordinator II

Reviewed by:



SERGIO TEJADILLA
Community Housing Programs Manager

Reviewed by:



MANUEL BERNAL
Director
Housing Finance & Development Division

Reviewed by:



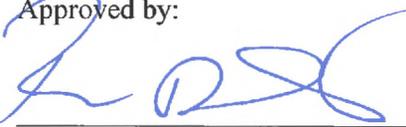
HELMI HISSERICH
Assistant General Manager
Housing Development Bureau

Reviewed by:



LAURA K. GUGLIELMO
Executive Officer

Approved by:



RUSHMORE D. CERVANTES
General Manager

Attachment A

**Draft Request for Proposals for Lead Hazard Remediation
Outreach, Education, and Enrollment**



City of Los Angeles Housing and Community Investment Department



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Request for Proposals (RFP)

Lead Hazard Remediation Program (LHRP)

Release Date	Monday, May 25, 2015
RFP Submission Deadline	Monday, June 29, 2015 Proposals shall be accepted no later than 4:00 p.m. via hand delivery or courier to address listed below. If mailed, post marked no later than 11:59 p.m. and addressed to address listed below.
Submission Address	Los Angeles Housing and Community Investment Department Attn: Planning and Procurement Unit 1200 West 7 th Street, 1 st Floor, Public Counter Los Angeles, CA 90017
Mandatory Proposers' Conference	Thursday, June 4, 2015 (10:00 a.m. – Noon) HCIDLA, 1200 W. 7 th St., 1 st Floor, Main conference room RSVP by April 17, 2015 via email to: hcidla.planning@lacity.org
Request for Technical Assistance Deadline	Monday, June 15, 2015 Submit by email only to: hcidla.planning@lacity.org All questions and answers will be available to all proposers on the LABAVN website at: www.labavn.org
Business Inclusion Program (BIP) and Outreach Deadline	Sunday, June 14, 2015 No later than 11:59 p.m. (See RFP page 18 and Attachment 4 for outreach instructions)

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

www.losangelesworks.org

www.labavn.org

**City of Los Angeles
Housing and Community Investment Department
Request for Proposals
Lead Hazard Remediation Program**

Table of Contents

I. BACKGROUND	PAGE
A. Administrative Entity -----	1
B. Overview -----	1
II. RFP SPECIFICATIONS	
A. Services Solicited -----	2
B. Scope of Work -----	2
C. Eligible Proposers -----	5
D. Budget and Sources of Funds -----	6
E. Contract Term -----	6
F. Preliminary Schedule -----	6
G. Mandatory Proposers' Conference -----	6
H. Technical Assistance -----	7
I. Deadline for Submission of Proposals -----	7
J. Evaluation Criteria -----	8
K. Proposal Review Process -----	9
L. Proposal Appeal Process -----	9
III. GENERAL RFP INFORMATION	
A. General Proposal Conditions -----	11
B. Statements Required with Proposal -----	14
C. Contract Execution Requirements -----	19
D. Contractor Evaluation Ordinance -----	22
IV. PROPOSAL PACKAGE	
A. General Preparation Guidelines -----	24
B. Documents to be Completed -----	25
C. Proposal Checklist -----	25

V. ATTACHMENTS

ATTACHMENT 1

Proposal Checklist – Table of Contents

ATTACHMENT 2

Proposer Workforce Information/Non-Collusion Statement

ATTACHMENT 3

Business Services Implementation Plan Collaborator Agreements

ATTACHMENT 4

Business Inclusion Program and MBE/WBE/OBE Outreach

ATTACHMENT 5

Iran Contracting Act of 2010 Compliance Affidavit

ATTACHMENT 6

Corporate Documents

ATTACHMENT 7

Living Wage Ordinance and Service Contractor Worker Retention
Ordinance

ATTACHMENT 8

LWO Statutory Exemptions

ATTACHMENT 9

Child Support Obligations

I. BACKGROUND

A. ADMINISTRATIVE ENTITY

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

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

HCIDLA has been authorized to release this RFP pursuant to action(s) approved by the Los Angeles City Council and Mayor (City Council File No. 13-1078).

