

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



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MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

Date: March 17, 2022

Council File: 21-1079

Council District: 14

To: Municipal Facilities Committee

From: Carolyn M. Hull, General Manager

Subject: REPORT ON THE DOWNTOWN CIVIC CENTER REQUEST FOR INFORMATION
ON CIVIC CENTER PROPERTIES

RECOMMENDATION

That the Municipal Facilities Committee note and file this report.

SUMMARY

On November 23, 2021, the City Council approved Council Motion 21-1079 (De Leon / Harris-Dawson) along with an Amending Motion, which instructed the Economic and Workforce Development Department (EWDD), in coordination with the City Administrative Officer (CAO) and the Chief Legislative Analyst (CLA) to issue a Request for Information (RFI) or a Request for Quote (RFQ, and collectively, the Solicitation) on Civic Center properties, with the intent to build at least 3.5 million square feet of housing, and to centralize and/or build approximately 1.5 million square feet of city office space for municipal support within the Civic Center. The Solicitation will determine the level of interest for proposals to consolidate City office space and maximize City land for housing.

The Motion further directed that the Solicitation include the sites studied in the Civic Center Master Development Plan and others within the Downtown Los Angeles Civic Center, particularly the following properties: Los Angeles Mall, City Hall East, City Hall South, 911 Call Center, Parker Center lot, Personnel Building, and Medical Services Division/Testing and Training Center building.

Finally, the Motion directed staff to craft the Solicitation with the intent to complete the projects in advance of the 2028 Olympics and to reduce the costs to the City as much as

possible while maximizing the amount of affordable housing that can be constructed.

On March 23, 2022, EWDD issued a Request for Proposals (RFP) for Planning, Land Use Economics, Preliminary Design and Project Management Consulting Services for the Downtown Civic Center. This consultant will support City staff in determining the best strategy for soliciting a development proposals or proposals for these sites, and will also support City staff in the process of issuing the Solicitation and selecting a development team or teams. The RFP is attached to this report.

BACKGROUND:

On June 17, 2020, Council approved the recommendations of a Joint Report from the Bureau of Engineering and the CAO to cancel the Request for Qualifications to Design, Build, Finance, Operate and Maintain (DBFOM) the Los Angeles Street Civic Building (LASCBS) Project through a Public-Private Partnership procurement process, and to not issue a Request for Proposals (C.F. 14-1604).

The reasons given for cancellation of the LASCBS procurement were the estimated cost increases in construction and operating costs, the reduction in offsets from selling another City asset, the lack of savings from terminating a City lease, and the City's other critical fiscal priorities.

The LASCBS was to be located at the now-vacant City-owned site at 150 North Los Angeles Street. The LASCBS was part of the Civic Center Master Plan.

NEXT STEPS / TIMELINE

Request for Proposals

The first step in this process is to select a consultant who will enter into a contract with EWDD for Planning, Land Use Economics, Preliminary Design and Project Management consulting services. They will act as a prime consultant with additional subconsultants who may be part of the initial team or added later as the City's process is clarified.

As indicated in the Summary, EWDD has issued an RFP for the consultant. This RFP was written with input from the Council office, as well as from CAO, CLA, and Bureau of Engineering (BOE) staff.

The selected consultant will evaluate the opportunities and challenges presented by the City-owned property, determine the best method to assess the potential market for this project, assist the City with the Solicitation process, and assist the City with community outreach. The consultant may include subconsultants as part of their proposal.

EWDD anticipates leading a multi-departmental project management team to work with the consultant to achieve the City's objectives.

Selection Process and Project Schedule

Responses to the Consultant RFP are due on April 20, 2022 and the selection is anticipated to be completed on May 4, 2022. EWDD will request staff participation in the selection

process from other departments, including CAO, CLA, Department of City Planning, BOE and the Los Angeles Housing Department (LAHD). The contract will be submitted for ED-3 approval from the CAO and Mayor. The kick-off meeting will be in June 2022.

EWDD will update the Municipal Facilities Committee regarding the selection of the consultant and the timing of the Solicitation in Fall 2022.

Budget

CIEP funding for the RFP was transferred in the 5th Construction Progress Report in FY 2019/2020. The funding available is \$300,000 and the RFP assumes an initial budget of \$180,000 for the consultant. Additional reports, including Market Studies, Appraisals, and Environmental Studies may be required, which would be paid by the remainder of the funds.

Research

While real estate markets are always dynamic, changes in demand due to the pandemic have made it more complicated to predict market trends. In addition to issuing the RFP for Consulting Services, EWDD staff have been conducting a series of informational meetings with experts in the field of Downtown Los Angeles Real Estate. The qualitative information gathered in these meetings will inform our analysis of quantitative real estate trends.

EWDD staff will work with the consultant to identify the information necessary to market this development opportunity to maximize the City's goals, as outlined in the Summary. Options include a Market Study, an Urban Land Institute Technical Assistance Panel, and /or focus groups of industry leaders.

EWDD has received updates from City staff involved in the recent LASCB effort and also with the ongoing West LA Civic Center project, to be able to apply lessons learned and best practices from those projects.

FISCAL IMPACT STATEMENT:

Approval of the recommendations in this report will not have an impact on the General Fund. The extent of any future impact on the General Fund is unknown at this time.

