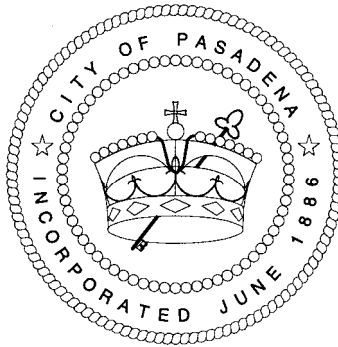


CITY OF PASADENA

REQUEST FOR QUALIFICATIONS AND PROPOSALS
(RFP)

FOR

ARCHITECTURAL PRE - DESIGN SERVICES / CITY OF PASADENA
EXISTING FIRE STATION CONDITION EVALUATION



DEPARTMENT OF PUBLIC WORKS
CAPITAL PROJECTS DIVISION

DECEMBER 2009

**CITY OF PASADENA
REQUEST FOR QUALIFICATIONS AND PROPOSALS
ARCHITECTURAL PRE - DESIGN SERVICES / CITY OF PASADENA EXISTING FIRE STATION
CONDITION EVALUATION**

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**NOTICE REGARDING DISCLOSURE
OF
CONTENTS OF DOCUMENT**

All responses to this Request for Qualifications and Proposals (RFP) accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City Manager recommends a consultant to the City Council, and such recommendation, with any recommended contract appears on the Council agenda, all proposals accepted by the City shall become a matter of public record and shall be regarded as public records, with the exception of those elements of each proposal which are defined by the proposer as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a proposer desires not to be considered a public record must be clearly marked as set forth above. Any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

**CITY OF PASADENA
REQUEST FOR QUALIFICATIONS AND PROPOSALS
ARCHITECTURAL PRE - DESIGN SERVICES / CITY OF PASADENA EXISTING FIRE STATION
CONDITION EVALUATION**

1. INVITATION FOR QUALIFICATIONS AND PROPOSALS

The City of Pasadena, Capital Projects Division, is requesting qualifications and proposals to lead to the selection of an architectural firm to provide pre-design/existing building condition evaluation services for City of Pasadena fire stations.

2. DEADLINE FOR SUBMISSION

Parties interested in responding are asked to submit 1 original (unbound) and 8 copies of a proposal **prior to 2:00pm on January 19, 2010** to:

City of Pasadena
City Clerk's Office
100 North Garfield Avenue, Room S228
Pasadena, CA 91101
Attn: **Dale Torstenbo**

3. PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held on **January 12, 2010, at 8:30 a.m.** at **Fire Station # 34** located at **1360 Del Mar Boulevard, Pasadena, CA 91106**, to resolve any questions regarding this RFP and will be followed by a job-site walk.

4. BACKGROUND

Seven (7) of the eight existing City of Pasadena fire stations identified below will require improvement to accommodate the future needs of the Fire Department. Fire Station #33 will be evaluated for comparison purposes only. (The needs analysis for Fire Station # 33 has been completed). Once the full needs analysis is completed, consultant will assist in the development of standards for current facility maintenance, upgrade, design and construction of new fire stations, all within the scope of services described in this RFP. Noted below is information regarding location and square footage of existing facilities to be evaluated:

#31 135. S. FAIR OAKS AVE., 91105

Square Footage: 8,900 (approx.)

#32 2424 E. VILLA ST., 91107

Square Footage: 9,720 (approx.)

#33 515 N. LAKE AVE., 91101

Square Footage: 20,687 (approx.)

#34 1360 E. DEL MAR BL., 91106

	Square Footage: 13,740 (approx.)
#36	1140 N. FAIR OAKS AVE., 91103
	Square Footage: 7,513 (approx.)
#37	3430 E. FOOTHILL BL., 91107
	Square Footage: 5,800 (approx.)
#38	1150 LINDA VISTA AVE., 91103
	Square Footage: 3,563 (approx.)
#39	50 AVENUE 64, 91105
	Square Footage: 4,410 (approx.)

5. **SCOPE OF SERVICES**

The City is seeking a qualified architectural firm licensed in California to serve as a consultant and provide a pre-design/existing building condition evaluation, needs assessment report, and standards to serve as the basis for future maintenance, repair, upgrade, expansion and replacement of the seven (7) existing fire stations listed above (excludes #33, which will be reviewed for comparison only).

