

To all Potential Respondents:

**CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENGINEERING**

**REQUEST FOR QUALIFICATIONS (RFQ)
PRE-QUALIFIED ON-CALL BRIDGE / CIVIL ENGINEERING AND
OTHER DESIGN AND SUPPORT SERVICES CONSULTANTS LIST**

VARIOUS PUBLIC WORKS PROJECTS

Statements of Qualifications (SOQs) are requested from experienced consultants to provide bridge / civil engineering and other design and support services on a pre-qualified on-call basis for various Public Works projects. SOQs must be submitted in accordance with the requirements set forth in this document.

Only written responses will be considered. Any materials submitted will become part of the response and may be incorporated into any subsequent contract(s) between the City and the selected consultant. Respondents shall submit one (1) original, and one (1) PDF copy on a flash drive of their Cover Letter, SOQ, and all other required documents.

The original must include all other required documents bound separately and clearly labeled and be submitted at the same time as the SOQ submittal. Responses must be received by **12:00 p.m. on Friday, February 23, 2024** and addressed to:

**Mr. Scott Gibson, P.E., Division Manager
Bureau of Engineering
Bridge Improvement Division
1149 S. Broadway, Suite 750
Los Angeles, California 90015**

If you have technical questions regarding the RFQ, please submit them to Jose Beristain via e-mail to Jose.Beristain@lacity.org. The questions, along with the answers, will be issued by addendum. Any questions regarding mandated City Policies and Programs should be addressed to the City agency responsible for administering them, as stated in the corresponding attachment.

A pre-submittal virtual meeting will be held on **January 3, 2024 at 10:00 am**. All consultants interested in this RFQ are strongly encouraged to attend this meeting. Please refer to the following link to attend the virtual meeting, <https://meet.google.com/kkb-yvxx-vzw?authuser=0> or you can dial in using the number +1 319-343-8901 with the following PIN, 205 583 913#.

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1. INTRODUCTION

The Bridge Improvement Division of the Bureau of Engineering (BOE), Department of Public Works, City of Los Angeles is requesting the submittal of SOQs from consultants to provide bridge / civil engineering and other design and support services on a pre-qualified on-call basis for various Public Works projects. It is anticipated that a list of approximately 20 consulting firms will be established.

On certain Public Works projects, the BOE plans to utilize consultants to provide bridge / civil engineering and other design and support services, sometimes on an emergency basis, during the course of a 5-year period. These services may include, but are not limited to:

- Project Management services (i.e. cost estimating, scheduling, Project Study Report (PSR) / Project Report (PR) preparation, advanced project planning, grant writing, funding procurement, engineering studies, community outreach, etc.)
- Project Approval / Environmental Design (PA/ED) package preparation and approval
- Design, Project Studies and Plans, Specifications & Estimates (PS&E) package preparation and approval
- Environmental documentation and approval
- Right-of-way engineering and utility coordination and relocation design
- Surveys (aerial, land, design, and construction)
- Geotechnical engineering and engineering geologist services
- Construction engineering and management services
- Grant Writing Services

The issuing date for the RFQ is **December 15, 2023**. A virtual pre-submittal meeting is scheduled for **January 3, 2024 at 10:00 am**. Please refer to the following link to attend the virtual meeting, <https://meet.google.com/kkb-yvxx-vzw?authuser=0> or you can dial in using the number +1 319-343-8901 with the following PIN, 205 583 913#. The closing date for this RFQ is **12:00 p.m. on February 23, 2024**. Responses may be submitted at any time prior to the due date.

A panel from the Department of Public Works and potentially Caltrans will evaluate the written responses to this RFQ to establish a list of pre-qualified on-call bridge / civil engineering and other design and support services consultants according to the procedures outlined in Section 10. After the Pre-Qualified On-Call List has been established, work will be assigned according to the guidelines detailed in Section 7.

2. COST OF CONSULTING CONTRACTS

Qualified consultants must be able to perform the scope of work associated with design and construction projects where bridge / civil engineering and other design and support services costs will vary between \$50,000 and \$3,000,000, although it is possible that a few project task orders could be below or above these amounts. No guarantee can be given, either expressly or by implication, that any work or services will be required under this solicitation.

3. FINANCIAL RESPONSIBILITY

The City shall not be responsible in any manner for the costs associated with the submission of your SOQ. The SOQ, including all drawings, plans, brochures, photographs and other materials submitted shall become the property of the City upon receipt by the City. The City shall have the right to copy, reproduce, publicize or dispose of each SOQ in any way the City elects.

4. RIGHTS OF NEGOTIATION, REVISION, WITHDRAWAL, AND REJECTION

The City will negotiate a contract with each firm selected for the Pre-Qualified On-Call List. The City reserves the right to revise the RFQ, withdraw the RFQ, to reject any response for non-compliance with the RFQ provisions, or not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the City. If the RFQ is revised, written revisions to the RFQ will be made available to all potential respondents who received the RFQ.

5. ACCEPTANCE OF TERMS AND CONDITIONS

Submission of the SOQ shall constitute acknowledgement of acceptance of all terms and conditions hereinafter set forth in this RFQ unless otherwise expressly stated herein. All SOQs must be submitted in writing and must include all required documents including forms, appendices, and other specifications.

6. SCOPE OF WORK

Consultants may submit their SOQ for Bridge Design, Civil Engineering, or both. All SOQs shall specify at the beginning of the document for which area of expertise, or both, the Consultant is submitting their qualifications.

All work shall be conducted under the direction of professional consultant staff who are educated, experienced, and appropriately and currently licensed, if required, by the laws of the State of California in the disciplines for which they are directing the work. The primary responsibility of the Consultant shall be to provide high quality bridge/street designs and complete PS&E packages as well as construction management expertise for assigned projects in accordance with the latest Caltrans, Federal Highway Administration (FHWA) and City of Los Angeles adopted policies and procedures.

