



Los Angeles Housing Department

HOMEOWNERSHIP & PRESERVATION DIVISION

LAHD

1200 W. 7th Street, 8th Fl., Los Angeles, CA 90017

tel 213.808.8593 | fax 213.808.8910

www.lacity.org/lahd



Antonio R. Villaraigosa, Mayor

Mercedes Márquez, General Manager

**HOMEOWNERSHIP PROGRAMS
NEIGHBORHOOD STABILIZATION PROGRAM**

Request for Proposals (RFP)

**Los Angeles Housing Department
Homeownership and Preservation Division
1200 W. 7th Street, 8th Floor
Los Angeles, California 90017**

Release Date	MARCH 10, 2009
Submission Deadline	APRIL 24, 2009 No Later Than 4:00 P.M. Original and six (6) copies of the proposal must be submitted to: Los Angeles Housing Department Homeownership & Preservation Division Attention: Sergio Tejadilla 1200 W. 7 th Street, 8 th Floor Los Angeles, CA 90017
Technical Assistance	Fax No. (213) 808-8988 Website: http://www.lahd.lacity.org E-mail Paul Meza at: pmeza@lahd.lacity.org All questions and answers will be available to all applicants on the LAHD website at www.lahd.lacity.org
Bidder's Conference	APRIL 2, 2009 2:00 – 3:30 P.M. Los Angeles Housing Department Garland Building, Auditorium 1200 W. 7 th Street, Suite 829 Los Angeles, CA 90017

**NEIGHBORHOOD STABILIZATION PROGRAM RFP
TABLE OF CONTENTS**

	<u>Page</u>
I. BACKGROUND	
A. Administrative Entity	3
B. Overview	3
II. RFP SPECIFICATIONS	
A. Services Solicited and Project Objectives	3
B. Scope of Work	4
C. Eligible Proposers	5
D. Source of Funds and Funds Available	7
E. Budget	7
F. Contract Term	8
G. Preliminary Schedule	8
H. Proposers' Conference	8
I. Technical Assistance	9
J. Deadline for Submission of Proposals	9
K. Evaluation Factors	10
L. Proposal Review Process	11
M. Proposal Appeal Process	11

RFP
TABLE OF CONTENTS CONTINUED

	<u>Page</u>
III. GENERAL RFP INFORMATION	
A. General Proposal Conditions	12
B. Statements Required with Proposal	19
C. Contract Execution Requirements	19
D. Contractor Evaluation	22
IV. PROPOSAL PACKAGE	
A. General Preparation Guidelines	23
B. Narratives	24
C. Documents to be Completed	25
D. Proposal Checklist	26
V. ATTACHMENTS	
Request For Proposals Business Services Implementation Plan Collaborator Agreements	27
Technical Assistance Request Form	28
List of Exhibits/Forms & Web Resources	29

NOTE: THE TABLE OF CONTENTS IS PROVIDED FOR CONVENIENCE. THE PAGE NUMBERS MAY NOT ACCURATELY CORRESPOND TO THE REFERENCED SECTIONS.

I. BACKGROUND

A. Administrative Entity

The Los Angeles Housing Department (LAHD) was created in August 1990 as the principal agency of the City of Los Angeles (City) to address the City's housing issues.

The purpose of the LAHD rehabilitation programs has been to revitalize communities by providing loans and grants to individual homebuyers, homeowners and owners of rental properties (with low-income tenants) to upgrade their properties to meet building code and LAHD standards. To support City staff efforts, over the last 20 years, the City has contracted with local organizations to deliver housing rehabilitation and homeownership services.

B. Overview

In January 2009, the City will embark on a new program, funded by the U.S. Department of Housing and Urban Development (HUD). This program is designed to restore foreclosed residential properties to the market and is funded through the Housing and Economic Recovery Act of 2008 (HERA). The Neighborhood Stabilization Program (NSP) (funded through Title III of HERA) will provide funds to the City of Los Angeles for the acquisition, rehabilitation and resale of abandoned and foreclosed upon homes. LAHD is concentrating its housing rehabilitation efforts in support of this program. To that end, it will offer a "Walk-In" program **(to provide purchase assistance with rehabilitation)** for low, moderate, and middle income buyers of foreclosed homes who will pledge to live in the homes as their primary residences. Many of these properties have been vacant for a period of time, poorly maintained and may have been vandalized. To encourage families to purchase these homes, LAHD is offering down payment, mortgage and rehabilitation assistance.