The scope of services includes, but is not limited to, the following:

- A.** Conduct interviews and collect information from City Fire Department and Public Works Department to confirm client objectives, limitations and priorities.
- B.** Prepare an operational needs assessment report.
- C.** Identify future growth requirements to accommodate additional personnel and equipment.
- D.** Conduct analysis of applicable federal state and local codes, regulations and ordinances to determine current compliance and action items necessary for compliance with legal requirements which include, but are not limited to, the following:
 - Zoning
 - Easements
 - Ingress/Egress
 - Fire/Life Safety Code
 - General Requirements of the California Building Code
 - On-site parking
 - Energy and environmental requirements
- E.** Analysis of Essential Facilities requirements.
- F.** Analysis of Title 24 compliance requirements.
- G.** Analysis of Americans with Disabilities Act compliance requirements.

- H. Analysis of LEED compliance requirements.
- I. Analysis of mechanical, electrical and plumbing systems existing capabilities/deficiencies and compliance with legal requirements.
- J. Exterior and interior visual inspection report.
- K. Prepare recommendations and typical concept sketches to illustrate recommendations/solutions offered in needs assessment report.
- L. Prepare, in outline/matrix format, opinion of probable construction cost for implementation of recommendations for each facility.
- M. Prepare, in outline/matrix format, estimate of probable architectural, engineering and consultant fees for implementation of recommendations for each facility
- N. Program Presentation – three (3) commission/community meetings.
- O. Optional Additional Services –
 - (1) Preparation of as-built drawings for each facility with sufficient reference data to be used as basis of design documents
 - (2) Structural testing procedures for seismic requirements.

6. **SCOPE OF SERVICES DELIVERABLES**

Basic service services will be as stipulated in the modified AIA Document B102-2007, Standard Form of Agreement between Owner and Architect, utilized by the City, which will include services listed hereunder.

- A. Narrative needs assessment report, which includes, at a minimum, analysis of existing conditions and deficiencies for each facility addressing items 4A through 4M - Five hard copies and one electronic copy.
- B. Typical sketches for recommendations (Item 4K).
- C. Design and construction recommendations with solutions identified as follows:
 - Repair / upgrade
 - Demolish and rebuild
 - Construct additional square footage
- D. Opinion of probable construction cost per facility in outline/matrix format.
- E. Estimated A/E fee to implement recommendations per facility in outline/matrix format.

All Basic Services and Deliverables must be completed by March 8, 2010.

7. **EVALUATION PROCEDURES AND CRITERIA**

MANDATORY EXPERIENCE IN THE DESIGN AND CONSTRUCTION OF A MINIMUM OF ONE FIRE STATION WITH TWO BAYS, IN LAST TEN YEARS, COMPLETED ON TIME

AND WITHIN BUDGET IS REQUIRED. IF THE PROPOSAL DOES NOT SATISFY THE MANDATORY REQUIREMENT IT WILL BE REJECTED.

Evaluation of the proposals will be based on the competitive selection process, in which the evaluation of proposals will not be limited to price alone. Experience in programming and design of Fire Stations will also be considered in the selection process.

The competitive selection evaluation criteria are as follows:

A.	Qualifications based on overall professional and practical experience of firm and key personnel (provide references)	30%
B.	Specific experience of firm and key personnel with Fire Station design and construction (provide references)	35%
C.	Project implementation - approach including the ability to perform. Ability to complete project on time and within budget Key personnel availability.	25%
D.	Small and Micro-Businesses: Small and Micro-Businesses receive a 5% preference (proposer must be certified by the State of California as a small or micro-business) http://www.pd.dgs.ca.gov/smbus/sbcert.htm	5%
E.	Local Pasadena Business Local businesses receive a 5% preference	5%
Total		100%

8. SELECTION, NEGOTIATION OF FEES

The selection committee will review all Proposals initially to verify that the firm and the Proposal meet the mandatory minimum requirements set forth in this RFP and that the proposal is responsive to the RFP.

After determining the firms who meet the mandatory requirements and whose proposals are responsive, the firms will receive a preliminary score/ranking.