FINANCIAL POLICY COMPLIANCE STATEMENT:

The actions recommended in this report comply with the City's Financial Policies

Attachment: Downtown Civic Center Consultant Request for Proposals

CH:FJ:BLM

City of Los Angeles



**Request for Proposals (RFP) for Planning, Land Use Economics,
Preliminary Design and Project Management Consulting Services for
the Downtown Civic Center**

RAMP ID No. 202385

**Issued by the Economic and Workforce Development Department of
the City of Los Angeles**

**Date Issued: March 23, 2022
Proposal Deadline: April 25, 2022**

RFP OVERVIEW

DATE ISSUED:	March 23, 2022
RAMP ID:	202385
TITLE:	EWDD Downtown Civic Center Consultant
DESCRIPTION:	The City of Los Angeles, Economic and Workforce Development Department is seeking proposals from consultants interested in assisting the City by providing planning, land use economics, preliminary design and project management consulting services for the Downtown Civic Center.
PROPOSAL DEADLINE:	April 25, 2022 at 4:30 p.m. (Pacific Time)
PROPOSAL DELIVERY ADDRESS:	Attention: EWDD – Real Estate Division Via Electronic Submission to: ProfessionalConsultingRFP@lacity.org
CONTRACT ADMINISTRATOR:	Blair Miller EWDD, Real Estate Division ProfessionalConsultingRFP@lacity.org
VIRTUAL PRE-PROPOSAL CONFERENCE:	The Virtual Pre-Proposal Conference will take place on April 6, 2022 at 10:30 a.m. Register at ProfessionalConsultingRFP@lacity.org by April 1, 2022.
QUESTIONS:	Proposers may submit questions regarding this RFP by emailing ProfessionalConsultingRFP@lacity.org . All questions and answers will be made available to all proposers on the RAMP website at: rampla.org . No individual answers will be given. The deadline for questions is April 13, 2022.

Exhibits:

- A. Los Angeles Required Forms
- B. Los Angeles Standard Provisions

1. The Opportunity

1.1 Introduction

The Economic and Workforce Development Department (EWDD) of the City of Los Angeles (City) is soliciting Proposals from firms to provide Planning, Land Use Economics, Preliminary Design and Project Management services to EWDD, at the direction of City Council ([C.F. 21-1079](#)).

The selected firm will enter into a contract with EWDD to provide consulting services on the Downtown Civic Center project, including supporting staff in issuing a solicitation for one or more development teams for the city-owned property in the Civic Center area. For this opportunity, the consultant will be the prime consultant. They may provide all of the services required from their own staff, or they may use sub-consultants. These subconsultants may be part of the initial team, or may be added later at the City's direction.

1.2 Background

The Civic Center in Downtown Los Angeles is one of the largest concentrations of government facilities outside of Washington, D.C. The largest group of City employees is located in the Civic Center, with City Hall serving as the epicenter of local government.

However, many downtown City support services and their staff are scattered throughout the downtown area and located between 0.5 - 2 miles away from City Hall throughout multiple buildings the City either leases or owns. Some of the City-owned facilities are in need of immediate capital investment and repairs. Relocating outlying City departments to the core Civic Center area and centralizing the City's resources to increase productivity will allow Angelenos a one-stop location to access many vital City services.

In a future, post-pandemic era, the City will have the opportunity to reimagine its city facilities by consolidating office spaces into more efficient government buildings.

As office space issues are addressed, the City will also have the opportunity to utilize City-owned land to build much needed housing. Within a short distance of the Civic Center is "Skid Row," the largest concentration of unhoused individuals and services in the nation. Due to the current housing crisis, the City has committed to creating 25,000 housing units by 2025.

While the City previously produced a Civic Center Master Development Plan (CCMDP) to help determine what to do with City buildings, this new effort will update the area to be developed by including additional City properties in the Civic Center region. Expanding the footprint of the CCMDP and adding in other properties will provide more flexibility to interested parties from the private sector.

EWDD has been directed by Council to reach out to the private sector to determine the level of interest for master development proposals for consolidating City office space and maximizing City land for housing.

The first step in this process is to select a consultant who will provide direct Planning, Land Use Economics, Preliminary Design and Project Management consulting services, and act as a prime consultant for additional consultants who may be part of the initial team or added later as the City's process is clarified.

1.3 Anticipated Term of Contract and Funding Source

The anticipated Term of Contract is twelve (12) months, with the option for two (2) six (6) month extensions. The funds for the project have been appropriated by City Council and are immediately available.

The Contract/Agreement will be subject to review by the City Attorney, and subject to approval by the General Manager of EWDD before the commencement of services. Any Contract/Agreement extension will be contingent upon the availability of funds, the Consultant's continuing compliance with all applicable Federal, State, and local government legislation, and an evaluation of the Contractor's performance.

1.4 Minimum Qualifications

Respondents must meet the following minimum requirements to bid on this opportunity:

- Qualified to conduct business in the State of California.
- Not having been debarred by Federal, State or local government.
- Able to comply and remain current with City's insurance requirements of \$1,000,000 in Worker's Compensation, \$1,000,000 in General Liability, and \$1,000,000 in Professional Liability coverage.
- The respondent, in combination with any subconsultants, must have five (5) years of experience within the last seven (7) years providing Planning, Land Use Economics, Preliminary Design, and Project Management Consulting Services.
- The respondent must have a Project Manager assigned to the Contract with five (5) years of experience, within the last five (5) years, providing Planning, Land Use Economics, Preliminary Design, and Project Management Consulting Services.
- The respondent must comply with the RFP format and requirements set forth in this RFP.
- The respondent must have demonstrated the quality, fitness, capacity and experience to satisfactorily perform the contract.
- To submit a Proposal(s), Consultant must register with the Regional Alliance Marketplace for Procurement (RAMP) via the website (rampla.org) prior to the RFP due date.
- The proposer must follow the City's contracting rules, including the Business Inclusion Program (BIP) and the Required Forms.
- Any other requirements as set forth within this document and any such amendments that may occur prior to the selection for this RFP.