**For more information on the City of Los Angeles, visit www.lacity.org
For more information on LAHD and its programs, visit <http://lahd.lacity.org>**

II. RFP SPECIFICATIONS

A. Services Solicited and Project Objectives

It is the intent of the City to procure the services of one or more qualified applicants to provide, by contract, the required services related to the

rehabilitation of these homes. To that end, the qualified applicant will provide services which focus on rehabilitation construction activities including, but not limited to, inspecting properties, determining scopes of work, estimating rehabilitation costs, approving selected contractors and construction contracts, making progress inspections and processing draw requests, ensuring program compliance and resolving disputes.

The objective of the Neighborhood Stabilization Program (NSP) is to provide funding through loans to moderate and middle income homebuyers (with incomes up to 120% of Area Median Income (AMI)) to purchase and rehabilitate foreclosed and abandoned single family homes. Loans contain two components: purchase assistance and rehabilitation. The maturity term on both purchase assistance and rehabilitation loans can be up to 40 years.

Up to \$100,000 is available for purchase and rehabilitation assistance, with rehabilitation assistance limited to \$50,000. Unlike previous programs offered by LAHD, the property rehabilitation standard will be a **habitability** standard. Rehabilitation will be limited to repair of code deficiencies in major systems (e.g., roofs, electricity, plumbing, etc.), removal of lead-based paint and repair of surfaces, exterior painting, if needed, and repair of fences. By providing exterior paint jobs and repairing fences, LAHD will improve the appearance of the neighborhood which will support neighborhood stabilization and revitalization. Illegal units will be removed from the homes and the homes restored to their original conditions. Garages converted to other uses will be restored to garages.

As potential homebuyers requesting purchase assistance and rehabilitation apply to LAHD, they will be referred to the Contract Agency for an initial assessment of the property, list of required repairs and cost estimate. If the needed repairs and cost estimate are within the assistance limit and the applicant qualifies for the program, LAHD will make a second mortgage loan. Once the loan is closed and the borrowers are living in the property, the Contract Agency will work with the borrower to obtain a contractor and complete the rehabilitation.

B. Scope of Work

Additional support services will be requested by the LAHD to support the rehabilitation element included in the NSP Walk-In Program. Qualified applicants will be required to perform the following tasks utilizing LAHD forms and procedures:

- a. **Property Inspection Reports** – Obtain and analyze property background and environmental/termite reports, conduct on-site inspections to assess overall property conditions, evaluate all major systems, document exterior/interior status with photographs, complete site and floor plans, and prepare cost feasibility analysis.

- b. **Work Write-ups/Cost Estimates** - Prepare rehabilitation work write-ups, complete Lead Safe Analysis, cost estimates and assist applicants with construction bid process.
- c. **Bid Review** - Review bid(s) submitted by property owner's contractor(s) to ensure that all items identified in the work write-up are addressed and that the proposed repair costs are reasonable.
- d. **Disbursements Processing** - Upon property inspection, conduct construction quality control reviews of installation and material, enforce construction schedule, then determine and prepare fund disbursement requests for all rehabilitation loans in cooperation with the property owner and general contractor. Obtain contractor lien release(s), verify required approvals from the LA Department of Building and Safety (LADBS), and forward said payment requests to LAHD.
- e. **Case Closeout Processing** Conduct final inspection, ensure that the "Notice of Completion" (NOC) is recorded and provide copies of the NOC to LAHD. Complete all project closeout forms as appropriate and forward forms to LAHD including the reconciliation of disbursed funds.
- f. **Dispute Resolution/Arbitration** - Resolve disagreements between the contractor and property owner. Act as an impartial third party to resolve disputes between the homeowner and contractor.
- g. **Court Appearance(s)** - Applicant should be available for depositions and court appearances as required by the City Attorney.