After preliminary scores are recorded based proposal documents and any additional information requested or provided, the fee proposal and hourly rate envelopes will be opened privately. Fee and rate information may be used for discussion purposes and will not be disclosed to other proposers.

The City reserves the right to require each of the **three (3)** highest ranked firms, including key personnel, to make an oral presentation to and answer questions from members of the Selection Committee. The proposed format for the interview will include an opportunity for a short introduction and statement of qualifications of the firm and key personnel, a discussion of the firm's Project approach and implementation, along with a short question and answer period and any closing remarks.

City will attempt to negotiate a mutually agreeable professional services agreement with the most qualified firm at a price that the City determines to be fair and reasonable. In the event the City is unable to negotiate a satisfactory contract with the firm considered most qualified, negotiations with that firm shall be formally terminated. The City shall then undertake negotiations with the second most qualified firm. Failing to reach accord with the second most qualified firm, the City shall terminate negotiations and commence negotiations with the third most qualified firm. Should the City be unable to negotiate a satisfactory contract with any of the qualified firms, the City shall select additional firms in order of their competence and qualifications and continue negotiations, or take whatever other actions are deemed to be in the best interests of the City.

The consultant shall commence services upon the execution of a contract with the City and the City's issuance of a Notice to Proceed.

The City reserves the right to select the firm, which in the City's sole judgment best meets the needs of the City.

9. CONTENTS OF PROPOSAL

Consideration of qualifications by the City is contingent upon the submission of specific information. Failure to include any information item or to complete any form listed or references in this RFP could result in the disqualification of the proposal from consideration by the City. Additional and supplemental information may be submitted in so far as it pertains and clarifies the data sought by this RFP. The information requested is mandatory. For ease of review and to facilitate evaluation, the proposal submitted for this project is to be organized in order as follows:

A. COVER PAGE

Indicate the name of the firm or association and the Project title.

B. COVER LETTER

This letter shall include the name and address of the proposing firm and name, title, address, telephone number and FAX number of the person(s) authorized to represent the firm. The letter shall be signed by an officer of the firm who is responsible to bind the firm to all commitments made for this Project.

C. ORGANIZATION OF FIRM

- (1) Information pertaining to the structure and organization of the firm, including the name of the sole proprietor, corporation or, if a partnership or joint venture, the names of all individuals and firms which constitute the corporation, partnership or joint venture.
- (2) Provide specific information concerning your firm in this section. Include the firm size, number and type of professional staff, number of years in the business and the location where the work will be performed.

D. RELATED EXPERIENCE

- (1) For evaluation purpose provide statement of qualifications and illustrations of your firm's major projects.

- (2) Provide specific information concerning your firm's experience in Fire Station design projects and programming.

In each case provide pertinent data, including type of building, and square foot of building.

E. PROJECT APPROACH AND WORK SCHEDULE

Scope of Work: Provide a detailed description and task outline of how you will accomplish the scope of work. Indicate products or results, for each major task. The submitter should consider the Scope of Services as a minimum guide for submission; modifications to better accomplish the objectives will be considered. Provide a list of projects completed on time and in budget including, but not limited to projects that satisfy the mandatory experience requirements of this RFP.

F. KEY PERSONNEL

Provide the name(s) of all personnel (form attached as Appendix "B") who will be specifically assigned to this project and indicate the amount of time each person will spend on each of the major tasks within each of the two components outlined in the Scope of Services. Identify the roles of each person assigned and provide a summary of their relevant experience in these roles. Also provide background information for each person assigned to this project, including education and previous experience.

G. WORK LOAD

Provide present workload of the designated key person, and scheduled time for completion of his/her current project (s).

H. FEE PROPOSAL AND HOURLY RATE SCHEDULE

In a separate envelope marked "CONFIDENTIAL FEE PROPOSAL", submit your fees proposal and hourly rates of personnel to be assigned to the project, which will be utilized in the negotiations with the successful architectural firm. The fee proposal should be itemized on a facility-by-facility basis.

I. REFERENCES

Provide a minimum of three (3) references for similar projects for the proposing firm and each of the key personnel identified in the proposal. Include a telephone number and the name of a key contact person who worked with the Consultant.