The Consultant shall provide all project engineering and construction management-related services necessary in accordance with project task orders issued by the Bridge Improvement Division, the Street Improvement Division, and other Divisions in the Bureau, as needed. The scope of services the Consultant will be required to provide shall include, without limitation, the services set forth in this section. The services set forth herein are further described in the Bureau's Project Delivery Manual (PDM) which is available online at <https://engineering.lacity.gov/techdocs/project-delivery-manual>. The Consultant shall provide the services set forth herein through its own employees and/or through its subconsultants.

(A) Bridge and Civil Engineering: Pre-Design Services

The Consultant shall provide pre-design services or prepare pre-design reports as set forth in each project task order and shall have a thorough understanding of Caltrans requirements as well as Chapter 7 of the BOE's Project Delivery Manual (PDM) available online at <https://engineering.lacity.gov/techdocs/project-delivery-manual>. The Consultant may also provide surveying services.

(B) Bridge: Design Services

The Consultant shall provide bridge design services as set forth in each project task order. Design services shall include all necessary and usual components and/or services in connection with the design. The Consultant shall also have a thorough understanding of such references as: National Bridge Inspection Standards (NBIS) Recording and Coding Guide, Caltrans Highway Design Manual, Bridge Design Codes, American Association of State Highway and Transportation Officials (AASHTO) Design Specifications with Caltrans Amendments, Highway Bridge Program (HBP) - (formerly called Highway Bridge Replacement and Rehabilitation (HBRR) Program) guidelines, Uniform Act, Caltrans Local Assistance Program Guidelines (LAPG), Caltrans Local Assistance Procedures Manual (LAPM), BOE's Project Delivery Manual and Design Manuals including but not limited to Street Design and Structural Design, BOE Standard Plans, Standard Specifications for Public Works Construction, BOE "Brown Book", Green Street Elements, Bicycle Plan, and Los Angeles County Metropolitan Transportation Authority

(Metro)/California Transportation Commission (CTC) funding requirements and processes.

The areas of design services that may be required for each project task order shall include, without limitation, the following: drafting services (AutoCAD, Civil 3D); project rendering and presentation services; project development and conceptual design services; preparation of PSR/PRs; and preparation of PA/ED and PS&E packages. PS&E packages shall include, but are not limited to: bridge dead load and live load analysis, seismic hazard studies, dynamic analysis of structures, including pushover analysis, scour analysis, non-linear analysis, civil design, traffic studies, traffic design, street lighting design, and Transportation Management Plans (TMPs). The TMPs should include: traffic staging requirements, traffic and worksite control design services, striping, signal and light design, geometric studies and flat parking lot design, grading plans, and construction staging design services. For State-owned bridges, preparation of PSR/PRs, PA/EDs, and PS&Es per Caltrans standards and coordination with Caltrans Local Assistance and Project Management staff is required.

Other services that may be required of the Consultant include: hydrology/hydraulic studies, storm drain design, geotechnical services, architectural design and development services, real estate services, environmental services, estimates, construction duration schedule, constructability review for the completeness of contract drawings and specifications and resolution of conflicts therein, conforming drawings and specifications for construction, and value engineering.

(C) Civil Engineering/Street Design Services

The Consultant shall provide civil engineering design services as set forth in the task order. Design services shall include all necessary and usual components and/or services in connection with the design. The Consultant should have a thorough understanding of such references as BOE's Project Delivery Manual and Design Manuals. Design Manuals include, but are not limited to: Street Design Manual, Structural Design Manual, BOE Standard Plans, Standard Specification for Public Works Construction, BOE "Brown Book", Green Street Elements, and Bicycle Plan, Metro/CTC funding requirements and processes.

The areas of design services that may be required for each project task order shall include without limitation, the following: Drafting services (AutoCAD, Civil 3D); project rendering and presentation services; project development and conceptual design services; preparation of PSRs/PRs; preparation of PA/ED and PS&E packages. PS&E packages shall include, but are not limited to: seismic hazard studies, dynamic analysis of structures including pushover analysis, non-linear analysis, civil design, traffic studies, traffic design, street lighting design, and TMPs. The TMPs should include: traffic staging requirements, traffic and worksite control design services, striping, signal and light design, geometric studies and flat parking lot design, grading plans and construction staging design services.

Other services that may be required of the Consultant include: evaluation of subcontracting potential, hydrology/hydraulic studies, storm drain design, geotechnical services, real estate services, environmental services, estimates, construction duration

and schedule, constructability review for the completeness of contract drawings and specifications and resolution of conflicts therein, and value engineering, if applicable.

(D) Bridge and Civil Engineering: Coordination with Other Agencies during Design Phase

For project task orders, the Consultant may be directed to coordinate with such agencies as: regional transportation planning agencies; local agencies for authorizations, permits, plan checks and approvals and other local sponsors; railroad companies; Public Utilities Commission (PUC), Los Angeles Department of Water & Power (LADWP) and other utilities including utility notices, coordination with utility companies on utility relocation designs and implementation; City of Los Angeles Department of Building and Safety; Metro; Los Angeles County; California Coastal Commission; the City's right-of-way agent for appraisals, title search, map preparation, legal descriptions, negotiations, relocation assistance; the City's environmental agent for environmental clearances including archeology, biology, noise, visual and related studies; and state and federal entities including Caltrans Local Assistance and project management staff, Southern California Association of Governments (SCAG), U.S. Army Corps of Engineers, California Department of Fish and Game, and the Los Angeles Regional Water Quality Control Board.

(E) Bridge and Civil Engineering: Construction Engineering and Management Services

The Consultant shall provide such construction related services as follows: scheduling; schedule analysis; estimating; document control; coordination with inspection, pre-construction meetings and weekly job site meetings; and maintenance of meeting minutes.