1.5 Conditions

EWDD reserves the right to request additional information from respondents, reject any and all submittals, waive irregularities in the submittal requirement process or cancel the RFP. By submitting a response to this RFP, respondents acknowledge and agree to the terms and conditions of the RFP and to the accuracy of the information in the response to the RFP. All submittal packages become the property of EWDD and will not be returned. The consultant selected through this process, and all current and future subconsultants on their team, will be prohibited from participating in any competitive selection process for a future development team or as a member of any development team selected by the City in connection with any of the parcels identified as part of the Downtown Civic Center.

1.6 Subconsultants

Responses to this RFP may include subconsultants to the Prime Consultant. Subconsultants are subject to all the Minimum Qualifications and Conditions set forth in this RFP. Consultants that are planning to include subconsultants on their initial team will need to comply with the City's Business Inclusion Program.

Additional subconsultants may be added to the contract in the future. EWDD reserves the right to approve any subconsultant to this contract and all future subconsultants will also be subject to all the Minimum Qualifications and Conditions set forth in this RFP.

1.7 Conflict of Interest

No employee of the City of Los Angeles whose position enables him/her to influence the selection of a response to this RFP, or any competing RFP, or any spouse or economic dependent of such employees, shall be employed in any capacity by a respondent to this RFP or have any other direct or indirect financial interest in the selection of the consultant for this contract.

The Contractor under any Contract resulting from this RFP 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.

2. Scope of Work

EWDD seeks to hire a consultant to provide Planning, Land Use Economic, Preliminary Design and Project Management Consulting Services for the Downtown Civic Center project.

The selected consultant will provide the following services:

- A) Evaluate the opportunities and challenges presented by City-owned property located within the Downtown Civic Center
- B) Determine the best methodology to evaluate the level of interest for master development proposals for consolidating City office space and maximizing City land for housing.
- C) Assist the City in preparing and issuing a solicitation and creating a framework for the evaluation of responses to that solicitation, up to and including development team selection.
- D) Assist the City in preparing a community outreach plan and in conducting community outreach activities, including massing studies and renderings.

The first task under the Agreement will be to create a Work Plan (based on the Preliminary Work Plan submitted with this RFP) that will include a detailed budget, a list of tasks and a list of deliverables. That Work Plan will guide the work done under this Agreement. The final Work Plan may show adjustments to the budget categories, which will require approval of City staff.

As part of their services, the consultant will become expertly conversant with all planning documents and proposals related to the Downtown Civic Center, including the Downtown Civic Center Master Plan, the Downtown Community Plan, the Downtown EIFD study and other designations including Opportunity Zones.

2.1 Requirements:

Working knowledge of the following:

- Mixed-use, mixed-income, transit-oriented developments and how they are entitled, financed and developed.
- Market rate housing lending and underwriting, operations and management.
- Affordable housing lending and underwriting, operations and management.
- Class A office space and how it is entitled, financed and developed.
- Community outreach expertise with major mixed-use projects in Los Angeles.

Ability to provide the following services:

1. Planning

- Create environmental and entitlement strategies for various development scenarios.
- Provide creative solutions to complex development projects.

- Technical advisory services in the areas of land use, environmental including CEQA, entitlement, and public outreach.

2. Land Use Economics

- Estimate the market potential for various types of housing and commercial developments and identify market gaps.
- Evaluate the short and long term viability of existing and proposed uses.
- Determine the financial feasibility of proposed projects.
- Review financing proformas for proposed projects, and developing new proformas where needed.
- Maintain a thorough understanding of existing financing sources and update the Project Team on new funding opportunities and how they may benefit the project, as those opportunities become available.
- Identify possible incentives to attract desired site users and developers.
- Evaluate opportunities for joint developments.
- Identify areas where private and public funds will be optimized.

3. Project Management

- Schedule meetings, take and distribute minutes, and develop timelines for the solicitation. Meetings may include weekly project management meetings, community meetings, preparatory meetings, and selection panel-related meetings.
- Work with the City to determine the type of solicitation that will create the best options for the City-owned land.
- Support the City in developing and issuing solicitation documents.
- Work with City staff to create and implement a selection process that will lead to the selection of the optimal development team.
- Provide realistic funding and construction timelines for various scenarios.

4. Preliminary Design Services

- Create studies for the two (2) properties that were not included in the Civic Center Master Development Plan: The Personnel Building at 700 East Temple Street and the Medical Services Division / Testing & Training Center Building at 520 East Temple Street. Massing studies for the other properties have already been completed.
- Create three (3) renderings for the purposes of community outreach, incorporating the standards in the Downtown Street Standards and the Downtown Design Guide.

2.3 Scope not included in this RFP, but may be subject to contract amendments:

Support the City in negotiating the Disposition and Development Agreement (DDA) language that the City enters into with one or more development teams as a result of the solicitation.

2.4 Budget – Not to Exceed

The Budget for this work is not to exceed the following:

Finalize Preliminary Work Plan	\$2,000.00
Solicitation Development	\$58,000.00
Massing and Rendering	\$30,000.00
Community Outreach	\$20,000.00
Developer Selection	\$50,000.00
ENA Negotiation	\$20,000.00
TOTAL	\$180,000.00

This budget is inclusive of any costs/fees associated with the use of subconsultants. The Contract may allow for an alternative distribution of funds among the five categories listed here, though the total will not exceed **\$180,000.00**.

3. Proposal Content and Submission

3.1 Proposal Format

Proposals shall be based only on the material contained in this RFP, amendments, addenda, and/or other material published by the City relating to this RFP. Proposals must meet the requirements outlined in this RFP. It is requested that proposals be prepared economically and avoid the use of unnecessary promotional material.