J. FORMS

All proposals shall include the following forms completed: (attached)

Appendix "A" - EEO Forms

Appendix "B" – Designated Representatives, Key Personnel and Consultants

Appendix "C" – Fee Proposal and Hourly Rates of Architect and Its Consultants

Appendix "D" – Affidavit of Non-Collusion by Consultant

Appendix "E" – Disclosure Regarding Taxpayer Protection Act Form

Appendix "F" – Living Wage Compliance Certification

K. SMALL OR MICRO-BUSINESS

Evidence of certification by the State of California as a small or micro-business, if claiming such preference.

L. LOCAL BUSINESS

Evidence that proposer is a local business, if claiming such preference.

M. FORMAT

All proposals shall be submitted on:

- (1) White, 8 1/2" x 11" paper, preferably recycled
- (2) Stapled (not bound)
- (3) Printed single or doubled sided

N. ADDITIONAL INFORMATION

The City reserves the right to request additional information which, in the City's opinion, is necessary to evaluate the proposer's qualifications, experience, number of qualified employees, business organization and to ensure that proposer's financial resources are adequate to perform the services required for the Project.

10. PASADENA LIVING WAGE ORDINANCE

This contract is subject to the City of Pasadena's Living Wage Ordinance, Pasadena Municipal Code Chapter 4.11. The Ordinance requires that contractors providing labor or services to the City under contracts in excess of \$25,000:

- Pay no less than ten dollars and fourteen cents (\$10.14) per hour plus medical benefits of no less than one dollar and seventy-four cents (\$1.74) per hour, or eleven dollars and eighty-eight cents (\$11.88) per hour without medical benefits to all employees who spend any of their time providing labor or delivering services to the City of Pasadena. Additionally, in January 2010 and each January thereafter the Living Wage rate shall be adjusted by the change in the Consumer Price Index, for the Los Angeles-Riverside-Orange County area, all urban consumers, for the most recently available 12 month period. Accordingly, current City Contractors will be required to adjust wage rates no later than July 1st, to remain in compliance.
- Notify employees who spend any of their time providing labor or delivering services to the City of Pasadena who make less than twelve dollars (\$12) per hour of their possible right to the federal Earned Income Tax Credit (EITC) under § 32 of the Internal Revenue Code of 1954, 26 U.S.C. § 32, and making available to such employees forms required to secure advance EITC payments.

The selected consultant will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

Failure to comply with the provisions of the Pasadena Living Wage Ordinance is grounds for termination of the Contract and a basis for penalties stated in Pasadena Municipal Code Chapter 4.11. Questions concerning the Pasadena Living Wage Ordinance should be directed to the Budget and Purchasing Division 626.744.6755.

11. LOCAL CONTRACTING POLICY

The City of Pasadena is committed to promoting the economic health and well being of its residents. To this end, Consultant agrees to recruit Pasadena residents initially and to give them preference, if all other factors are equal, for any new positions which result from the performance of this Contract and which are performed within the City.

12. CERTIFICATES OF INSURANCE

Proof of insurance is not required to be submitted with your proposal, but will be required prior to the City's award of the contract.

13. STANDARD CONTRACT TERMS AND CONDITIONS

Prior to the performance of any services hereunder, City and consultant shall enter into a written contract using the City's standard form of agreement, a modified AIA Document B102-2007, Standard Form of Agreement between Owner and Architect. To obtain a copy of the City's standard contract terms and conditions contact the City's representative identified in Section 16 below.

14. EQUAL OPPORTUNITY CONTRACTING

Policy - The City of Pasadena is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposals. Consultants expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance – To the extent permitted by law, Consultant expressly agrees to establish compliance with the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to it.

The successful proposer may be required to submit documentation during the term of the contract to evidence on-going compliance with the Municipal Code. Such documentation may include, but not be limited to certified payroll records.

Questions regarding the Municipal Code should be directed to the Department of Finance, Purchasing & Payables Division 626.744.6755.

15. DEFINITIONS

The words (A) "City", (B) "Department", (C) "Director", or (D) "Contractor" or "Consultant", as used in this RFP, shall be understood to refer respectively to (A) the City of Pasadena, California; (B) the several departments therein; (C) the directors of the several City departments; the Director of Affirmative Action or any of their properly authorized assistants; and (D) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

16. INSTRUCTIONS AND QUESTIONS TO DESIGNATED CITY REPRESENTATIVE

Questions regarding this Request for Proposals should be directed only to the City representative(s) designated below. Do not contact any other City employee or official regarding this RFP.

