



TO: PROSPECTIVE FIRMS

**SUBJECT: REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE
GENERAL LANDSCAPE ARCHITECTURAL SERVICES
(RFQ NO. NP-6346)**

The Community Redevelopment Agency of the City of Los Angeles, California (the "Agency") is soliciting "Statements of Qualifications" from interested and qualified individuals and firms to provide general Landscape Architectural Services on an as-needed basis in accordance with the specifications set forth herein below.

The CRA/LA is interested in pre-qualifying a number of firms to provide general landscape architectural services as outlined in outlined in this RFQ on an "as needed" basis for the next three (3) years. The CRA/LA anticipates establishing short lists of the most qualified firms and awarding contracts for these services. If necessary to supplement the efforts of firms under contract, the CRA/LA may solicit one or more cost proposals from the pre-qualified firm(s) for a specific assignment. The CRA/LA will evaluate respondents to the RFQ based upon the evaluation criteria listed in Section 5. Evaluation Criteria.

BACKGROUND INFORMATION

The CRA/LA is a public agency which is involved in the design and construction of a substantial annual program of demolition and site clearance, public improvements, and the construction of buildings and parks. The CRA/LA requires the services of a qualified consultant to provide general landscape and miscellaneous landscape architectural services, such as landscape planning and design, irrigation design, and landscape construction monitoring in various projects throughout the City of Los Angeles on an as-needed basis for the next three years.

The Consultant shall be prepared to perform landscape architectural services as required to meet critical, and at times unpredictable, time schedules. All work to be performed, under any contract awarded must conform to the requirements of the CRA/LA, the City of Los Angeles, the State of California, and as applicable, the U.S. Federal Government. Selected firm(s) will be responsible for coordinating and obtaining required approvals from the City of Los Angeles, the State of California, and other entities having jurisdiction including the acquisition of



required permits. .

For more information about the CRA/LA, please visit our web site at <http://www.crala.org>

GENERAL REQUIREMENTS

The CRA/LA's Terms and Conditions and other policies regarding: 1) Equal Opportunity and Affirmative Action Policies, 2) Living Wage, 3) Equal Benefits, 4) Contractor Responsibility and as applicable 5) Federal Terms and Conditions are included as attachments to this RFQ. Firms selected must demonstrate the ability to comply with these requirements.

DEADLINE DATE TO SUBMIT STATEMENTS OF QUALIFICATIONS

The due date/time for submittal of your Statement of Qualifications in response to this RFQ must be received by the CRA/LA by **2:00 p.m. (PST) on May 12, 2008**.

All Statements of Qualifications shall be marked "Statement of Qualifications for general landscape architectural services (RFQ NO. NP-6346)" and submitted in an Original (unbound and marked as "Original") and five copies (total of six sets), plus one complete copy of your response on a CD (PDF format) to:

The Community Redevelopment Agency
of the City of Los Angeles
354 South Spring Street, Suite 500
Attn: Records Department
"RFQ No. NP-6346"

Firms interested in being evaluated and considered for placement on the pre-qualified list are invited to submit their "Statement of Qualifications" based on the requirements listed herein: Any questions concerning this solicitation shall be directed to Ms. Donna Yep, Contracts Specialist by email at dyep@cra.lacity.org or by telephone at (213) 977-1844.

1. QUALIFICATIONS/REQUIREMENTS

- 1.A. Develop schematic landscape concept and provide ground cover alternatives, illustrate the schematic concept with drawings, photo montage, and image boards to describe the design intent
- 1.B. Present rendering to community members and CRA/LA staff
- 1.C. Based on community and staff input, prepare final schematic drawings with planting plan that include plant species and sizes



- 1.D. Prepare schematic drawings and performance specifications for CRA/LA to carry out the design-build approach of project delivery
- 1.E. Prepare preliminary statement of probable cost for landscape features
- 1.F. Prepare construction documents based on the schematic drawings
- 1.G. Prepare planting, irrigation, hardscape plans and construction details
- 1.H. Prepare CSI specifications for relevant sections
- 1.I. Design parks and playgrounds
- 1.J. Act as arborist for CRA/LA tree canopy and root pruning
- 1.K. Coordinate with the Department of Water and Power, Urban Forestry and other city agencies for street tree removal, pruning, replacement, planting, maintenance, and irrigation
- 1.L. Provide construction monitoring, support, and administration

2. **STATEMENT OF QUALIFICATIONS**

Respondents to this RFQ are requested to follow the format described below in submitting their "Statement of Qualifications." The CRA/LA desires succinct responses addressing the specific information requested herein. In order to ensure that each response is evaluated properly, it is important that firms prepare their responses with care and adhere to the format required herein.

Statements of Qualifications should be limited to 16 pages addressing Sections 1 through 6 below, in addition to the forms which are to be returned with each response. A table summarizing similar projects and a list of previous contracts with the City of Los Angeles may be provided in appendices/exhibits and will not be counted under the 16-page limit. Submission of excessive promotional materials is discouraged and such materials may be discarded without review. The following information shall be included in your submissions:

- 2.A. Cover letter. Two (2) single-spaced pages maximum, signed by a Principal or authorized officer of the firm, summarizing the major points contained in the Statement of Qualifications, and providing the name, address and telephone number of the key contact person.