Other services include constructability review during the pre-bid stage; monitoring of construction costs and schedules (providing early indications of cost and schedule trends, identifying cost and schedule impact of changes to scope of work, and providing recommendations for corrective action); review of Critical Path Methods (CPMs), and contractor cost loading; communication and collaboration with stakeholders; review and approval of shop drawings, submittals, and plan clarifications, and maintenance of shop drawing logs; prompt responses to Requests for Information (RFIs) and other communications with contractor to minimize claims against the City, and maintenance and tracking of RFI logs; preparation and maintenance of change orders – change order management; and claims analysis, advisement, resolution, response preparation, and avoidance.

The Consultant shall be able to prepare closeout documents in a timely manner. Closeout activities shall be coordinated with the Bureau of Contract Administration and include processing all outstanding change orders, claims and other issues to attain final acceptance by the Board of Public Works; and coordination of guaranty and warranty items between the City and the Contractor, including as-builts (or as-built preparation), manuals, and Certificate of Occupancy for facilities from the Contractor.

The consulting firm responsible for the design of a particular project or bridge may not perform construction management for the same project or bridge.

(F) Bridge and Civil Engineering: Additional Professional Services

The Consultant may be directed to provide additional professional services for certain project task orders. The Consultant shall provide such additional professional services through its own professional employees or through its subconsultants.

Additional professional services shall be those services which are considered necessary for the project task order and are in addition to or beyond the necessary and usual services in connection with pre-design or design services. Additional professional services shall include, without limitation, the following:

1) Landscape Design and Architecture

For project task orders, the Consultant may be directed to coordinate with the Cultural Affairs Department. The Bridge Improvement Division requires consulting services in Bridge Art and Bridge Architecture. The Street Improvement Division requires services in streetscape design.

2) Public Relations and Outreach

For project task orders, the Consultant may be directed to coordinate with the Public Affairs Office of the Board of Public Works, or to provide public outreach services through a subconsultant. The Public Affairs Office (PAO) shall assist the project manager with supervising all public outreach aspects of the contract. It will be the responsibility of the public outreach consultant and any public outreach subconsultant(s) to coordinate with the PAO on all public outreach activities, which are defined as any activity or activities and/or communication or communications involving contact with the public. These activities may include, but are not limited to, communicating and coordinating with community groups; arranging community meetings and public hearings; media outreach, including the preparation and placement of paid announcements; and preparing printed literature for public dissemination.

3) Miscellaneous Design Services

Other federally funded services such as bikeways, parks, transit facilities, river projects, and more.

4) Grant Writing Services

The Consultant may be asked to assist in identifying and applying for grants at the federal, state, and local levels for the planning, design, and construction of various projects, including, but not limited to, bridges, grade separations, street improvements, bikeways, green space, transit facilities, and river projects.

5) Training

The Consultant may be asked to schedule or provide training on specialized design, state-of-the-art processes or systems for City staff.

The selected Consultants may be requested to provide additional professional services not specifically mentioned above at the discretion of the City and within the scope of the contract. This notification is made to inform respondents of this option of the City.

For each Task Order Solicitation for which qualifications are provided, Consultants will be asked to indicate which services would be provided directly by the Consultant, and to identify the subconsultants, if any, and the subconsultants' Disadvantaged Business Enterprise (DBE) status (**Attachment A-08**). Proposed subconsultants should be obtained from the Consultant's Exhibit 10-O1 form (**Attachment A-08**). The City Engineer, at his or her discretion, may request Consultants to complete an entire project, a portion or phase of a project, or multiple tasks within a project.

7. ASSIGNMENT OF WORK

In the event of a need for services, a Task Order Solicitation will be prepared and issued by the City to all Consultants. Responses will be reviewed and rated in accordance with the criteria issued in the Task Order Solicitation. The City may exercise its option to shortlist or interview firms that respond to the Task Order Solicitation. Negotiations will follow on the terms for the project regarding the scope of work, deliverables, schedule and costs. If an agreement cannot be reached with the highest-ranking firm, the City reserves the right to negotiate with the second highest ranking firm and so on until an agreement is reached.

In certain circumstances, it may be necessary to assign a sole source task order to a Consultant on the pre-qualified on-call list. A sole source proposal may be solicited from the pre-qualified on-call Consultant only after requesting approval by the City Engineer and the Board of Public Works.

Once an agreement is reached, the City will issue a Notice to Proceed. No work is authorized until the City issues the Notice to Proceed to the selected Consultant. No guarantee of work is given or implied to any of the Consultants on the list.

In the case of a declared emergency, the City reserves the right to issue a Task Order to the top firm regardless of cost.

8. CHECKLIST OF SOQ REQUIREMENTS

Respondents shall submit one (1) original, and one (1) PDF copy on a flash drive of their Cover Letter, SOQ, and all other required documents. The original must include all other required documents bound separately and clearly labeled, and be submitted at the same time as the SOQ submittal.

Cover Letter

The Cover Letter should include the name, address, and Business Tax Registration Certificate (BTRC) number of the firm. It should also include the name and contact information of the person authorized to represent the firm and the name of the proposed project coordinator for the duration of the contract.

Statement of Qualifications

The SOQ must include a statement that the SOQ is genuine, and not a sham or collusive, nor made in the interest or on behalf of any person not herein named, and that the respondent has not directly or indirectly induced or solicited any other respondent to put in a sham SOQ, or any other person, firm or corporation to refrain from responding, and that the respondent has not in any manner sought by collusion to secure for itself an advantage over any other respondent. If selected, the Consultant is prepared to provide all of the services described in the Scope of Work for each project for which a proposal is submitted. SOQ must also provide the following:

- Signature of the person authorized to obligate the firm or joint venture.
- Location of the offices where the work is to be performed. If the work is to be shared among firms and offices at different locations, indicate where each office is located and what work is to be performed in each office. For field personnel, provide the location of the offices where they will be based and from which they will be managed.
- Summary description of the work to be performed by each subconsultant firm proposed for the discipline work.
- Attach a memo from each subconsultant, signed by a principal of the subconsultant firm, indicating the specific portion or discipline of the bridge or related transportation work to be performed by the subconsultant firm.
- E-mail address for the prime consultant to which correspondence can be sent.