B. OVERVIEW

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

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

HCIDLA conducts outreach utilizing a different range of approaches to educate and recruit potential participants into the program. HCIDLA reaches out to both owners and tenants by presenting at apartment associations, sponsoring trainings, attending fairs, conducting presentations, and providing lead pamphlets to families of lead-poisoned children with the LHRP's information.

The program will serve the entire City of Los Angeles with emphasis on privately owned, low income rental or owner occupied housing, especially units and/or buildings where children under the age of six reside or frequently visit.

II. RFP SPECIFICATIONS

A. SERVICES SOLICITED

This Request for Proposals (RFP) seeks qualified contractors to provide needed services for implementation of the Outreach, Education, Enrollment and Training components of the Lead Hazard Remediation Program as well as its Healthy Homes Supplement.

The overall program objective is to prevent lead poisoning by raising public awareness and enrolling properties into the LHRP to make them lead safe. In addition, the program will address limited health and safety items that may exist in the property. Program objectives include, but are not limited to, the following:

- Provide Outreach, Education and Training about childhood lead poisoning prevention.
- Distribute information about proper lead hazard identification, control, rehabilitation, and maintenance methods.
- Provide training in topics that include Green Cleaning; Promoting Smoke Free Homes; Integrated Pest Management to control Roaches/Rats/Mice/Bed Bugs/Wasps; Moisture Control; Structural Repairs; Weatherization/Energy Efficiency; Lead/Asbestos/Radon; Housing Habitability Code Standards; Housing Rights; and Earthquake Preparedness.
- Recruit and enroll eligible participants (properties) into the LHRP.

To meet its multiple objectives and/or adapt to emerging needs, HCIDLA must periodically look to experts in specialized fields to provide adequate guidance and information on specific subjects. This Request for Proposals (RFP) seeks up to four (4) qualified applicants to provide **Education, Outreach and Enrollment services and Training.**

B. SCOPE OF WORK

This Request for Proposals (RFP) seeks contractors qualified to provide the scope of services as listed below:

Title	Description of Service
Lead and Healthy Homes Outreach, Education and Enrollment Services and Training	Contractors will be responsible for assisting HCIDLA's program outreach, education, and enrollment objectives and for training 100 residents regarding healthy homes issues.

The City of Los Angeles intends to enter into a contract to perform services for the LHRP. HCIDLA, at its sole discretion, reserves the right to reject all bids, and award one or multiple contracts for the required services.

Lead and Healthy Homes Outreach, Education and Enrollment Services and Training

Proposers must have: a) at least three (3) years of experience conducting outreach and education; b) the capacity to serve all areas in the City of Los Angeles; c) experience in working with low-income families; and d) the ability to communicate in English, Spanish and other languages pertinent to the service area, d) be certified or become certified, as a Healthy Home Specialist (HHS) by the National Healthy Homes Training Center prior to commencing work.

Under contract with the HCIDLA, the selected Outreach, Education, and Enrollment and Training contractor(s) will be responsible for conducting outreach and training as follows:

1. Door-to-Door Education and Outreach

The Contractor will be required to make in-person contact with adult residents in either single-family or multi-family units for a minimum time period of ten (10) minutes per contact. During the agreement period, the contractor will be required to:

- a. Educate occupants on lead-based paint hazards, lead safe work practices and lead poisoning prevention. The Contractor must distribute the Environmental Protection Agency's booklet "Protect your Family from Lead in Your Home and Keep It Clean" and/or other pamphlets that may be helpful in preventing lead poisoning.
- b. Inform residents, landlords, and property managers of the LHRP, Systematic Code Enforcement Program (SCEP), and other Programs that may be of assistance in preventing lead poisoning.
- c. Obtain necessary information from participating household occupant(s), (including, income, unit address, type of unit, age of building, list of household occupants, number and name of children less than six years of age residing or visiting, name of landlord or owner, contact person).
- d. Provide multilingual services through translators and bilingual educational materials in English and the dominant language(s) identified by the Contractors for all site visit and/or meetings at any individual building.
- e. Keep written records of the initial visit and all follow up visits.