Proposals should include detailed responses to each Proposal Item. If selected, proposers must be willing and able to commit to the Proposal Items and all provisions in the Standard Provisions for City Contracts, posted as Exhibit [B]. The contents of the winning Proposal will be deemed as a binding commitment and included as an attachment to any Agreement.

Submissions must be formatted to standard letter-sized 8.5" X 11" paper. **Limit responses to a maximum of 40 pages (electronic media).**

Proposers must respond to each of the following items in their written proposal. **Each response in the proposal must be numbered to correspond with each of the numbered items below.**

1. **Cover Letter:** Each proposal must include a cover letter limited to one (1) page that references the title of this RFP and the RFP Number, contains a general statement of the purpose for submission, and includes the following detailed company information:
 - a. Full legal name of the Proposer.
 - b. Legal business status (individual, partnership, corporation, etc.), address, website (if applicable), email, and telephone number of the Proposer.
 - c. If the Proposer is a corporation, partnership, LLP, LLC, etc., identify the state under whose laws Proposer is organized. Otherwise, if Proposer is an individual, identify the state where Proposer is domiciled.
 - d. Name, title, address, email, and telephone number of the person or persons authorized to represent the Proposer to enter into negotiations with the City for the RFP and any subsequently awarded contract. The cover letter must also indicate any limitation of authority for any person named.
 - e. List of subconsultants, if any, including all of the information requested in (a) through (c) above.
2. **Authorized Signatures:** Cover Letter must be signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company to all commitments made in the proposal. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless all contractual responsibility rests solely with one Proposer or one legal entity. The proposal must identify the responsible entity.
3. **Technical Proposal:** This section of the proposal should establish the ability of Proposer to satisfactorily perform the required work by reasons of qualifications and experience performing work of a similar nature; demonstrated competence in

the services to be provided; strength and stability of the firm; staffing capability; workload; and record of meeting schedules on similar projects. The applicable experience of the Proposer should be described in detail, including projects of a similar nature.

4. **Proposed Staffing and Project Organization:** This section of the proposal should establish the method which will be used by the Proposer to manage the project as well as identify key support personnel from the firm with subject matter expertise and who will be available for City assignments.
5. **Preliminary Work Plan:** Proposer should provide a vision for the project, which addresses the broad vision and specific goals outlined in Council Motion 21-1079, including 3.5 million s.f. of housing and 1.5 million s.f. of municipal office space. Proposer should provide a strategy for achieving the City's goals, including strategic market research, and how to attract a development team or teams that can meet the City's standards for this project. Proposer should also provide ideas regarding phasing.
6. **References:** Proposer must include three (3) business references. For each reference, please list the name, position, organization, address, phone number, email address, and briefly describe the nature of the project that forms the basis for the reference.
7. **Cost and Price Proposal:** As part of the cost and price proposal, the Proposer shall submit proposed pricing to provide the services described in Section 2. Proposer shall outline 1) the total cost to the City, broken down in salaries, expenses, and equipment, in hours, and the total dollar amount; 2) salary, wage, or hourly rate, project-based rate, or combination Proposer will charge for services; 3) full list and amount of non-salary expenses required to perform the services described (e.g., mileage, office supplies, and operating expenses). The costs associated with any proposed deliverables that are optional shall be clearly separated in the budget.
8. **Compliance Documents:** Proposer must provide signed copies of all compliance documents. See Section 7 for the full list of required compliance documents and submittal instructions.

3.2 Tips for a Successful Proposal

Proposers shall consider the following guidelines in preparing their proposals:

- Read the RFP in its entirety prior to submitting questions.
- Ensure proposal is well-organized in its response to the defined objectives.
- Verify that proposal is complete and thoroughly responds to all Proposal Items and Compliance Documents described in the RFP and Checklist (see Section 7).
- Formulate responses precisely and with detail; avoid vague, general, or open-ended responses. Explain how your response furthers the stated objectives and how you will be able to quantitatively demonstrate your success during the contract term if you are selected.
- Make sure the proposal demonstrates that your cost estimates are realistic and sustainable.
- If there are significant risks in your strategy, flag these and include plans to mitigate those risks, addressing any contingencies that may arise.

- If there are supports or resources the City could provide that would maximize your success as a Contractor or lower the cost of the proposal, please estimate the cost of these supports, which could include introductions, coordination, resources or services.

Your written submittal in this RFP process will be the primary basis on which the City will consider its selections; therefore, proposers should be as thorough and as detailed as possible when responding to each Proposal Item. Proposers will not be able to add to or change their proposals after the proposal submission deadline. The City may deem a proposer non-responsive if the proposer fails to provide all required documentation and copies.

3.3 Preliminary Schedule

This schedule indicates intended dates for the RFP review & response process. The City may adjust this schedule as needed. Adjustments to dates below will be posted to the RFP listing on rampla.org.

Date	Event
03/23/22	Release RFP
04/01/22	RSVP and Written Questions due for Virtual Pre-Proposal Conference
04/06/22	10:30 a.m. Virtual Pre-Proposal Conference via Zoom
04/10/22	Business Inclusion Program (BIP) Outreach Deadline
04/13/22	Final Written Questions due
04/19/22	Final Q&A posted to RAMP
04/25/22	4:30 p.m. DEADLINE FOR RFP RESPONSES
04/26/22	BIP Summary Sheet Due
04/26/22	Begin RFP evaluations
05/09/22	Selected Consultant announced
06/13/22	Execute Agreement
06/15/22	Begin service delivery

3.4 Virtual Pre-Proposal Conference

A virtual pre-proposal conference will be held to provide an overview of the RFP process and to respond to questions regarding the requirements of the RFP. The conference is scheduled for **Wednesday, April 6 2022 at 10:30 a.m. via Zoom.**

Interested attendees should RSVP by sending an email to ProfessionalConsultingRFP@lacity.org no later than **April 1, 2022**. The link for remote participation will be emailed to participants as well as posted on www.rampla.org two to three days before the conference.