Dale Torstenbo
100 North Garfield Ave., Room N306
Pasadena, California 91101
(626) 744-3971
dtorstenbo@cityofpasadena.net

17. ADDENDA

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this Request for Proposals, he/she may submit to the City representative(s) identified in Section 14, above, a written request for an interpretation or correction thereof.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in Section 14, above. Copies of such addenda will be mailed or delivered to those persons who have registered with the City for receipt of the RFP.

18. PROOF OF AUTHORITY

If the proposer is a corporation, formal proof of the authority of the officer signing the bidder's proposal to bind the corporation must be submitted with said proposal. A copy of the corporate resolution or minutes can be adequate proof. A simple letter is not sufficient.

19. WITHDRAWAL OF PROPOSAL

Any proposer may withdraw its proposal, either personally or by telegraphic or written request at any time prior to the time set for the opening of proposals.

20. FIRM COMMITMENT OF AVAILABILITY OF SERVICE

Once a proposal is opened, a proposer is expected to maintain an availability of service as set forth in its proposal for at least four (4) months after date for opening proposals.

21. RESERVATIONS

The City reserves the right to reject any or all bids and any item or items therein, and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require.

22. AFFIDAVIT OF NON-COLLUSION

Each proposer shall submit a single copy of the Affidavit of Noncollusion included herein (Appendix "D", hereto, entitled "Affidavit of Noncollusion by Consultant").

23. DOCUMENTS TO BE CONSTRUED TOGETHER

The Request for Proposals, the Proposal, the Noncollusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Consultant and the City, and all modifications of said documents, shall be construed together as one document.

24. ERRORS AND OMISSIONS

Proposer and/or the Consultant shall not be allowed to take advantage of any errors in or omissions from in the Request for Proposals. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

25. RFP NOT CONTRACTUAL

Nothing contained in this Request for Proposals shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer regarding this RFP.

26. PATENT FEES; PATENT, COPYRIGHT, TRADE SECRET AND TRADEMARK FEES

Each proposer shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

27. TAXES

Fee proposal shall include all federal, state, local and other taxes.

28. ACCEPTANCE OF CONDITIONS

By submitting a response to this RFP, each respondent expressly agrees to and accepts the following conditions:

- A. The City reserves the right to request further information, either in writing or orally, to establish the stated qualifications.
- B. The City reserves the right to solely judge the respondent's representations, either written or oral, and to solely determine whether the respondent is qualified to perform the work pursuant to the evaluation acknowledges and agrees that the judgment of the City as to whether or not the respondent is qualified to perform the project shall be final, binding and conclusive;
- C. The City reserves the right to reject all submittals, waive any irregularity in any of the responses, or cancel the project at any time; and
- D. The RFP process does not commit the City to award any contract and the City is not liable for any cost incurred by the respondent in the preparation and submission of a qualification.

29. TRUTHS AND ACCURACY OF REPRESENTATION

In submitting a proposal, the submitter affirms that they are familiar with all requirements of this RFP and has sufficiently informed themselves in all matters affecting the performance of the work or the furnishing of labor, supplies, materials, equipment or facilities called for in this RFP. Submitters also affirm that they have checked their qualifications for errors and omissions and the stated prices are correct for providing the services described in this RFP.

False, incomplete and/or unresponsive statements may be sufficient cause for rejection of a respondent. The evaluation and determination of the fulfillment of this requirement will be the City's responsibility and their judgment shall be final.

30 INDEMNITY DISCLOSURE STATEMENT

Proposers are directed to carefully review the provisions of paragraph 8.10 of the Standard Form of Agreement between Owner and Architect, AIA Document B102-2007 which sets forth the Architect's obligations to indemnify and hold harmless the City of Pasadena and the other indemnitees.