2. Target Meetings

The Contractor will be required to conduct meetings, including pre-scheduled "on-site" meetings, with specific groups (tenants, landlords, parent groups, child-care providers, and real estate professionals) with four or more people in attendance. The information discussed, provided, and disseminated shall be the same information as specified in the above Section 1 (Door-to-door Education and Outreach).

3. Neighborhood Meetings/Community Meetings/Health Fairs

The Contractor will be required to conduct community meetings, organized within a specific block or Council District. This type of meeting may be conducted as part of another neighborhood or community meeting for the benefit of educating residents on topics such as "lead poisoning prevention and control," as well as the City's LHRP. The information discussed, provided, and disseminated at these meetings shall be the same information identified in Section 1 (Door-to-door Education and Outreach). The outreach contractor shall develop effective techniques and methods for reaching its target audience. A copy of the flyer/presentation and sign in sheet must be submitted to the LHRP.

4. Referral of Units to the LHRP

The Contractor will be required to collect completed applications and provide referrals to the LHRP. For the applications to count toward a Contractor's benchmarks as a completed application, the following must be submitted for each project:

a. Owner's Application

1. Completed LHRP Owner's Application
2. Copy of the Title / Grant Deed (and any supporting documentation, if necessary)
3. Copy of the Property Insurance
4. Proof of Income
5. Copy of Lead Blood Test, if owner occupied

b. Tenant Application (Rental Units)

1. Completed LHRP Tenant's Application
2. Proof of Income
3. Copy of Lead Blood Test, if applicable

A complete application must be provided for every unit in the project.

5. Training

The Contractor will be required to conduct training on specific subject matters that motivate and reinforce the maintenance of a healthy environment in the home. Subject matter includes, but is not limited to: training on green cleaning; promoting smoke free homes; integrated pest management to control roaches/rats/mice/bed bugs/wasps; moisture control; structural repairs;

weatherization/energy efficiency, lead/asbestos/radon; housing habitability code standards; housing rights; and earthquake preparedness.

6. Meetings

Contractor will be required to attend scheduled monthly meetings and any other pre-arranged meeting with HCIDLA. At these meetings the Contractor shall be prepared to present and provide written information regarding the prior month's outreach, education, and enrollment efforts and to discuss problems encountered and solutions developed to lessen them.

7. Reports

Contractor will be required to provide a monthly report, no later than the 5th day of the month on the form (provided by the LHRP) entitled "LHRP Outreach Monthly Report."

Contractors will be required to provide a quarterly narrative report, delivered electronically (e-mailed) in a "MS Word" format, not later than the 10th day after the end of each quarter (Jan., April, July, and Oct.). The report shall include a summary of outreach and education activities conducted for the quarter (Jan.-Mar., April-Jun, Jul.-Sept., and Oct.-Dec.).

C. ELIGIBLE PROPOSERS

Proposals will be accepted from potential contractors that:

1. Have a minimum of three (3) years of direct and/or related experience in administering part or all of the services solicited;
2. Possess the requisite licensing, certification and/or accreditation associated with the respective service for which a proposal is submitted;
3. Are qualified to conduct business in the State of California and is in good standing with applicable regulatory oversight agencies;
4. If a corporation or limited liability company, the proposer must be in good standing with the California Secretary of State;
5. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance.
6. Have not been debarred by the federal government, State of California or local government;
7. Have the ability to meet the City's minimum insurance requirements.

8. If the proposer has contracted with the State of California or the City of Los Angeles, it does not have an outstanding debt that has not been repaid or for which a repayment agreement plan has not been implemented.

D. BUDGET AND SOURCES OF FUNDS

The City anticipates funding of approximately \$210,000 for the one-year contract term. Funding is provided by the Office of Lead Hazard Control and Healthy Homes (OLHCHH) program funds from the U.S. Department of Housing and Urban Development (HUD).