C. Eligible Proposers

Proposals will be accepted only from individuals or organizations that

- 1. Are qualified to conduct business in the State of California;
- 2. If a corporation or limited liability company, the proposer must be in good standing with the Secretary of State
- 3. Have not been determined to be non-responsible or been debarred by the City pursuant to the Contractor Responsibility Ordinance
- 4. Have not been debarred by the federal government, State of California or local government.
- 5. If the applicant has a contract with the City of Los Angeles, the goals and performance standards of that contract must have been met (or modified by LAHD due to circumstances beyond the Contractor's control) and any customer complaints about the organization have been found to be unwarranted by LAHD.

6. All proposals must meet the threshold requirements detailed below. If a proposal does not meet the following requirements, the applicant will be advised that its proposal will not be accepted. Fair and equal opportunity will be provided to qualified applicants with demonstrated effectiveness whether or not they have previously contracted with the City.
7. Qualified firm(s) should submit detailed statements to meet the following conditions:
 - a. Have experience specifically in the administration of housing rehabilitation and/or construction program activities;
 - b. Have completed at least 20 individual rehabilitation projects each year;
 - c. Have qualified personnel and resources necessary to accomplish the tasks listed in the scope of work;
 - d. Possess required license(s) and adequate worker's compensation, liability, and other necessary insurance;
 - e. Possess City Business Tax Registration Certificate;
 - f. Have a business office located in the City of Los Angeles;
 - g. Have computer(s), scanner/printer(s) and high speed (cable or DSL) connection to the internet and staff who are proficient in Microsoft Word and Excel and using email;
 - h. Have the ability to respond to LAHD inquiries on loan status, construction, receivership, and other service issues promptly and within mutually agreed to deadlines by means of electronic mail (email), facsimile machine, and meetings if deemed appropriate and necessary by LAHD.
8. LAHD is required to assure that contract agency Rehabilitation Construction Specialists (RCS) have the skills and experience to accurately inspect properties, prepare scopes of work and cost estimates, monitor construction activities, prepare disbursements and change orders and other construction-related activities. As a result, RCS's working under this contract must be able to demonstrate their adequate skills to LAHD's satisfaction.
9. Applicants must be familiar with HUD requirements for notification, evaluation and reduction of lead-based hazards in housing receiving

federal assistance. These requirements are contained in the Code of Federal Regulations (24 CFR Part 35). Specific requirements pertaining to rehabilitation assistance are found in Subpart J. Successful applicants will be responsible for compliance with the lead-based paint regulations. LAHD's rehabilitation program follows the more restrictive regulations that apply to properties built prior to January 1, 1978 receiving more than \$25,000 of federal assistance per unit. These regulations require: 1) Notice to occupants; 2) Provision of lead paint informational pamphlet; 3) Paint testing of surfaces to be disturbed or presumed lead-based paint; 4) Risk assessment; 5) Abatement of lead-based paint hazards; and 6) On-going lead-based paint maintenance. Copies of the complete regulations can be obtained from the Internet at www.hud.gov/lead or by mail from the National Lead Information Center at 1-800-424-LEAD.

If the proposer has contracted with the State of California or the City of Los Angeles, it must not have an outstanding debt which has not been repaid or for which a repayment agreement plan has not been implemented. If it has contracted with the Housing Department, it must not have an outstanding disallowed cost or other liability to the City.

D. Source of Funds and Funds Available

Funding for the program activities and construction efforts under this RFP are provided by the NSP/Community Development Block Grant (CDBG) program. One or more applicant(s) may be selected to administer homeownership program-related services. If more than one applicant is selected, the funding for each contractor will be allocated according to the City's needs, at its sole discretion.

E. Budget

The estimated funding allocation for this project is \$1,100,000.00 Dollars contingent on the number of units rehabilitated. The Agreement with the selected applicants will be on a fee for performance basis.

Selected applicants helping home buyers through the Walk In Program will be eligible to receive percentages of their performance fees at the following points in the rehabilitation process:

- 10% of the fee upon LAHD approval of the property inspection and list of repairs,
- 35% of the fee after approval of the work write-up and a contractor has been selected; and

- The remainder of the fee after the project is completed, i.e., the Notice of Completion (NOC) is recorded, LAHD Accounting closes the project, and no additional disbursements are required. Should problems arise that impact, deter, or prohibit the completion of the project, the remaining fee will be disbursed as determined by the LAHD, based on the work performed.

F. Contract Term

The initial contract period shall be for one year, with an option to extend for up to two additional one-year terms. Extensions at the City's option will be contingent upon the availability of funds; contractor's continuing compliance with applicable Federal, State, and local government legislation; and an evaluation of contractor's performance.