To the extent possible, please provide questions in writing to ProfessionalConsultingRFP@lacity.org before the conference, which will enable staff to prepare responses in advance. The last date to submit questions to ProfessionalConsultingRFP@lacity.org is **April 13, 2022**. The final question and answer response document will be posted on RAMP on **April 19, 2022**.

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. If an individual with a disability requires accommodations to attend a pre-proposal conference, please contact Blair Miller at ProfessionalConsultingRFP@lacity.org at least five working days prior to the scheduled event.

3.5 Business Inclusion Program (BIP) Outreach

The City has a Business Inclusion Program (BIP) and is committed to ensuring full and equitable participation by minority business enterprises (MBE), women business enterprises (WBE), small business enterprises (SBE), emerging business enterprises (EBE), disadvantaged business enterprise (DBE), and disabled veteran business enterprises (DVBE) in the provision of all goods and services to the City on a contractual basis. As such, this City has set anticipated goals of 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE that consultants should strive to meet in the RFP and any task orders awarded under it.

If your response will include subconsultants, you must go through the BIP program in order to do outreach and identify potential subconsultants from the minority, small, emerging, and disabled veterans that are reachable through the City's online program.

**Respondents must complete the online BIP by April 11 at 12:00 a.m.
Failure to comply with the City's BIP outreach requirements will render the response nonresponsive and result in its rejection.**

Additional information is available on the Regional Alliance Marketplace for Procurement (RAMP). Refer to the [RAMP BIP Outreach Instruction Walkthrough](#) document for instructions. If you have additional questions or concerns, please contact Blair Miller at ProfessionalConsultingRFP@lacity.org.

3.6 Questions and Technical Assistance

All questions must be submitted by email to ProfessionalConsultingRFP@lacity.org. Please identify the RFP title on the email subject line. To ensure a fair and consistent distribution of information, all questions will be answered in a Q&A document available on the RFP listing on rampla.org. No individual answers or responses will be given.

From the submittal of proposals until a public recommendation of acceptance/rejection of the proposal has been made, all City personnel involved in the project will be specifically directed against holding any meetings, conferences, or technical discussions with any respondent except as provided in the RFP.

3.7 Deadline for Submission of Proposals

Proposals must be electronically delivered by 4:30:00 p.m. on the submission deadline date ("Proposal Submission Deadline") to ProfessionalConsultingRFP@lacity.org.

Proposers shall complete and return all applicable documents, including forms, attachments, appendices, and exhibits to this RFP. The City may deem a proposer non-responsive, or at its discretion request additional documents if the proposer fails to provide all required documentation and copies. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in the RFP.

Proposals submitted after the Proposal Submission Deadline shall be considered late and will not be reviewed. Timely submission of proposals is the sole responsibility of the proposer. Proposers are encouraged to submit proposals well in advance of the proposal submission deadline.

4. Evaluation and Selection Process

4.1 Evaluation Criteria

EWDD will review and score each complete and fully responsive proposal. Proposals shall be determined eligible for review and scoring based on the responsiveness and factuality or verifiability of the proposal documentation and information.

Proposals shall be evaluated based on the following categories and may include consideration of any or all of the listed factors at the City's sole discretion. The lowest cost proposer may not be determined to be the best proposer when all evaluation factors have been considered.

Evaluation Criteria	Maximum Points Possible
Qualifications and experience as described in Section 2.1	25
Competency and experience of specific personnel and sub-consultants listed to work with the City	25
Preliminary Work Plan	20
Familiarity with planning documents and proposals related to the Downtown Civic Center, and experience working in the City of Los Angeles.	15
Thoroughness, logic and completeness of the Proposal	10
Proposed budget for the work. Cannot exceed the City's budget in Section 2.4	5
Maximum Points - Total	100

4.2 Proposal Review Process

Proposals received by the Proposal Submission Deadline as specified in this RFP will be evaluated as outlined below.

Threshold Review

Proposals will be reviewed to determine the completeness of required documentation (including compliance documents), whether minimum eligibility requirements have been met, and compliance with the City's Administrative and General Contracting Requirements.

Proposers that fail to submit or complete the required documentation and satisfactorily comply with the City's requirements will be deemed as non-responsive, eliminated from further consideration, and will not proceed to the proposal evaluation process.

Proposal Evaluation

A Review Committee will be designated to evaluate/score the proposals. All eligible proposals shall be reviewed, scored, and ranked on the criteria outlined above. Based upon these evaluations, the selection committee shall make a recommendation to EWDD staff.

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. Additionally, EWDD reserves the right to consult with other City departments during the evaluation process.

The consultant selected through this RFP will be expected to comply and stay current with the City's insurance requirements as well as City Policies required for contracting with the City. The City's Standard Contract Provisions can be found in Exhibit [B] and on RAMP.

Proposers shall be notified in writing about the evaluation results.

4.3 Proposal Appeal Process

By this section of the RFP, the City is notifying all respondents of their right to file an appeal. Proposers may make an appeal of procedural issues for this RFP regarding non-responsiveness or regarding final selection as the Consultant. A protest based on non-selection alone or disagreement with the award of a contract is not sufficient grounds for a protest.

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

Attention: EWDD – Assistant General Manager
1200 W. 7th Street, 6th Floor
Los Angeles, CA 90014
RE: APPEAL RFP 202385 - Downtown Civic Center Consultant

Written appeals may not be more than three (3) 8.5 x 11 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 this Section 4.3.