2.B. Company Profile/General Information

Brief summary profile of your firm, including its principal line of business,



year founded, form or organization (corporation, partnership, sole proprietorship, etc.), number and location of offices, and name, title, telephone number of your firm's representative, fax number, email address. Identify and describe your firm's completed general landscape architectural projects which are comparable to the services described herein. ·

Subcontractors/Subconsultants. A list of subcontractors/subconsultants (if any) including the company name, address, contact person, and telephone number, to be utilized for specific tasks, including contact names ·

Tax & Business License Information. Provide your firm's Federal Identification Number and current City of Los Angeles Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN), if available. It is not necessary that a firm have a City of Los Angeles BTRC or VRN at the time of submitting your response, however, if awarded a contract, your firm will be required to comply.

2.C. Qualifications/Experience

1. Describe your firm's overall experience in providing general landscape architectural services.
2. Include a brief description of other engagements which could conflict with CRA/LA assignments.
3. Describe why your firm is particularly qualified to provide the services requested herein.
4. Statement of firm's experience relative to the applicable qualification requirements; provide a list of projects completed including client names, contact person, addresses and telephone number. Also identify any experience that your firm has had working with other cities or public sector agencies.

2.D. Personnel

Identify and provide brief resumes of the personnel to be assigned, including their experience, qualifications, office location, and position within the firm (e.g., partner or associate). Include job title/classifications of each member.

2.E. Hourly Rates

Include job classifications of staff and their hourly rates.



2.F. References

Provide a list of at least three (3) references including contact, title, address and telephone number for the agency/business which your firm has provided similar services. Also indicate the year in which your firm provided the services for the agency/business.

2.G. Previous Contracts with City of Los Angeles

Provide a list of contracts held with the City of Los Angeles within the last ten (10) years. If necessary, include this information in an appendix to your response.

2.H. Affirmative Statement on Review of Terms and Conditions

Any contract awarded will incorporate the CRA/LA's Standard Terms and Conditions. In addition, if awarded a contract, your firm may be requested to provide services on projects which are federally funded. Please include a statement in your response similar to the following:

"We _____ (enter the name of your firm) have reviewed the CRA/LA's Standard Terms and Conditions (Exhibit "A") and Federal Terms and Conditions (Exhibit "B") as specified in this RFQ No. NP-6346, and accept the provisions as outlined therein." ·

Please provide a detailed explanation in your response for any and all exceptions and/or deviations to the CRA/LA's Standard Terms and Conditions and/or the Federal Terms and Conditions.

PLEASE NOTE: YOUR "STATEMENT OF QUALIFICATIONS" SHOULD NOT TAKE THE FORM OF A SPECIFIC PROPOSAL.

3. **AFFIRMATIVE ACTION PLAN**

It is the policy of the CRA/LA to provide minority, women, and other business enterprises (M/W/OBE's) with the opportunity to compete for and participate in the performance of all CRA/LA contracts. Any firm who is awarded a contract will be required to make its best efforts to recruit M/W/OBE's and enhance employment opportunities for minorities, women, and others for subcontract opportunities created by any contract. This policy is available on the CRA/LA Website at www.crala.org.



4. **INSURANCE**

Any contract with the CRA/LA will require the firm to carry workers' compensation, general liability insurance, and as applicable, professional liability insurance and automobile liability insurance. The insurance requirements are described below.

4.1 **Workers' Compensation**

In accordance with state compensation laws, the firm shall carry worker's compensation and employers' liability insurance for all persons employed in the performance of services under any contract awarded.

4.2 **General Liability (Bodily Injury and Property Damage)**

The firm shall carry general liability insurance (bodily injury and property damage) in an amount of not less than \$1,000,000.00 per occurrence with a \$2,000,000.00 aggregate, combined single limits prior to commencement of contract services. Such policy shall require thirty (30) days notice to the CRA/LA in writing prior to cancellation, termination or expiration of any kind. All General Liability insurance policies shall name the CRA/LA and the City of Los Angeles as additional insureds.

4.3 **Professional Liability (Errors and Omissions)**

The firm may be required to carry professional liability (errors and omissions) insurance in an amount to be determined by the CRA/LA prior to the award of any contract, based on the risk exposures for the services being performed.

4.4 **Automobile Liability Insurance**

The firm may be required to carry automobile liability insurance in an amount to be determined by the CRA/LA prior to the award of any contract or consistent with the State of California Financial Responsibility requirements, California Vehicle Code (CVC) 16020(a). Such policy shall require thirty (30) days notice to the CRA/LA in writing prior to cancellation, termination or expiration of any kind.