The City reserves the right to further negotiate the terms and conditions of the contract. A funding recommendation or offer to contract may be withdrawn upon failure of reasonable attempts to negotiate an agreement at the sole discretion of LAHD.

G. Preliminary Schedule

<u>Event</u>	<u>Date</u>
Request for Proposals Released	March 10, 2009
Pre-Proposal Conference	April 2, 2009
Proposals Due by	April 24, 2009
Appeals Reviewed	Five Days after Award Decision
Consultant Work Begins	After Contract Execution

H. Proposers' Conference

A Proposers' Conference (Conference) has been scheduled to answer questions about this RFP. See cover page for Conference date and location. At this Conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. City staff will not provide assistance regarding a proposer's individual project design. If MBE/WBE/OBE is required, all proposers must attend the Conference. If MBE/WBE/OBE is not required, all proposers are strongly encouraged to attend the Conference. **BRING YOUR**

OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.

The City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Please contact the City at least seventy two (72) hours in advance to request an accommodation.

I. Technical Assistance

All technical assistance questions must be submitted by e-mail or fax, using the attached Technical Assistance Request form. (E-mail is the preferred way to contact City staff.) Please identify the RFP title on the subject line of your message.

To ensure the fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document available on the Housing Department's website at <http://lahd.lacity.org>. No individual answers will be given. The Q&A document will be updated on a regular basis to ensure the prompt delivery of information. If you do not have access to the Internet, the Q&A document will be available by fax or by pick-up at the address on the front cover.

J. Deadline for Submission of Proposals

The original proposal, together with five (5) complete copies, must be hand- or courier-delivered in a sealed package by 4:00 p.m. PST on the deadline date on the cover of this document; or delivered via U.S. Mail postmarked no later than 11:59 p.m. PST on the deadline date, to the submission address on the cover of this document.

Persons who hand-deliver proposals to the public counter located at 1200 West 7th Street Los Angeles, Ca 90017 in Suite #100, shall be issued a "Notice of Receipt of Proposal." The original copy of proposals submitted in this manner will be marked with a time and date stamp and retained at the counter.

Proposers using the U.S. Mail are required to obtain a "Proof of Mailing Certificate" stamped by the Postal Service as evidence that the proposals were mailed no later than 11:59 p.m. on the deadline date.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. **All proposals hand-delivered after 4:00 p.m. PST or postmarked after 11:59 p.m. PST on the deadline date will be returned unopened to proposers.**

K. Evaluation Factors

Proposals shall be evaluated based on the experience of the applicant and demonstrated ability to complete the tasks in a timely, professional manner. The quality of the applicant's responses to the RFP, reasonableness of the applicant's costs as compared to other applicants, and information demonstrating that the applicant will be able to successfully complete the required tasks will be considered. Proposals shall be evaluated based on the following measures:

Evaluation Criteria	Maximum Points
<u>Program Design</u> The adequacy of the applicant's description of how it intends to provide the required services.	15
<u>History of Demonstrated Effectiveness/ Statement of Qualifications</u> The quality and depth of applicant's experience and that of the assigned personnel as it relates to the required services.	50
<u>Administration/Organization and Personnel</u> <i>Fiscal Accountability</i> – Documentation of sound financial management practices with strong internal controls in accordance with Generally Accepted Accounting Principles and City Policy. <i>Administrative Capability</i> – Current and proposed administrative staffing structure. The extent which the description of the organizational structure for providing the services contains an explanation of the methods, procedures and staffing necessary to complete each project task and how it relates to the realization of the scope of services.	25
Cost – Including an assessment of the feasibility of providing the services within the proposed fee structure as provided in Narrative IV.	10
TOTAL	100

The LAHD General Manager will establish an evaluation/selection committee, which may include panelists from non-LAHD housing agencies, to review all proposals submitted to determine responsiveness to the RFP guidelines and to make initial funding recommendations. Proposed costs may be compared against other proposers and to independent cost estimates. The lowest cost proposer may not be determined to be the best proposer when all the evaluation factors have been considered.

The City reserves the right to require a pre-award interview, site inspection and/or telephone conference call with applicants.