A panel composed of selected staff will review the appeal for this RFP. After the close of the hearing, EWDD's Assistant General Manager shall make a final determination for the protest and shall respond accordingly. The decision of the panel will be EWDD's final recommendation.

5. Submission Terms

1. Addendum(a)

The City reserves the right to issue addenda to this RFP, which may add additional requirements which a proposal must meet to be considered responsive. All addenda will be posted on the RFP listing on the RAMP website at rampla.org.

2. In Writing

All proposals must be submitted in writing via electronic method and proposers shall complete and return all applicable documents including, but not limited to, written responses, questionnaires, forms, appendices, and spreadsheets. The City may deem a proposal non-responsive if the proposer fails to provide all required documentation, and in such case such proposal will be eliminated from further consideration in the evaluation process.

3. 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 six (6) months from the submission deadline.

4. Authorized Signatures

Proposals must be signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company to all commitments made in the proposal. A non-officer individual, with authority to bind the Proposer to a contract, is sufficient to sign all applicable documents for this RFP. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one Proposer or one legal entity. The proposal must identify the responsible entity.

5. Information Requested and Not Furnished

The information requested and the manner of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

6. Alternatives

The Proposer shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal documents. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

7. Proposal Errors

The Proposer is responsible for all errors or omissions incurred by Proposer in preparing the proposal. Proposer will not be allowed to alter proposal documents after the Proposal Submission Deadline, except as permitted by the City. The City reserves the right to make

corrections or amendments due to errors identified in the proposal by the City or the Proposer. This type of correction or amendment will only be allowed for typographical errors, transposition, or other obvious error. Any changes will be date and time stamped and attached to the proposal. All changes must be coordinated in writing with, authorized by and made by the Contract Administrator.

8. Proposal Clarification

The City reserves the right to request at any phase of the evaluation process that Proposers clarify information provided in RFP responses, including assumptions used in the RFP response. All clarifications must be coordinated in writing with, authorized by, and made by the Contract Administrator. Clarifications must be submitted in writing by the requested deadline. Otherwise, the RFP response will be deemed non-responsive or evaluated without the benefit of the clarification requested.

If the City determines that all proposers failed to submit requested information or adequately respond to the same RFP question or request for data, the City may, at its discretion, issue an RFP Addendum and provide all proposers with an opportunity to respond to the RFP question. Responses to RFP Addendum questions must be submitted in writing by the stated deadline; otherwise, the RFP response will be deemed non-responsive or evaluated without the benefit of the clarification requested.

9. Waiver of Minor Administrative Irregularities

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

10. Interpretation and Clarifications of RFP Requirements

The City will consider prospective recommendations or suggestions regarding any requirements before the pre-proposal conference. All recommendations or suggestions must be in writing and submitted to the Contract Administrator. The City reserves the right to change or amend any and all requirements of the RFP.

11. Proposal Submission Deadline

Timely submission of proposals is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. The proposals must be received by the Contract Administrator in the published manner or at the published location and by the published submission deadline included with this RFP.

12. Cost of RFP

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.

13. Withdrawal of Proposals

The Proposer may withdraw a submitted proposal in writing at any time before the specified due date and time. A written request, signed by an authorized representative of

the company, must be submitted to the Contract Administrator. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the Proposal Submission Deadline.

14. Selection of Vendor

Selection will be based on the scoring of the selection panel. Selection is not restricted to the lowest offer or bid.

15. Rejection of Proposals

The City reserves the right to reject any or all proposals; to waive any minor informality or non-material irregularities in proposals received; to reject any unapproved alternate or incomplete proposal(s); and reserves 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.

16. RFP Withdrawal, Cancellation, Other Options

The City reserves the right to withdraw or cancel the RFP at any time if it deems such action necessary. If such action is taken, the City may re-issue the RFP. The City also reserves the right to select more than one respondent to this RFP. Furthermore, the City may exercise its right not to select any proposer from this RFP, if it determines that there was no responsive proposer.

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 select a consultant for a sole-source contract.

The City reserves the right to verify all information in the proposal. If the information cannot be confirmed, the City reserves the right to reduce the rating points awarded. The City reserves the right to require a pre-award interview and site inspection.

17. Vendor Evaluation Program

When the term of the agreements under this RFP has concluded, the City may evaluate the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of any contract or agreement. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on specified criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating 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 future service contracts.

18. Lobbying Law Compliance

a) Proposers bidding for a Contract, as defined in Los Angeles Administrative Code Section 10.40.1, shall submit with their bid, the Bidder Certification Form CEC 50 as prescribed by the City Ethics Commission acknowledging and agreeing to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance.

b) This ordinance serves to identify persons engaged in compensated lobbying activities aimed at influencing the decisions of City government. Additional information regarding these restrictions may be obtained from the City Ethics Commission at (213) 978-1960 or <http://ethics.lacity.org/>.

19. Campaign Contributions

a) Proposers are subject to Charter Section 470(c)(12) and related ordinances. As a result, proposers 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 Proposal until either the contract is approved or, for successful proposers, twelve months after the contract is signed. The Proposer's principals and subcontractors performing \$100,000.00 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.

b) Proposers must submit CEC Form 55, see Section 7, to the awarding authority at the same time the Proposal is submitted. The Form requires proposers to identify their principals, their subcontractors performing \$100,000.00 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include such notice in contracts with subcontractors. Proposals submitted without a completed CEC Form 55 shall be deemed non-responsive. Proposers 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 <http://ethics.lacity.org/>.