TITLE	Estimated Budget
Lead and Healthy Homes Outreach, Education and Enrollment Services and Training	\$210,000

HCIDLA will negotiate a fixed rate fee schedule with the selected contractor(s) based upon, both the prices submitted in response to the RFP and the Department's own price analysis.

E. CONTRACT TERM

The initial contract shall commence on or about July 20, 2015, for a one-year period with an option to extend for up to two additional one-year terms, subject to the availability of funds, contractor's continuing compliance with applicable Federal, State, and local government legislation, an evaluation of contractor's performance, and approval by the Mayor and City Council.

F. PRELIMINARY SCHEDULE

<u>Event</u>	<u>Date</u>
Request for Proposals Released	May 25, 2015
Mandatory Proposers' Conference	June 4, 2015
Proposal Submission Deadline	June 29, 2015

G. MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference has been scheduled to answer questions about this RFP. See cover page for Conference date and location. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. City staff will not provide assistance regarding a proposer's individual project design. All proposers must attend the conference. **BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its

programs, services, and activities. Please contact the Planning and Procurement Unit at (213) 922-9621 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. A cover letter accompanying the proposal package must be addressed to:

Planning and Procurement Unit
Los Angeles Housing and Community Investment Department
1200 W. 7th Street, 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 11:50 P.M. PST ON THE SUBMISSION DEADLINE WILL BE RETURNED UNOPENED TO PROPOSERS.**

J. EVALUATION CRITERIA

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

EVALUATION CRITERIA	POINTS
<u>Experience</u> Quality and depth of the proposer’s experience as it relates to the services for which the contractor is applying: training of assigned personnel; work experience with the City of Los Angeles, other government agencies and private contract activities; description of services; references and other items as outlined in the Proposal Package section of the RFP.	30
<u>Capacity</u> The capacity of the proposer to provide the requested program services including workforce size, program staffing capabilities and resumes and other items as outlined in the Proposal Package section of the RFP.	30
<u>Program Design</u> Description of how the proposer intends to provide the required services including program staff size, staff job descriptions, work operations plan, use of available resources to maximize the effectiveness of the LHRP funding, reports including reports assessing whether outcomes and goals have been achieved and other items as outlined in the Proposal Package section of this RFP.	20
<u>Cost</u> Acceptance of HCIDLA’s proposed fee schedule as outlined in the Proposal Package section of this RFP.	20
TOTAL POINTS	100
Bonus Points*	
Promise Zone	5

* The LA Promise Zone includes parts of the Hollywood, East Hollywood, Koreatown, Pico Union, and Westlake communities in the City of LA. The street boundaries are: Franklin Ave. to the north, going south on Vermont, east on Santa Monica Blvd., south on Virgil Ave., east and then southeast on 6th Street, southwest on Bonnie Brae Street, northwest on 7th Street, southwest on Alvarado, west on Pico, north on Normandie, northwest on the 101, west on Lemon Grove Ave., north on Western, west on Lemon Grove Ave., north on Wilton, west on Lemon Grove Ave., north on Van Ness, west on Santa Monica, north on McCadden, east on Lexington, north on Cahuenga, north on Ivar, west on Sunset, north on Schrader, north on Hudson, west on Yucca, north on Las Palmas, west on Franklin, north on Vine just past 101 then cuts across properties to the west and goes south on Argyle, west on Hollywood Blvd., south on Gower, west on Sunset, northwest on the 101, west on Hollywood Blvd., north on Western, and that connects to Franklin Ave.

Proposals will be evaluated against others proposing to provide the same services. The City reserves the right to verify information contained in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points.

The City’s decision to award a contract(s) will be based on the stated evaluation criteria. The City reserves the right to modify the City’s objectives and requirements at any point, including, but not limited to, during the period prior to submittal deadlines

(by RFP addendum) and during the period of contract negotiation, without liability, obligation, or commitment to any party, firm or organization for costs incurred in responding to this RFP, RFP addendums or subsequent modifications of the City's objectives and requirements prior to execution of a contract.