L. Proposal Review Process

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

1. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.
2. An initial review will be done to ensure that a complete application and all supporting documents have been submitted. Incomplete application packages and/ or proposals received after the deadline will not be considered. **Following an initial screening of the proposals received, additional information or clarification pertaining to services, qualifications, and costs may be required.**
3. Each eligible proposal will be reviewed for: a) quality and depth of the applicant's experience; b) quality, responsiveness, and strict adherence to the instructions in this RFP; c) costs that are reasonable, allowable, necessary and competitive as measured by the reviewer; d) competitive standing against all other applicants.
4. At the City's sole discretion, oral interviews may be held with top scoring proposers. The results of the oral review will determine the final funding recommendations.
5. The LAHD will make contract award recommendations to the Housing, Community and Economic Development Committee. The mayor and Los Angeles City Council will exercise final authority in the selection of the contracts and the allocation of funds to be awarded through this RFP. **Proposers shall be notified in writing about funding recommendations.**
6. Proposals will be evaluated for their cost effectiveness and the Applicant's past performance.

M. Proposal Appeal Process

All applicants shall have the opportunity to appeal Department funding recommendations. Information on the appeals process and timeline will be specified in a written notice to all bidders.

III. GENERAL RFP INFORMATION

A. General Proposal Conditions

1. Costs Incurred by Proposers

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

2. Best Offer

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

3. Accuracy and Completeness

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

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

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

4. Withdrawal of Proposals

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

5. General City Reservations

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

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

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

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

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

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

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

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

6. Contract Negotiations

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

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

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

7. Standing of Proposer

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

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

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

8. Contractor Responsibility Ordinance

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

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

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

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

9. Proprietary Interests of the City

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

Proposers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 et seq.) In the event such an exemption is claimed, the proposal must state: "(Name of Proposer) shall indemnify the City and hold it and its officers, employees and agents harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore." Failure to include such a statement shall constitute a waiver of the proposer's right to exemption from disclosure.

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

10. Discount Terms

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

11. Equal Benefits Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). Bidders/Proposers shall refer to Exhibit (I) for further information regarding the requirements of the Ordinance.

All Bidders/Proposers shall complete and return, with their proposal, the Equal Benefits Ordinance Compliance Form (three (3) pages) referenced in the Attachment/Appendix. The Application for Reasonable Measures Determination (one (1) page) and the Application for Provisional Compliance (two (2) pages) have been included in the Attachment/Appendix but should be submitted only if applicable. Unless otherwise specified in this procurement package, Bidders/Proposers do not need to submit supporting documentation with their bids or proposals. However, supporting documentation verifying that the benefits are provided equally shall be required of the Bidder/Proposer that is selected for award of a contract.

The forms needed to complete this RFP are as follows:

EBO Summary: Questions and Answers (4 pages)

Instructions for Completing EBO forms (1 page)

EBO Compliance Form (3 pages)

Application for Reasonable Measures Determination (1 page)

Application for Provisional Compliance (2 pages)

12. "Living Wage Ordinance and Service Contractor Worker Retention Ordinance"

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial

assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to Exhibit (II), "Living Wage Ordinance and Service Contractor Worker Retention Ordinance" for further information regarding the requirements of the Ordinances.

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

The forms needed to fulfill this requirement in the RFP are as follows:

LWO List of Statutory Exemptions

LWO Application for Non-coverage or Exemption

13. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

14. Americans With Disabilities Act.

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

The Contractor/Consultant hereby certifies that it will comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Contractor/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The Contractor/Consultant will not discriminate against persons with disabilities nor against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor/Consultant, relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

15. Child Support Assignment Orders

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

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

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

B. Statements Required with Proposal

1. MBE/WBW/OBE Outreach Form (listed as Exhibit III) – The Contractor shall submit the MBE/WBE/OBE Form and comply with the City's Minority Business Enterprise (MBE), Women Business Enterprises (WBE) and other Business Enterprise (OBE) out reach requirements as appropriate.

2. Contractor Responsibility Ordinance (CRO) Questionnaire

All proposers shall submit a completed CRO Questionnaire signed under penalty of perjury (listed on Exhibit IV) with their proposal.

3. Subcontractors

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

4. Equal Benefits Ordinance

The Proposer shall submit the applicable Equal Benefits Ordinance Compliance Form(s).