20. Confidentiality

All documents, records, and information provided by the City to the Contractor, or accessed or reviewed by the Contractor, during the performance of the services will remain the property of the City. All documents, records, and information provided by the City to the Contractor, or accessed or reviewed by the Contractor and any of its employees during the performance of services are confidential (from now on collectively referred to as "Confidential Information"). The Contractor agrees not to provide Confidential Information, nor disclose their content or any information contained in it, either orally or in writing, to any other person or entity. The Contractor agrees that all Confidential Information used or reviewed in connection with the Contractor's work for the City will be used only to carry out City business and cannot be used for any other purpose. The Contractor will be responsible for protecting the confidentiality and maintaining the security of City documents and records in its possession.

Any Confidential Information provided by the City to the Contractor, or accessed or reviewed by Contractor, during the performance of services, will be made available to its employees, agents, and subcontractors only on a need to know basis. Further, the Contractor will provide written instructions to all of its employees, agents, and subcontractors, with access to the Confidential Information about the penalties for its unauthorized use or disclosure.

The Contractor must not remove Confidential Information or any other documents or information used or reviewed in connection with the Contractor's work for the City from City facilities without prior approval from the City. At no cost to the City the Contractor will, at the conclusion of services, or at the request of the City, promptly return in an organized manner that preserves and protects the documentation, any and all Confidential Information and all other written materials, notes, documents, or additional information obtained by the Contractor during the course of work under the contract. The Contractor will not make or retain copies of any such information, materials or documents. The Contractor and its employees, agents, and subcontractors may have access to confidential employee personnel information; misuse of such information may adversely affect the subject individual's privacy rights and may violate various federal and State statutes. The Contractor will implement reasonable and prudent measures to keep secure personal employee information accessed by its employees, agents, and subcontractors during the performance of services. The Contractor will advise its employees, agents, and subcontractors of this confidentiality requirement.

The Contractor shall disclose the intent to use any service provider outside the continental United States of America to handle any aspect of the work within the scope of services, and shall describe to the City's satisfaction the methods which will be used to protect the City's interests and confidentiality of City records and information in doing so. The City reserves the right to approve any such service provider throughout the term of the contract at its sole and absolute discretion.

Any breach of security that occurs through the Contractor's website, offices or network shall require Contractor to be responsible for notifying City and all applicants affected by such breach. Contractor shall also be responsible for all costs associated with such notification. The Contractor shall indemnify the City for any breaches of its security and the improper disclosure of confidential information.

21. Government Taxation Forms

Proposers must submit the following three forms to the at the same time the Proposal is submitted:

- A. IRS Request for Taxpayer Identification and Certificate (Form W-9)
- B. Evidence of having applied for or obtained a tax registration account number (City of L.A. Tax Registration Certificate number and Vendor Registration number)
- C. State of California Withholding Exemption Certificate (Form 590) or Non-resident Withholding Certification (Form 587), if the proposer is located outside of California.

22. Online Submission of Required Documents

a) Equal Benefits Ordinance

Proposers are advised that any contract awarded under this procurement process shall be subject to the applicable provisions of the Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All proposers shall complete and upload the Equal Benefits Ordinance Affidavit (two (2) pages) available on the RAMP (rampla.org) before the award of a City contract, the value of which exceeds \$25,000.00. The Equal Benefits Ordinance Affidavit shall be effective for twelve months from the date it is first uploaded onto the City's RAMP. Proposers **do not** need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

b) First Source Hiring Ordinance

Unless approved for an exemption, Contractors under contracts used primarily for the furnishing of services to or for the City and that involve an expenditure in excess of \$25,000.00 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 Sections 10.44, et seq., First Source Hiring Ordinance (FSHO). Proposers shall refer to Standard Provisions for City Contracts (Revised 10/17), "First Source Hiring Ordinance", for further information regarding the requirements of the Ordinance. The First Source Hiring Ordinance Compliance Affidavit shall only be required of the proposer that is selected for award of a contract.

c) Disclosure Ordinances Affidavit

Unless otherwise exempt, by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this RFP will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code, and the DBWCO, Section 10.50 of the Los Angeles Administrative Code.

Effective July 18, 2018, the DBWCO was combined with SDO on a revised Disclosure Ordinances Affidavit to be completed electronically on the Regional Alliance Marketplace for Procurement (RAMP).

You will be required to register on RAMP (rampla.org) in order to access the new compliance affidavit web form. The web form can be found by clicking on the "Profiles" tab. Scroll to the "Company Profile" section and click on "Compliance Documents". The web form should be completed and submitted by the time of RFP submission.

The web form will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Proposers/Bidders seeking additional information regarding the requirements of the SDO and the DBWCO may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

23. Fair Chance Initiative for Hiring Ordinance

City Contractors and subcontractors with 10 or more employees are prohibited under Los Angeles Administrative Code Section 10.48 from seeking a job applicant's criminal history information until a job offer is made and from withdrawing a job offer unless the employer performs an assessment of the applicant's criminal history and the duties of the position (Contractors and subcontractors must also comply with State requirements regarding the use of criminal history information in the job application process). Contractors and subcontractors are required to include information regarding the ordinance in all job solicitations and advertisements and to post notices informing job applicants of their rights. Additional information and forms may be found at the Department of Public Works, Bureau of Contract Administration website at <http://bca.lacity.org>.

24. Iran Contracting Act of 2010

By California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City 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."

6. General Terms and Conditions

1. Definition of Terms

The following terms used in the RFP documents shall be construed as follows:

1. "City" shall mean the City of Los Angeles.
2. "Department" shall be considered synonymous with the City's Economic and Workforce Development Department.
3. "Agreement" shall be considered synonymous with the term "Contract."
4. "Contractor" shall mean the individual, partnership, corporation or other entity to which an agreement is awarded, and shall be synonymous with the terms "vendor", "consultant", "proposer", or "respondent."