The SOQ must also include references from previous clients for past work of a similar nature. Provide the names of the clients, the client's contact persons and their telephone numbers, and a description of the project and the work performed by your firm. The City reserves the right to contact the clients listed at any time.

An organization chart and list of key personnel as categorized below must also be provided accompanied by a listing of the work he/she will perform; academic credentials; professional and/or requisite licensing, and/or certification documents as are required to perform the duties as detailed in the Scope of Work Section. It is likely that the staffing requirements will vary from project to project over the duration of the contract. Describe the firm's approach, capability, and flexibility to adjust to varying staffing requirements as the City's needs and policies vary from one project to the next.

The list of key personnel is to be categorized as:

- Executives/Managers
- Licensed Professionals
- Engineers/Surveyors
- Architects
- Other Technical/Professional/Accounting Staff
- Administrative/Support Staff

Compensation for Consultant services will be based on a Cost Reimbursement or Lump Sum method. Individual Task Orders will state the type of compensation method. For the Cost Reimbursement method, Consultants can either be reimbursed on an Hourly Billing Salary Rate, with added Consultant Office or City Office overhead and 10% profit,

or on an Hourly Billing Rate. The Hourly Billing Rate includes the Consultant's overhead and profit. Hourly Billing Rates for Consultant personnel to be used on projects will be requested at the time of contract negotiations.

The Consultant Office overhead rate will be the actual Consultant's overhead rate, but not to exceed a maximum of 180% for Consultant personnel located in the Consultant's office. The City Office overhead rate, for Consultant personnel on assignment at one of the City's offices for a period exceeding one month, will be the Consultant's actual overhead rate, but not to exceed a maximum of 155%

The City reserves the right to negotiate final Hourly Billing Rates, Hourly Salary Rates, and all overhead rates. The City will require the following documentation to support the stated overhead rates at the time of negotiation:

1. Prime Consultant Field and Home Office Overhead Rates
 - a. Federally or State audited overhead rates including backup documentation **OR**
 - b. Overhead rates calculated and signed by the firm's Certified Public Accountant (CPA) including backup documentation **OR**
 - c. Firm's internal calculation of overhead rates signed by the Principal of the firm which are auditable and defensible in the event of an audit.
2. Field and Home Office Overhead Rates for Subconsultants listed in your SOQ
 - a. Federally or State audited overhead rates including backup documentation **OR**
 - b. Overhead rates calculated and signed by the firm's CPA including backup documentation **OR**
 - c. Firm's internal calculation of overhead rates signed by the Principal of the firm which are auditable and defensible in the event of an audit.

This overhead information is not required to be submitted as part of your SOQ, but will be required if your firm is selected for negotiations.

The following are required as part of the SOQ submission:

CHECKLIST

<input checked="" type="checkbox"/>	DOCUMENT	DESCRIPTION
<input type="checkbox"/>	Cover Letter	Include the name, and address of the firm; the firm's BTRC number (Refer to Attachment A-02); the names, titles and telephone numbers of the person(s) who will be authorized to represent the respondent; and the name of the project coordinator for the duration of the contract.
<input type="checkbox"/>	SOQ	Non-collusive statement; office locations; proposed subconsultant responsibilities; references;

		organizational chart; and resumes and academic credentials of key personnel.
<input type="checkbox"/>	Responsibility Questionnaire (Service Version) (See Attachment A-01)	Includes information on the following: <ul style="list-style-type: none"> • Organizational structure of the firm • Ownership and name changes • Financial Resources and Responsibility • Performance History • Disputes • Compliance with Laws • Business Integrity
<input type="checkbox"/>	Non Discrimination, Equal Employment Practices, Affirmative Action (See Attachment A-03)	Non-Discrimination / Equal Employment Practices Provisions / Affirmative Action Plan documentation
<input type="checkbox"/>	Equal Benefits Ordinance/First Source Hiring Ordinance (See Attachment A-05)	Equal Benefits Ordinance/First Source Hiring Ordinance Compliance Affidavit webform and submitted on the City of Los Angeles Regional Alliance Marketplace for Procurement (RAMP) website.
<input type="checkbox"/>	Child Support Obligations (See Attachment A-06)	Certificate of Compliance to Child Support
<input type="checkbox"/>	Americans with Disabilities Act (See Attachment A-07)	Certificate of Compliance to ADA
<input type="checkbox"/>	Disadvantaged Business Enterprise (DBE) Program (See Attachment A-08)	Exhibit 10-O1 to provide information on DBE subconsultants and Exhibit 15-H to document their good faith effort outreach.
<input type="checkbox"/>	Disclosure Ordinances (See Attachment A-11)	Slavery Disclosure/Disclosure of Border Wall Contracting Ordinance Affidavit webform and submitted on RAMP
<input type="checkbox"/>	Los Angeles Residence Information Form (See Attachment A-12)	Percentage of Workforce residing in the City of Los Angeles
<input type="checkbox"/>	Iran Contracting Act (See Attachment A-14)	Compliance Affidavit
<input type="checkbox"/>	Bidder Certification CEC Form 50 and Bidder Contributions CEC Form 55 (See Attachment A-15)	Compliance with Disclosure Requirements and Prohibitions Established in the Los Angeles Municipal Lobbying Ordinance and Limitations on Campaign Contributions
<input type="checkbox"/>	Policy Compliance Certification Checklist	Checklist must be completed, signed, and submitted with the cover letter and SOQ.

9. PRE-SUBMITTAL MEETING

A pre-submittal virtual meeting will be held on **January 3, 2024** at **10:00 am** to clarify the contents of this RFQ and to discuss the needs of the BOE. Please refer to the following

link to attend the virtual meeting, <https://meet.google.com/kkb-yvxx-vzw?authuser=0> or you can dial in using the number +1 319-343-8901 with the following PIN, 205 583 913#. City staff will be available to answer questions, clarify RFQ requirements, and further explain the DBE Program requirements, and other mandated City policies and programs. All consultants interested in this RFQ are strongly encouraged to attend this meeting. It is expected that consultants attending the pre-submittal meeting will have reviewed the RFQ, along with the attachments.