5. Municipal Lobbying Ordinance

The Proposer shall submit the applicable Municipal Lobbying Ordinance Compliance Form – Bidder Certification CEC Form 50 (listed as Exhibit V)

C. Contract Execution Requirements

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

1. Insurance Certificates

Contractors may be required to maintain insurance at a level to be determined by the City's Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include

the cost of insurance in their bid. Contractors will be required to provide insurance at the time of contract execution.

2. Secretary of State Documentation

All contractors are required to submit one copy of their Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with the Secretary of the State. Organizations must be in good standing and authorized to do business in California.

3. Corporate Documents

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

4. City Business License Number

All contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate or Vendor Registration Number. To obtain a Business Tax Registration Certificate (BTRC) call the City Clerk's Office at (213) 473-5901 and pay the respective business taxes. The address is as follows: City of Los Angeles, City Hall, Room 101, Office of Finance, Tax and Permit Division, 201 North Main Street, Los Angeles, CA 90012.

5. Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) Form.

6. Certifications

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

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

- c) A Certificate Regarding Drug-Free Workplace Requirements (if applicable).

7. Affirmative Action Plan

All contractors who are awarded contracts in excess of \$5,000 are required to comply with the City's Affirmative Action Policies and must submit an Affirmative Action Plan.

8. Collaboration

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

D. Contractor Evaluation

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of work product or service performed, the timeliness of performance, the Contractor's compliance with budget requirements, and the expertise of personnel that the Contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. The Contractor will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other contracts.

IV. PROPOSAL PACKAGE

A. General Preparation Guidelines

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

1. The proposal must be submitted in the legal name of the firm or corporation and the corporate seal must be embossed on the original proposal. An authorized representative of the applicant organization who has legal authority to bind the organization in contract with the City must sign the proposal.
2. Proposers must submit one original and five (5) stapled copies. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate "Copy No. ____." Staple all pages firmly in the upper left-hand corner. Specialized coverings, **paper clips, or other removable fasteners are not acceptable.**
3. All proposals must be accompanied by a cover letter that should be limited to **one page**. The letter must :
 - Include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer and each collaborator.
 - Be signed by the person(s) authorized to bind the agency to all commitments made in the proposal and, if applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the proposal. If a Board Resolution cannot be obtained prior to proposal submission, it may be submitted no later than **three (3) calendar weeks** after the proposal submission deadline.
 - Identify the individual or firm which prepared or assisted in preparing the proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation.
4. Proposals must be submitted in the English language. Numerical data must be in the English measurement system; costs must be in United States dollars.

5. Narratives are limited to the number of pages indicated and must follow these standards:

- Font size – 12 points
- Margins – At least 1 inch on all sides
- Line spacing – Single-spaced
- Single-sided, plain white paper

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

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

B. Narratives

1. Narrative 1 – Demonstrated Ability – limit to 5 pages

Respond to the following questions to describe your qualifications and capability to provide the services solicited. (You do not need to answer questions individually). Use concrete language and quantifiable measurements whenever possible.

- a) Provide a narrative description of the applicant's background and experience as it relates to the Program Design. In addition, include the number of years and/or months the sole proprietorship, partnership, non-profit or for profit has performed similar services.
- b) Provide a narrative description and/or certification documents as is required to perform the duties as detailed in the Scope of Services and/or

Eligibility and Application sections of this RFP. Also include copies of the requisite licensing. Provide a list of personnel assigned by the applicant(s) to provide services to LAHD under the proposed contract, as well as their job descriptions. Also provide each employee's academic credentials, professional and/or requisite licensing and/or certification document as is required to perform the duties as detailed in the Scope of Services and/or Eligibility and Application sections of this RFP.

2. Narrative 2 – Project Concept and Design – limit to 8 pages

Respond to the following questions to explain the activities you will undertake and describe the deliverables you will produce in order to address the Scope of Work. (You do not need to answer questions individually.) Use concrete language and quantifiable measurements whenever possible.