2. Property of City / Proprietary Material

All proposals submitted in response to this RFP will become the property of the City and subject to the California Public Records Act (California Government Code Section 6250 et seq). Proposers must identify all trade secrets or other proprietary information that the proposers claim is exempt from the Public Records Act. The City Attorney will make an independent determination regarding whether the identified information is disclosable.

In the event a Proposer claims such an exemption, the Proposer is required to state in the proposal the following: "The Proposer will indemnify the City and its officers, employees, and agents, and hold them harmless from any claim or liability and defend any action brought against them for their 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 a proposer's right to exemption from this disclosure.

3. Amendments, Modifications and Change Orders

Any amendments, adjustments, alterations, additions, deletions, or modifications in the terms and conditions of the resultant agreement must be made by written amendment or change order approved by the Contracting Authority, the Contractor, and signed by the City Attorney. If the Contractor performs any modification without a written amendment/change order, the City will neither pay for nor be obligated to accept said modification.

4. Prime Contractor

The proposer(s) awarded the contract must be the prime Contractor performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly outlined in the proposal document as to what part(s) are to be subcontracted, the reasons for subcontracting and a listing of subcontractors. The City reserves the right to reject any proposal wherein use of subcontractors significantly affects the ability of the Proposer to function as the prime Contractor on the awarded contract. The prime Contractor will at all times be responsible for the acts and errors or omissions of its Subcontractors or joint participants and persons directly or indirectly employed by them.

5. Subcontractors/Joint Ventures

Acceptance or rejection of a Proposer's request to use subcontractors is at the sole discretion of the City. With the written approval of the City, the contractor may enter into subcontracts and joint participation agreements with others for the performance of portions of the resultant agreement.

The provisions of the resultant agreement shall apply to all subcontractors in the same manner as to the Contractor. In particular, the City will not pay, even indirectly, the fees and expenses of subcontractors that do not conform to the limitations and documentation requirements of the resultant agreement.

6. Copies of Subcontractor Agreements

Upon written request from the City, the Contractor shall supply the City with all subcontractor agreements.

7. Replacement of Contractor's Staff

The City reserves the right to have the Contractor replace any contract personnel with equally or better-qualified staff upon providing written notice to the Contractor. Also, the City reserves the right to approve in advance any changes in project personnel or levels of commitment by the Contractor to the project.

8. Contractor's Address

The address given in the proposal response will be considered the legal address of the Contractor and will be changed only by written notice to the City. The Contractor will supply an address to which certified mail can be delivered. The delivery of any communication to the Contractor personally, or to such address, or the depositing in the United States Mail, registered or certified with postage prepaid, addressed to the Contractor at such address, will constitute a legal service thereof. Also, telephone numbers, fax numbers, and e-mail addresses (if applicable) must be provided.

9. Term & Option to Renew

The term established under this RFP shall be for the period identified in the RFP at Section 1.3. The City reserves the right in its sole discretion to seek an extension of the term.

10. Standard Contract Provision Requirements

Please carefully review the information contained in the City of Los Angeles Requirements and Checklist [Section 7], including the Standard Provisions for City Contracts. Compliance with these requirements and submission of necessary forms is mandatory at the time of submission of a proposal, before awarding a contract, or both. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

11. Governing Law

All matters relating to the formation, validity, construction, interpretation, performance, and enforcement of the RFP and the resultant agreement/contract, must comply with all applicable laws and regulations of the United States of America, the State of California and the City of Los Angeles.

7. Proposer Checklist

As part of the RFP process, all proposers are to review, complete, and submit the following proposal components and compliance documents. Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed.

Additional information regarding some compliance documents may be available on a City website, and/or by phone with the administering City Department of a given ordinance or compliance document. Exemptions from certain ordinances may also apply. EWDD reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process.

Your proposal **MUST** include the following components and compliance documents listed on the standalone following page:

Proposer’s Name: _____

PROPOSAL CHECKLIST	
<u>Follow this sequence in presenting your proposal with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form.</u>	
Table of Contents	
PROPOSAL DOCUMENTS	PAGE NUMBER
Cover Letter (on company letterhead) with Authorized Signature	
Proposal Checklist	
Technical Proposal, including Qualifications and Experience	
Proposed Staffing and Project Organization of Prime Consultant and Sub Consultants (if any)	
Preliminary Work Plan	
References	
Cost & Price Proposal	
Form W-9	
Taxpayer Identification Number (TIN) and Certification	
Business Tax Registration Certificate	
REQUIRED RFP COMPLIANCE DOCUMENTS TO BE COMPLETED ONLINE AT rampla.org	
Contractor Responsibility Ordinance Questionnaire	
Contract Responsibility Ordinance Pledge of Compliance	
Bidder Contributions – CEC Form 55 (Measure H)	
Municipal Lobbying Ordinance / Bidder Certification – CEC Form 50	
Iran Contracting Act Compliance Affidavit	

Additionally, Firms May Be Required to Complete and Submit the Following Documents Prior to any Contract Executions:

- A. Equal Benefits /First Source Hiring Ordinance Affidavit (On RAMP)
- B. Business Inclusion Program
- C. Slavery Disclosure Affidavit (On RAMP)
- D. Americans with Disabilities Act Certification
- E. Certification of Compliance with Child Support Obligations
- F. Contractor Responsibility Ordinance – Pledge of Compliance
- G. Los Angeles Residence Information
- H. Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO) – Additional Forms
- I. California Iran Contracting of 2010
- J. Disclosure of Border Wall Contracting