To maximize the effectiveness of the meeting, the BOE requests that, to the extent possible, respondents submit technical questions by e-mail to Jose.Beristain@lacity.org prior to the meeting. This will enable BOE staff to prepare responses in advance. However, all responses to the questions during the meeting will be issued via an Addenda. Additional questions will be accepted at the pre-submittal meeting; however, responses will be deferred and provided as addenda to the RFQ at a later date.

10. CONSULTANT SELECTION PROCEDURE

SOQs will be initially reviewed by a panel from the Department of Public Works and potentially Caltrans. The following criteria will be used in evaluating the respondent's SOQ to determine which consultants are deemed most qualified for the successful performance of the type of work included in this RFQ. Respondents submitting the highest-rated SOQs may be called for an oral interview to further assess their qualifications. If the consultant has complied with other City requirements, a contract may be negotiated with each successful respondent and their company will be placed on the pre-qualified on-call list. For specific project task orders, proposals will be solicited from the consultants on the list pursuant to the terms of Section 7.

Consultants will not be allowed to make any changes to their SOQs between the time of submittal and the time a decision is made by the City on which firms are "short listed" for interviews. If a consultant has been "short listed," the consultant may revise its SOQ ONLY if the City is notified in writing. The notification must be received by the City at least 10 days prior to the interviews. The notification must clearly state the reasons for and the specifics of the changes.

Selection/Evaluation Criteria

- *Understanding of the work to be done* **25%**
*This includes demonstrated knowledge of the work required, explanation of the project, management and scheduling abilities, other on-going projects and priorities, quality and cost control, and staff availability.***
- *Experience with similar kinds of work* **20%**
*This includes demonstrated capability on similar or related projects and a record of producing a quality product on similar projects on time and within budget.***
- *Quality of staff for work to be done* **15%****

This includes the firm's qualifications and relevant individual experience, unique qualification of key personnel, time commitment of key members, and organization chart.

- **Capability of developing innovative or advanced techniques** **10%**
This includes innovative approaches and internal measures for timely completion of similar projects.
- **Familiarity with City, State and Federal procedures** **10%**
This includes knowledge of City/State/Federal processes and procedures, the ability and willingness to respond to City/State/Federal requirements and accessibility to City/State/Federal reviewers.
- **Financial responsibility** **10%**
This includes demonstrated capability of delivering similar projects within budget and internal measures for cost efficiencies.
- **Demonstrated technical ability** **10%**
This includes the firm's qualifications and relevant experience and a record of producing a quality product.

Consultants will be scored according to the criteria noted above, which is based on the weighted criteria published by Caltrans in the Local Assistance Manual, Exhibit 10-B. Consultants shall be scored without regard to the size of their firm. However, they are encouraged to form teams with other firms in order to provide a full range of services and specializations to be of maximum value to the City.

11. SUBCONSULTANTS

The consultant may enter into subcontracts with others for the performance of any portion of the resultant contract. Potential subconsulting opportunities have been listed in **Attachment A-09**. The list of subconsulting opportunities is intended to be used for informational purposes only.

The requirements of this RFQ and any resultant contract shall apply to all subconsultants in the same manner as to the consultant. In particular, the City will not pay, even indirectly, the fees and expenses of subconsultants that do not conform to the provisions and documentation requirements of the resultant contract. Potential subconsultants must submit Exhibit 10-Q "Disclosure of Lobbying Activities" if any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency in connection with this federal contract.

General and administrative fees for the management of subconsultants will be limited to actual charges. The 5% markup on subconsultants typically seen on other City contracts will not apply to the scope of services provided in this RFQ.

12. CITY CONTRACTUAL REQUIREMENTS

The City of Los Angeles has certain policies and requirements that may affect the contracts awarded from this RFQ. Refer to **Attachment A-10** for a sample of the City of Los Angeles' Personal Services Contract. Therefore, all prospective consulting firms are advised of the following:

- **Contractor Responsibility Ordinance (CRO)**

The contract will only be awarded to a responsive, responsible consultant. All businesses or individuals seeking to contract with the City of Los Angeles are required to demonstrate that they possess the quality, fitness, and capacity to perform the work set forth in the contract under the terms of the criteria listed in the Los Angeles "Contractor Responsibility Ordinance" (Article 14, Chapter 1, Section 10 of the Los Angeles Administrative Code). Respondents are required to complete all sections of the "Responsibility Questionnaire" and submit the Questionnaire with the SOQ. Failure to return the completed document may result in the respondent being deemed non-responsive. When the contract is awarded, the consultant and its subconsultants will be required to sign a "Pledge of Compliance with the Contractor Responsibility Ordinance". Submitting firms with questions on the Contractor Responsibility Ordinance should contact the Bureau of Contract Administration, Special Research & Investigation Section at (213) 847-2406. **(Attachment A-01)**

- **Business Tax Registration Certificate (BTRC)**

The City of Los Angeles requires that all firms doing business within the City of Los Angeles pay City business taxes. Each firm or individual paying the business tax receives a BTRC number.

The respondents must represent that they have, or will obtain upon award, a Business Tax Registration Certificate (BTRC) required per the Los Angeles City's Business Tax Ordinance (Article 1, Chapter 2, Section 21.00 and following, of the Los Angeles Municipal Code). The consultant shall maintain, or obtain as necessary, all such certificates required of it under said Ordinance and shall not allow any such certificate to be revoked or suspended. To find out more about the BTRC, please refer to **Attachment A-02**, or contact the Office of Finance, Tax and Permit Division, Main Office, (844) 663-4411.