Proposed costs may be compared against other proposers and to independent cost estimates. The lowest cost proposer may not be determined to be the best proposer when all the evaluation factors have been considered.

K. PROPOSAL REVIEW PROCESS

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

1. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.
2. All eligible proposals shall be reviewed, scored, and ranked.
3. Each eligible proposal shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, and its competitive standing as compared to all other proposals.
4. At the City's sole discretion, oral interviews may be held with top scoring proposers. The results of the oral review may determine the final funding recommendations.
5. Proposers shall be notified in writing about contract recommendations and results of RFP.

L. PROPOSAL APPEAL PROCESS

1. Appeal Rights

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

2. Letter of Appeals

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

Edwin C. Gipson II, Director
Los Angeles Housing and Community Investment Department
c/o Planning and Procurement Unit

RFP Appeal – Lead Hazard Remediation Program
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.

4. Disclaimer

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

III. GENERAL RFP INFORMATION

A. GENERAL PROPOSAL CONDITIONS

1. Costs Incurred by Proposers

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

2. Best Offer

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

3. Accuracy and Completeness

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

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

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

4. Withdrawal of Proposals

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

5. General City Reservations

Submission Deadline - The City reserves the right to extend the submission deadline should this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

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

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

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

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

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

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

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

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

6. Contract Negotiations

Proposers approved for funding shall be required to negotiate a contract with the City on an offer/counter-offer basis. The best terms and conditions originally offered in the proposal shall bind the negotiations. The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the City may contain additional terms or terms different from those set forth herein.

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

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

7. Standing of Proposer

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

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

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

8. Proprietary Interests of the City

The City reserves the right to retain all submitted, proposals which shall then become the property of the City and a matter of public record. Any department or agency of the City has the right to use any or all ideas presented in the proposal without any change or limitation. Selection or rejection of a proposal does not affect these rights. All proposals will be considered public documents, subject to review and inspection by the public at the City's discretion, in accordance with the Public Records Act.

Proposers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 *et seq.*) In the event such an exemption is claimed, the proposal must state: "(Name of Proposer) shall indemnify the City and hold it and its officers, employees and agents harmless from

any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore.” Failure to include such a statement shall constitute a waiver of the proposer’s right to exemption from disclosure.

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

9. Discount Terms

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

B. STATEMENTS REQUIRED WITH PROPOSAL

1. Contractor Responsibility Ordinance (CRO) Questionnaire

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

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

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

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

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

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

and <http://bca.lacity.org/site/pdf/cro/CRO%20Pledge%20of%20Compliance.PDF>. If a proposer will have subcontractors in the project, a list of the subcontractors must also be submitted with the proposal.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

2. Municipal Lobbying Ordinance CEC Form 50

All proposers must submit a completed Bidder Certification CEC Form 50. Please review the following link for more information on the City's Municipal Lobbying Ordinance: http://ethics.lacity.org/PDF/laws/law_mlo.pdf. (Refer to the link below to access the Bidder Certification CEC Form 50, <http://ethics.lacity.org/pdf/forms/CEC Form 50.pdf>).

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

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

3. Municipal Campaign Finance Ordinance CEC Form 55

Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 to the awarding authority at the same time the response is submitted (refer to the following link to access CEC Form 55 <http://ethics.lacity.org/pdf/forms/CEC Form 55 Oct2013.pdf>). The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

4. Equal Benefits Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). Bidders/Proposers shall refer to the following link (<http://bca.lacity.org/site/pdf/ebo/ebogna.pdf>) for further information regarding the requirements of the Ordinance.

All bidders/proposers shall complete and upload the Equal Benefits Ordinance Compliance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to the award of a City contract, the value of which exceeds \$5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN. Bidders/proposers do not need to submit supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

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

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

5. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code. Bidders/proposers shall refer to the following link (<http://bca.lacity.org/site/pdf/sdo/Slavery%20Disclosure%20Ordinance.pdf>) for further information regarding the requirements of the Ordinance.