Evidence of Insurance

The firm will be required to provide the CRA/LA with a certificate verifying such coverage and endorsements acceptable to the CRA/LA before commencing services under any contract awarded by the CRA/LA. If self insured, the consultant will be required to provide the CRA/LA with a letter certifying their self-insured status along with a financial statement certified by a CPA



documenting the consultant's reserve account established for the specific insurance program. Such insurance and/or retention programs must provide the CRA/LA with at least the same protection from liability and defense of suits as would be afforded by first dollar insurance.

Modifications to Insurance Coverage

The CRA/LA reserves the right at any time during the term of any contract awarded by the CRA/LA to change the amounts and types of insurance required hereunder by giving the firm ninety (90) days written, advance notice of such change. If such change(s) should result in substantial additional cost to the firm, the CRA/LA agrees to negotiate additional compensation proportional to the increased benefit to the CRA/LA and City of Los Angeles.

5. **EVALUATION CRITERIA**

The CRA/LA will evaluate responses to this RFQ based principally on the following list of evaluation factors:

- Ability of consultant to meet the qualifications set forth herein (25 points)
- Team members' past working experience on similar assignments (25 points)
- Consultant's past working experience with similar activities involving a variety of services to be delivered in an expeditious manner (25 points)
- Consultant's experience with various affected departments of the City of Los Angeles (25 points)
- Schedule of hourly rates of pay (no points)
- Compliance with all other Terms and Conditions (no points)

CRA/LA staff will evaluate the Statements of Qualifications and may conduct structured interviews with three or more of the most highest qualified firms.

6. **ADDITIONAL CONTRACT REQUIREMENTS**

The contract award may be subject to the applicable provisions of the City of Los Angeles', Slavery Ordinance, Section 10.41 of the Los Angeles Administrative Code, as amended from time to time. The requirements for adherence to the above ordinance is outlined below:



1. Slavery Disclosure Ordinance

This contract may be subject to the Slavery Disclosure Ordinance (SDO) in the future. If so, Contractor will be notified of the applicability by the City. Unless otherwise exempt in accordance with the provisions of this Ordinance, this contract is subject to the applicable provisions of the Slavery Ordinance, Section 10.41 of the Los Angeles Administrative Code, as may be amended from time to time.

Unless a specific exception applies, the Ordinance requires Contractor to complete an affidavit certifying that Contractor/Consultant has searched any and all records of its company regarding records of participation or investments in, or profits derived from Slavery, including Slaveholder Insurance Policies issued during the Slavery Era and to disclose such records and identify the names of any enslaved persons or slaveholders described in the records. Failure to fully and accurately complete the affidavit may result in termination of the contract.

The above SDO may be found on the City of Los Angeles' website at www.lacity.org/bca or copies can be made available upon request.

2. Disabled Veterans Business Enterprise

- a. Should Military and Veterans Code sections 999 et seq. be applicable to the Consultant, the Consultant will meet, or make good faith efforts to meet, the 3% Disabled Veterans Business Enterprises goals (or CRA/LA's applicable higher goals) in the award of every contract for Project work to be performed under this Contract.
- b. CRA/LA shall have the sole duty and authority under this Contract and each amendment to determine whether these referenced code sections are applicable to the Consultant and, if so, whether good faith efforts asserted by those contractors of the Consultant were sufficient as outlined in Military and Veterans Code sections 999 et seq.

3. Drug-Free Workplace Certification. The contract award may be subject to the applicable provisions of the Drug-Free Workplace Act of 1990 (Government Code section 8350 et seq.) and will provide a drug-free workplace by doing all of the following:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by



Government Code section 8355(a).

- b. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b) to inform employees about all of the following:
 - 1. the dangers of drug abuse in the workplace,
 - 2. the person's or organization's policy of maintaining a drug-free workplace,
 - 3. any available counseling, rehabilitation, and employee assistance programs, and
 - 4. penalties that may be imposed upon employee assistance programs, and
- c. Provide as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
 - 1. will receive a copy of the company's drug-free policy statement, and
 - 2. will agree to abide by the terms of the company's statement as a condition of employment on the Contract or grant.

Failure to comply with these requirements may result in suspension of payments under this Contract or termination of this Contract or both, and the Consultant may be ineligible for the award of any future state contracts if CRA/LA determines that any of the following has occurred: (1) Consultant has made a false certification or, (2) Consultant violates the certification by failing to carry out the requirements as noted above.

7. QUESTIONS/CONTACT INFORMATION

Please refer general questions regarding this RFQ in writing to Ms. Donna Yep, Contracts Specialist by e-mail to dyep@cra.lacity.org or call at (213) 977-1844.

Issuance of this RFQ and receipt of Statements of Qualifications does not commit the CRA/LA to enter into any contract. The CRA/LA reserves the right to accept or reject any and all responses received, or to cancel this RFQ if it is in the CRA/LA's best interest.



8. **ATTACHMENTS**

- 8.A. Exhibit "A" – CRA/LA's Standard Terms and Conditions
- 8.B. Exhibit "B" – Federal Terms and Conditions
- 8.C. Exhibit "C" – Business Profile Form

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Clark".

Ken Clark
Director of Administrative Services