- **Non-Discrimination, Equal Employment, Affirmative Action**

Respondents are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable federal Affirmative Action/Equal Employment Opportunity provisions.

All respondents shall complete and submit with their SOQ the Equal Employment Opportunity Officer designation form.

Respondents seeking additional information regarding the requirements of the Non-Discrimination, Equal Employment Practices and Affirmative Action Program may contact the Bureau of Contract Administration at bca.eeoe@lacity.org. **(Attachment A-03)**

- **Insurance Requirements**

The selected consultants will be required to obtain insurance coverage in the following types and amounts as specified by the City Administrative Officer's Risk Manager and the Board of Public Works prior to award of a task order under this contract:

•General Liability	\$ <u>1</u> Million per occurrence
•Professional Liability	\$ <u>1</u> Million per occurrence
•Workers' Compensation	
Employer's Liability Insurance	\$ <u>1</u> Million per occurrence
•Automobile Liability Insurance	\$ <u>1</u> Million per occurrence

Insurance requirements, including actual levels of insurance coverage for each required type of insurance may be adjusted for each project task order. Additional coverage may be required on specific project task orders. At the time a task order is issued and prior to the commencement of work, proof of insurance must be submitted to the Board of Public Works for approval by the City Administrative Officer's Risk Manager.

Documents in **Attachment A-04** are included for the potential respondent's information. No insurance documents need to be submitted with the SOQ.

- **Equal Benefits Ordinance (EBO)/First Source Hiring Ordinance (FSHO)**

If a contract is subject to the Equal Benefits Ordinance (EBO) and/or the First Source Hiring Ordinance (FSHO), Bidders/Proposers are required to complete a streamlined Equal Benefits Ordinance/First Source Ordinance Compliance Affidavit web form that is located on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org. Bidders/Proposers are responsible for creating a RAMP profile and completing and submitting the affidavit. See below for additional details about the EBO and the FSHO.

Equal Benefits Ordinance (EBO):

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).

All Bidders/Proposers shall complete and submit the Equal Benefits Ordinance/First Source Ordinance Compliance Affidavit, available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org, prior to award of a City contract that exceeds \$25,000. The affidavit shall be valid for a period of three years from the date it is first submitted on the City's RAMP. Bidders/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 EBO/FSHO Affidavit.

Bidders/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>.

First Source Hiring Ordinance (FSHO):

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a 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).

All Bidders/Proposers shall complete and electronically sign the Equal Benefits Ordinance/First Source Ordinance Compliance Affidavit available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org, prior to award of a City contract. The affidavit shall be valid for a period of three years from the date it is first submitted on the City's RAMP.

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

- **Child Support Obligations Ordinance**

On February 13, 1991, the Child Support Obligations Ordinance became effective. The ordinance requires all current and future consultants and subconsultants performing work for the City to comply with all state and federal reporting requirements relative to legally mandated child support obligations. All future contracts will contain language obligating the consultant and their subconsultants to fulfill those requirements. In addition, the consultant must complete the Certification of Compliance with Child Support Obligations form (**Attachment A-06**) and submit it with the SOQ.

- **Access and Accommodations**

Consultants performing work for the City are required to be in compliance with the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.), and must submit a Certification Regarding Compliance with the Americans with Disabilities Act with their SOQ. (**Attachment A-07**)

- **Disadvantaged Business Enterprise (DBE) Program Requirements**

It is the Respondent's responsibility to be fully informed regarding the requirements of U.S. Department of Transportation's (DOT) 49 CFR, Part 26, and the DBE Program developed pursuant to the regulations. Respondents should ensure that DBE certified firms and other small businesses have the opportunity to participate in the performance of the contract that is the subject of this RFQ and should take all necessary and reasonable steps for this assurance. The Respondent shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts. DBE

firms as Prime Consultants or subconsultants must be certified through the California Unified Certification Program (CUCP) on the date and time of Proposal submittal in order to receive credit towards meeting the DBE goal specified below. Access to the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program web site is available at http://www.dot.ca.gov/hq/bep/find_certified.htm. Refer to **Attachment A-08** Exhibit 10-I “Notice to Proposers DBE Information” for more information regarding the Program.

For the purpose of this RFQ, the City has set a DBE goal of **20** percent. Respondents must complete the Exhibit 10-O1 “Consultant Proposal DBE Commitment” form in **Attachment A-08** and include the form with their SOQ package. The form must include the contact information of all DBE firms that may participate on the contract with a complete description of the work or supplies to be provided by each. This form will be used to establish the initial list of subconsultants that may be used for future Task orders. Respondents who are unable to meet the specified DBE goal must complete and submit with their SOQ package the Exhibit 15-H “DBE Information-Good Faith Effort” form in **Attachment A-08** and include the supporting documentation necessary to verify their good faith efforts to meet the DBE goal. Failure to meet the DBE goal or perform an adequate good faith effort as outlined in **Attachment A-08** will result in the rejection of the SOQ as non-responsive.

After the contract is awarded, Consultants responding to a Task Order Solicitation must complete and submit Exhibit 10-O2, “Consultant Contract DBE Commitment” form in order to document compliance with the DBE program. The form must include the contact information of all DBE firms that will participate on the Task Order with a complete description of the work or supplies to be provided by each and the dollar value of each DBE transaction as applicable. It may be necessary to modify the DBE goal per Task Order depending on the scope of work and DBEs available for the Task Order.

Submitting firms with questions on, or requiring assistance with, the DBE Program requirements should contact the City’s Bureau of Contract Administration, Office of Contract Compliance by email at bca.biphelp@lacity.org.

- **Worker Retention Ordinance (WRO) & Living Wage Ordinance (LWO)**

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure 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., Worker Retention Ordinance (WRO).