All bidders/proposers shall complete and upload the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to the award of a City contract. Bidders/proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

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

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

Bidders/proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2, Non-discrimination Clause.

Non-construction contracts for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. All bidders/proposers shall complete and upload the Non-Discrimination/Equal Employment Practices Certification (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org, no later than the time when an individual bid/proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN within the last year do not need to re-submit the document.

Non-construction contracts for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All bidders/proposers shall complete and upload the City of Los Angeles Affirmative Action Plan (two (2) pages), available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at www.labavn.org, no later than the time when an individual bid/proposal is submitted. Bidders/proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto BAVN. Bidders/proposers with Affirmative Action Plans previously uploaded to BAVN within the last year do not need to re-submit the document.

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

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

Bidders/proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at http://bca.lacity.org/index.cfm?nxt=lco&nxt_body=tutorials_eeo.cfm

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

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

7. Proposer Workforce Information/Non-Collusion Statement

Proposers shall submit with their proposal a statement indicating their headquarters address, as well as the percentage of their workforce residing in the City of Los Angeles. Proposer shall also submit a completed Workforce Information/Non-Collusion Statement. (See **Attachment 2: Proposer Workforce Information/Non-Collusion Statement**).

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

8. Business Services Implementation Plan Collaborator Agreements

Proposals shall include completed forms from each organization intending to formally collaborate with the proposers (see **Attachment 3: Collaborator Agreements**).

THIS STATEMENT IS REQUIRED WITH THE PROPOSAL.

9. Subcontractors

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

10. Business Inclusion Program

All bidders/proposers shall comply with the City's Business Inclusion Program requirements, identify sub-contracting opportunities and outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) sub-consultants. Bidder with sub-contractors must perform subcontractor outreach online 15 days prior to the RFP due date, per **Attachment 4: Business Inclusion Program**. Requirements must be completed on the Los Angeles Business Assistance Virtual Network (LABAVN), www.labavn.org.

OUTREACH MUST BE COMPLETED 15 DAYS PRIOR TO RFP DEADLINE.

11. Iran Contracting Act 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign and submit the "Iran Contracting Act of 2010 Compliance Affidavit" (see **Attachment 5: for Affidavit form**).

C. CONTRACT EXECUTION REQUIREMENTS

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

1. Insurance Certificates

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

2. Secretary of State Documentation

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

3. Corporate Documents

All contractors who are organized as a corporation or a limited liability company are required to submit a Secretary of State Corporate Number, a copy of its By-Laws, a current list of its Board of Directors, and a Resolution of Executorial Authority with a Signature Specimen (see **Attachment 6**: Corporate Documents).

4. City Business License Number

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

5. Proof of IRS Number (W-9)

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

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

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

7. Certifications

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

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

8. Collaboration

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

9. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to **Attachment 7**, "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.

Bidders/Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and Application for Non-Coverage or Exemption are included in the attachment (see **Attachment 8: LWO Statutory Exemptions**).

10. Americans with Disabilities Act

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

The Contractor/Consultant hereby certifies that it will comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Contractor/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The Contractor/Consultant will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor/Consultant, relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

11. Child Support Assignment Orders

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

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

Contractor/Consultant to obtain compliance of its subcontractors shall constitute a default by the Contractor/Consultant under the terms of this contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by the City.

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

12. First Source Hiring Ordinance

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

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

The uploaded affidavit will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Upon BCA verification, the Awarding Authority shall award the contract.

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

D. CONTRACTOR EVALUATION ORDINANCE

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of work product or service performed the timeliness of performance, the Contractor's compliance with budget requirements, and the expertise of personnel that

the Contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. The Contractor will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other contracts.

IV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

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

1. The proposal must be submitted in the legal name of the firm or corporation and the corporate seal must be embossed on the original proposal. An authorized representative of the proposer organization who has legal authority to bind the organization in contract with the City must sign the proposal.
2. Proposers must submit one original and four (4) stapled or 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 indicated and must follow these standards:
 - Font size – 12 points

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

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

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

B. 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 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.