- a) Provide A narrative description of how the applicant intends to provide the services described in the Scope of Services.
- b) Provide a proposed fee schedule that includes all costs associated with providing the services detailed in the Scope of Services for each of the service areas you are bidding on. The City may consider partial reimbursement of initial qualifications of applicants and project feasibility. The following information must be included in this section: Provide a per unit fee for each unit to be rehabilitated. Since the funding source for the rehabilitation loans are federal dollars, proposed fee schedules cannot exceed twenty percent (20%) of the total per project rehabilitation cost. Provide a fee for the Walk-In Program activities as follows: (Refer to scope of services for more specifics.) Phase I – Project Development & Feasibility, Phase II Work-write-up/Contractor selection, Phase III – Construction Management.

C. Documents to be completed

Proposers must complete and submit all of the Attachments, Exhibits and Certification forms. **Do not assume that any document is not applicable.** Use the Proposal Checklist as a guide.

D. Proposal Checklist – Documents to be submitted With Proposal

1. Narrative 1 – Experience and demonstrated ability
2. Narrative 2 – Project Concept and Design
3. Itemized Budget – Attachment
4. Living Wage Ordinance and Service Contractor Worker Retention Ordinance Forms
5. Business Services Implementation Plan Collaboration Agreement (Delete if none)
6. MBE/WBE/OBE Statement, if appropriate
7. Contractor Responsibility Questionnaire
8. Equal Benefits Ordinance Compliance Form(s)
9. Municipal Lobbying Ordinance Compliance Forms

**REQUEST FOR PROPOSALS
BUSINESS SERVICES IMPLEMENTATION PLAN
COLLABORATOR AGREEMENTS**

This sheet must be completed by each Collaborating Agency. Please make copies as needed. The signature page must be signed by the authorized representative and embossed with the corporate seal, if applicable, of each Lead Agency and Collaborator.

On behalf of my organization, I acknowledge our intent to formally collaborate with the Proposer (Lead Agency) in providing public relations and marketing service for the City of Los Angeles. I have read the proposal and it accurately reflects my organization's proposed role and commitment. The amount of the proposed subcontract is \$ _____.

Legal Name of Lead Agency _____

Address of Lead Agency _____

Affix Corporate Seal

Authorized Signature for Lead Agency Date

Name and Position of Authorized Signatory

Telephone No. e-mail

Legal Name of Collaborator _____

Address of Collaborator _____

Affix Corporate Seal

Authorized Signature for Collaborator Date

Name and Position of Authorized Signatory

Telephone No. email

**City of Los Angeles
Los Angeles Housing Department**

Technical Assistance Request

This form can be returned by fax to Sergio Tejadilla at (213) 808-8978 or Paul Meza at (213) 808-8677 returned mail to:

City of Los Angeles
Los Angeles Housing Department
Attention:
1200 West 7th Street, 8th Floor
Los Angeles, CA 90017

Or you may e-mail your questions to: @lahd..lacity.org

Agency Name:

Contact Person:

Title:

Address:

Phone No.:

E-mail:

Fax No.:

Question (please reference page number from RFP in your question):

Date Received:

Date Answered:

Answered by:

**LIST OF EXHIBITS AND LOCATIONS ON THE WEB TO FIND THEM &
RESOURCES ABOUT EACH SPECIFIC ORDINANCE**

EXHIBIT 1: Equal Benefits Ordinance Compliance Forms

EBO Compliance Forms (3 pages) Available at:

www.lacity.org/BCA/index.htm

Link: Office on Contract Compliance

EXHIBIT 2: Living Wage Ordinance and Service Contractor

Worker Retention Forms Available at:

www.lacity.org/BCA/index.htm

Link: Office on Contract Compliance

**EXHIBIT 3: MBE/WBE/OBE OUT REACH FORMS FOR
PERSONAL SERVICES CONTRACTS**

Questionnaire & Forms (10 pages) Available at:

<http://lahd.lacity.org/lahdinternet/BidsRFPsRFQsNOFAsetc/tabid/127/Default.aspx>

Link: Office on Contract Compliance for
information on MBE/WBE/OBE

www.lacity.org/BCA/index.htm

EXHIBIT 4: CONTRACTOR RESPONSIBILITY (CRO) FORMS

Personal Services Questionnaire (9 pages) Available at:

www.lacity.org/BCA/index.htm

Link: Office on Contract Compliance

EXHIBIT 5: Municipal Lobbying Ordinance Compliance Forms

CEC 50 Compliance Form (2) pages) Available at:

<http://ethics.lacity.org>

Link: Office on Contract Compliance