END OF DOCUMENT

APPENDIX “A”

EQUAL EMPLOYMENT OPPORTUNITY CONTRACTING FORMS (AA-1 through AA-3)

Purchasing & Payables Division

100 N. Garfield Ave., Room 328
Pasadena, CA 91101
(626) 744-6755
(626) 744-6757 Fax
Internet: www.ci.pasadena.ca.us/purchasing

Vendor List Questionnaire (Form AA-1)

Affidavit of Equal Opportunity Employment & Non-segregation

In order to be placed to the City's vendor list and be eligible to receive City business, you must provide the following information except where indicated as "optional". By submitting this form you are declaring under penalty of perjury under the laws of the State of California and the laws of the United States that the information is true and correct. Furthermore, you are certifying that your firm will adhere to equal opportunity employment practices to assure that applicants and employees are not discriminated against because of their race, religion, color, national origin, ancestry, disability, sex or age. And, your firm does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Name of Company_____ Business Telephone_____

Address_____ Fax number _____
(Optional)

City_____ State_____ Zip_____

Contact Person_____ E-mail Address _____
(Optional)

Tax ID Number (or Social Security Number)_____

Remit Address (if different) _____

Please state clearly and concisely the type(s) of goods and services your company provides:

The following section is **OPTIONAL** and is for statistical reporting purposes only. Ownership (please check all that apply):

African-American____ Asian____ Armenian____ Hispanic____
Native American____ Disabled____ Female____

Project Workforce Utilization (Form AA-2)

This form is to be included in all bid documents for projects involving labor or services valued at \$25,000 or more.

Instructions: Please indicate the job titles/classifications to be used in the performance of this contract should it be awarded to your firm. Please indicate the number of employees in each job classification as well as the number of new hires, if any, as a result of this contract.

Name of Company: _____ Project:

Job Titles/Classification	Estimated number of existing staff to be employed in this classification if awarded the contract	Estimated number of new hires to be employed in this classification if awarded the contract

Are any current employees or potential new hires Pasadena residents? If so, how many?		
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Current Permanent Workforce Utilization (Form AA-3)

OPTIONAL

Name of Company: _____ Project: _____

Completion of this form is OPTIONAL. Any information supplied by bidders is for reporting purposes only and will not be factored into the award of any contract.

Instructions: Please indicate the number of employees in each Job Classification belonging to the following groups.

	White (not of Hispanic origin)	African- American (not of Hispanic origin)	Hispanic	Asian/Pacific Islander	Native American	Armenian	Male	Female
CLASSIFICATION								
Officials/ Managers								
Professionals								
Technicians								
Office/Clerical								
Skilled Craft Workers								
Operators (semi-skilled)								
Laborers								
Service Workers								
TOTAL								

APPENDIX “B”

DESIGNATED REPRESENTATIVES, KEY PERSONNEL AND CONSULTANTS

DESIGNATED REPRESENTATIVES, KEY PERSONNEL AND CONSULTANTS

I. BY ARCHITECT

A. Architect's Designated Representative is: _____.

B. Architect's Key Personnel are:

Title	Name	Responsibilities	Time Commitment
Principal-in-Charge		Overall Project coordinator	
Senior Project Manager		Overall Project management, oversight of Project budget and schedule.	
Project Manager		Project manager and primary point of contract with Owner.	

C. Architect's Consultants are:

Discipline	Firm Name & Address	Contact(s)	Time Commitment
Mechanical, Electrical, Plumbing Engineer			
Civil Engineer			
Structural Engineer			
Landscape Architect			

II. BY OWNER

A. Owner's Designated Representative is: Segun Abegunrin.

B. Owner's Separate Consultants are:

Discipline	Firm Name & Address	Contact(s)	Time Commitment
------------	---------------------	------------	-----------------

APPENDIX “C”

FEE PROPOSAL AND HOURLY RATES OF ARCHITECT AND ITS CONSULTANTS

HOURLY RATES OF ARCHITECT AND ITS CONSULTANTS (attach Fee Proposal)

I. ARCHITECT'S HOURLY RATES

Title	Rate
Principal	\$ /hour
Project Manager	\$ /hour
Project Designer	\$ /hour
<i>[Architect to identify other relevant positions required to perform Services]</i>	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour

II. CONSULTANT'S HOURLY RATES.

A. Electrical Engineer

Title	Rate
Principal in Charge	\$ /hour
Project Manager	\$ /hour
Project/Senior Engineer	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour

B. Civil Engineer

Title	Rate
Principal Engineer	\$ /hour
Project Manager	\$ /hour
Project Senior Engineer	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour

C. Structural Engineer

Title	Rate
Principal Engineer	\$ /hour
Project Manager	\$ /hour
Project Senior Engineer	\$ /hour
	\$ /hour
	\$ /hour

	\$ /hour
	\$ /hour

D. Landscape Architect

<u>Title</u>	<u>Rate</u>
Principal	\$ /hour
Project Manager	\$ /hour
Designer	\$ /hour
	\$ /hour
	\$ /hour

E. Others

APPENDIX “D”

Affidavit of Non-Collusion by Consultant

AFFIDAVIT OF NON-COLLUSION BY CONSULTANT

**STATE OF CALIFORNIA }SS
COUNTY OF LOS ANGELES}**

_____,being first duly sworn deposes

and says that he/she is _____
(Insert "Sole Owner", "Partner", "President", "Secretary", or other proper title)

of _____
(Insert name of bidder)

who submits herewith to the City of Pasadena a proposal;

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Pasadena, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

- a. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
- b. Did not directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- c. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his proposal price, or of that of anyone else;
- d. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except the City of Pasadena, or to any person or persons who have a partnership or other financial interest with said bidder in his business.

I certify under penalty of perjury that the above information is correct

By: _____ Title: _____

Date: _____

APPENDIX “E”

Disclosure Regarding Taxpayer Protection Act Form

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Consultant/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Consultant/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Consultant/Organization Name:

2. Name(s) of trustees, directors, partners, officers of Consultant/Organization:

3. Names of those with more than a 10% equity, participation or revenue interest in Consultant/Organization:

Prepared by: _____

Title: _____

Date: _____

For office use only:

Contract/Transaction No. _____

If not a contract, type of transaction: _____

APPENDIX “F”

Living Wage Compliance Certification

Living Wage Compliance Certification

This contract is subject to the City of Pasadena's Living Wage Ordinance, Pasadena Municipal Code Chapter 4.11. The Ordinance requires that Consultants providing labor or services to the City under contracts in excess of \$25,000:

- ◆ Pay no less than ten dollars and fourteen cents (\$10.14) per hour plus medical benefits of no less than one dollar and seventy-four cents (\$1.74) per hour, or eleven dollars and eighty-eight cents (\$11.88) per hour without medical benefits to all employees who spend any of their time providing labor or delivering services to the City of Pasadena. Additionally, in January 2009 and each January thereafter the Living Wage rate shall be adjusted by the change in the Consumer Price Index, for the Los Angeles-Riverside-Orange County area, all urban consumers, for the most recently available 12 month period.
- ◆ Notify employees who spend any of their time providing labor or delivering services to the City of Pasadena who make less than twelve dollars (\$12) per hour of their possible right to the federal Earned Income Tax Credit (EITC) under § 32 of the Internal Revenue Code of 1954, 26 U.S.C. § 32, and making available to such employees forms required to secure advance EITC payments. Information concerning EITC may be obtained from the Internal Revenue Service website: www.irs.ustreas.gov.

The selected Consultant will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

I,

(Name, Title and Signature)

do hereby certify and declare under penalty of perjury that if awarded the contract for which this bid/proposal is made _____ will comply with the

(Name of Company)

requirements of the Pasadena Living Wage Ordinance, Pasadena Municipal Code Chapter 4.11 and the rules and regulations promulgated thereunder. I understand that failure to comply with the provisions of the Pasadena Living Wage Ordinance may result in termination of the contract as well as other penalties as stated in Pasadena Municipal Code Chapter 4.11.

IMPORTANT NOTICE: Consultants with collective bargaining agreements covering those employees assigned to contract are exempt from the wage requirements of the Living Wage Ordinance. If claiming an exemption on this basis, complete the following:

I,

(Name, Title and Signature)

do hereby certify under penalty of perjury that there exists between _____

(Name of Company)

and those employees to be assigned to the subject contract a collective bargaining agreement which sets forth salary and/or benefit rates. I hereby agree to provide a copy of said agreement to the City if so requested.

Please return this form with your bid/proposal. Questions concerning the Living Wage Ordinance should be directed to the Department of Finance – Purchasing Division 626.744.6755.