Bidders/Proposers who believe that they meet the qualifications for one of the exemptions shall apply for exemption from the Ordinance by completing and submitting the appropriate Exemption/Non-Coverage Application form with their proposal. Application forms are as follows: Exemption Application (Form LW-10), Small Business Exemption Application (Form LW-26), 501©(3) Non-profit Exemption Application (Form OCC/LW-

28), and Non-Coverage Determination Application (Form OCC/LW-29). These forms and more detailed information about the ordinances are available on the Bureau of Contract Administration's website at <https://bca.lacity.org>.

- **Contractor Evaluation Ordinance**

At the end of the contract, the City will conduct an evaluation of the Consultant's performance. The City may also conduct evaluations of the Consultant'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 the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Consultant assigns to the contract. A Consultant who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Consultant, to evaluate Proposals and to conduct reference checks when awarding other personal services contracts.

- **Discount Terms**

Throughout the term of this Contract, Consultant, shall offer CITY the best terms, prices, and discounts that are offered to any of Consultant's customers for similar goods and services provided under this Contract.

- **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. Bidders/Proposers are required to complete a streamlined Disclosure Ordinances Compliance Affidavit web form that is located on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org.

Bidders/Proposers are responsible for creating a RAMP profile and completing and submitting the Disclosure Ordinances Compliance Affidavit. The affidavit can be found by navigating to the "My Business Profile" page and clicking on the "Compliance Documents" link. The affidavit should be completed and submitted by the time of RFP submission.

The affidavit 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>. **(Attachment A-11)**

- **Los Angeles Residence Information**

The City Council, in consideration of the importance of preserving and enhancing the economic base and well-being of the City, encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires respondents to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles. All potential respondents are required to complete the Los Angeles Residence Information form and submit the form with their SOQ. (**Attachment A-12**)

- **Non-Collusion**

After the List of Pre-Qualified On-Call Consultants is established, Task Order Solicitations will be issued. Consultants will be asked to submit a proposal on the project. Respondents will be required to complete and return the Non-Collusion Affidavit with their proposal. **Attachment A-13** is the Non-Collusion Affidavit and is only required to be submitted when responding to a Task Order Solicitation.

- **Iran Contracting Act**

In accordance with California Public Contract Code Sections 2200-2208, all bidders entering into contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more will be required to complete, sign and submit the "Iran Contracting Act of 2010 Compliance Affidavit." See **Attachment A-14** for reference.

- **Bidder Ethics and Prohibition of Expending Local Agency State or Federal Funds for Lobbying**

Any bidder for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, on a form proscribed by the City Ethics Commission (CEC Form 50), that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualifies as a lobbying entity under the Ordinance. The exemptions contained in Los Angeles Administrative Code Section 10.40.4 shall not apply to this subsection. Each City department shall include a copy of the Municipal Lobbying Ordinance in each invitation for bids, request for proposals, request for qualifications or other solicitation related to entering into a contract with the City. (**Attachment A-15**)

Persons who submit a response to this solicitation 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 subconsultants performing \$100,000 or more in work on the contract, as well as the principals of those subconsultants, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 (provided in **Attachment A-15**) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subconsultants performing \$100,000 or more in work on the contract, and the principals of those subconsultants. Bidders must also notify their principals and subconsultants in writing of the restrictions and include the notice in contracts with subconsultants. 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.

In compliance with federal lobbying requirements, all bidders certify by signing and submitting a Proposal to the best of his or her knowledge and belief that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Exhibit 10-Q, "Disclosure of Lobbying Activities," (**Attachment A-15**) in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his/her Proposal that he/she shall require that the language of this certification be included in all lower-tier subcontracts which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

- **Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance**

Any contract awarded pursuant to this RFB/RFP/RFQ will be subject to the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance, Section

10.48 of the Los Angeles Administrative Code. The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Bidders/Proposers seeking additional information regarding the requirements of the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

- **Executive Directive 35 Reporting Requirements**

Respondents are advised, pursuant to Executive Directive 35, if a consultant is selected and awarded a contract, and if the consultant is a for-profit company or corporation, the consultant shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to City via RAMP or via another method specified by City: consultant's and any subconsultant's annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information"). On an annual basis, the consultant shall further request that any subconsultant input or update its business profile, including the contractor/subcontractor information, on RAMP or via another method prescribed by City.

- **Caltrans Pre-award Audit Documentation**

Consultant proposals and supporting documents for this contract are subject to audit and review by Caltrans or FHWA, as stated in Section 10.1.3 of Caltrans' Local Assistance Procedures Manual (LAPM) – "A&E Consultant Audit and Review Process" (**Attachment A-16**). An independent Certified Public Accountant (CPA) audit that conforms to guidelines established in the CPA Workpaper Review Program published in the AASHTO Uniform Audit & Accounting Guide, Appendix A, (**Attachment A-16**) should be commissioned by selected firms. The CPA audit will take the place of the Caltrans pre-award audit, although all documents are subject to review by Caltrans. This is required only of firms that have successfully completed negotiations and are selected for contract award.

13. RFQ SCHEDULE

This schedule indicates estimated dates for the RFQ process. The City reserves the right to adjust this schedule when appropriate.

DATE	EVENT
<i>Date the BPW adopts Board Report</i>	Release RFQ to potential respondents
<i>2 weeks after RFQ is released</i>	Pre-submittal meeting
<i>1 week after pre-submittal meeting</i>	Issue addendum in response to pre-submittal meeting, if applicable
<i>10 weeks after RFQ is released</i>	Statements of Qualifications due by 12:00 p.m.
	Begin SOQ evaluations
<i>2-3 weeks after SOQ submission</i>	Conduct interviews/oral presentations
<i>Approximately 4-6 months</i>	Caltrans review of SOQ's
<i>Approximately 1 month</i>	Board of Public Works approval of contracts

14. WHERE TO SUBMIT RESPONSES

To respond to this RFQ, one (1) original and one (1) PDF copy on a flash drive, of the Cover Letter and SOQ, plus an original and one (1) copy of the other related materials, separately bound and clearly labeled, as specified on the Checklist in Section 8, must be received by **12:00 p.m. on February 23, 2024**. Respondents shall send or deliver their submittals to:

Mr. Scott Gibson, P.E., Division Manager
Bureau of Engineering
Bridge Improvement Division
1149 S. Broadway, Suite 750
Los Angeles, CA 90015

15. PROPOSAL PROTEST PROCEDURES

These procedures provide a method for resolving, prior to award, protests regarding the award of personal service contracts by and through the City's Board of Public Works. These procedures are for the benefit of the City and are not intended to establish an administrative requirement that must be exhausted by the protesting consultant prior to pursuing any legal remedy that may be available. For this reason, no consultant shall have any right to due process, should the City fail to follow these procedures, for any reason within its discretion. However, failure by a consultant to follow the protest procedures as discussed below will create the presumption that any subsequent legal action in a court of competent jurisdiction is of no merit. These procedures will enable the Board of Public Works to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

- a. A protest relative to a particular Request for Proposal/Request for Qualifications (RFP/RFQ) must be submitted in detail and in writing and be postmarked within 14 calendar days after the receipt of a rejection letter from the City. The day of the rejection letter receipt shall be considered as day one.
- b. All protests must be addressed to: **Dr. Fernando Campos**, Executive Officer, Board of Public Works, 200 N. Spring St., Room 355, Los Angeles, CA 90012.
- c. Advance copies of protests will be accepted if sent via fax within the protest period to the Executive Officer, Board of Public Works at (213) 978-0278 and provided approval is received prior to sending the fax, by calling the Executive Officer at (213) 978-0250.
- d. Prime consultants are requested to advise their potential subconsultants of this protest period policy. Furthermore, protests against a prime consultant by a subconsultant with a direct financial interest that could be adversely affected by the determination of the protest may be considered by the Board of Public Works beyond the protest period.
- e. The Board of Public Works will only consider protests against any consultant who appears to have a substantial and reasonable prospect of receiving a contract if the protest is sustained.
- f. The Board of Public Works may consider protests from consultants concerning contract compliance matters beyond the protest period. These protests will receive due consideration if the consultant submits the protest in a timely period and such protest affects a consultant who appears to have a substantial and reasonable prospect of being selected if the protest is accepted.
- g. Protests meeting the above criteria will be analyzed and reported upon in a written report to the Board of Public Works. Protesting parties will be notified of the time and date that the written report will be discussed in a public session of the Board of Public Works. Protesting parties will be given the opportunity to present their arguments at the public session.

16. LIST OF ATTACHMENTS

Attachment A-01: Contractor Responsibility Ordinance Package
Attachment A-02: BTRC Notice and Application Form
Attachment A-03: Non-Discrimination, Equal Employment, Affirmative Action Package
Attachment A-04: Insurance Requirements Package
Attachment A-05: Equal Benefits Ordinance/First Source Hiring Ordinance Package
Attachment A-06: Child Support Information and Certificate of Compliance
Attachment A-07: Certification of Compliance with the Americans with Disabilities Act
Attachment A-08: DBE Program Requirements
Attachment A-09: List of Potential Subconsulting Opportunities
Attachment A-10: Sample City of Los Angeles Personal Services Contract
Attachment A-11: Disclosure Ordinances Package
Attachment A-12: Los Angeles Residence Information
Attachment A-13: Non-Collusion Affidavit
Attachment A-14: Iran Contracting Act
Attachment A-15: Bidder Ethics Package
Attachment A-16: Caltrans Pre-Award Audit Documentation

The potential respondent should contact the following people for questions regarding this RFQ, required submittals, or the various City Policies and Procedures that are referenced in the RFQ and its Attachments.

RFQ in General and Technical Questions

Jose Beristain, Bridge Improvement Division
via e-mail Jose.Beristain@lacity.org

Policies and Procedures

Contractor Responsibility Ordinance
Bureau of Contract Administration
Special Research & Investigation Section (213) 847-2406

Business Tax
Office of Finance, Tax and Permit Division (844) 663-4411

Child Support Obligations
Commission for Community and Family Services (213) 808-8458

DBE Program
Office of Contract Compliance bca.biphelp@lacity.org

Equal Benefits Ordinance
First Source Hiring Ordinance
Non-Discrimination, Equal Employment and Affirmative Action Statements
Service Contractor Worker Retention Ordinance and Living Wage Ordinance
Slavery Disclosure Ordinance
Bureau of Contract Administration
Equal Employment Opportunities Enforcement Section bca.eeoe@lacity.org

Bidder Ethics
City Ethics Commission (213) 978-1960

**RESPONDENT SHALL COMPLETE, SIGN, AND RETURN THIS CHECKLIST WITH
THE STATEMENT OF QUALIFICATIONS AND COVER LETTER**

	CITY OF LOS ANGELES POLICY COMPLIANCE CERTIFICATION	Submit with SOQ	Upload to RAMP
	Attachment A-01: Responsibility Questionnaire		
	Attachment A-03: Non Discrimination / Equal Employment Practices Provisions / Affirmative Action Plan		
	Attachment A-05: Equal Benefits Ordinance/First Source Hiring Ordinance Compliance Affidavit		
	Attachment A-06: Certificate of Compliance to Child Support Obligations		
	Attachment A-07: Certificate of Compliance with Americans with Disabilities Act		
	Attachment A-08: Exhibits 10-O1 and 15-H (if necessary). (Exhibit 10-O2 is included for reference only.)		
	Attachment A-11: Disclosure Ordinances		
	Attachment A-12: Los Angeles Residence Information		
	Attachment A-14: Iran Contracting Act		
	Attachment A-15: Bidder Certification CEC Form 50, Bidder Contributions CEC Form 55, and Exhibit 10-Q from Consultant and potential subconsultants, if applicable		

Consultant Firm Name

Date

Signed

Title

Typed Name

Telephone Number

NOTE: Failure to submit all the information requested may render your submittal non-responsive.