



May 26, 2009

**TO: PROSPECTIVE FIRMS**

**SUBJECT: REQUEST FOR QUALIFICATIONS FOR GRANT CONSULTING SERVICES FIRMS AND AWARD CONTRACTS ON AN AS NEEDED BASIS FOR VARIOUS PROJECTS AND PROGRAM AREAS (RFQ NO. – NP 9676)**

The Community Redevelopment Agency of the City of Los Angeles, California (the "CRA/LA") is soliciting "Statements of Qualifications" from interested, qualified consultants to prepare and/or assist in preparing grant applications and/or related work on behalf of the CRA/LA in response to funding opportunities from Federal, State of California, local agencies, and private sources. On an as needed basis, the CRA/LA would retain grants and related consultants to use their expertise and knowledge of the funding source. The grants consultant would be required to comply with the requirements of the funding CRA/LA and to assemble the grant application. Based upon information submitted in the RFQ, the CRA/LA will take into account the specific expertise of the grants consultant in the assignment of work.

**Note that existing firms that are currently on CRA/LA Pre-Qualified Grant Consultant List have the opportunity to update their information, files and personnel but are not required to submit for this RFQ.**

Grant opportunities that the CRA/LA will respond to may include Federal Stimulus opportunities and new grant programs and related work that involves economic development, energy, transportation infrastructure and planning, streetcars, public services, public safety, urban policy, technical analysis and architectural and physical design and will include, but are not limited to, solicitations from:

- Federal Agencies: Housing and Urban Development, Health and Human Services, Department of Commerce (including the Economic Development Administration, Department of Energy, and the National Telecommunications and Information Agency), Environmental Protection Agency, National Endowment for Arts, U.S. Department of Transportation (including the Federal Highway Administration, Federal Transit Administration, Federal Railroad Administration); and
- State of California Departments and/or Agencies: Resources Agency, State Housing Community Development, State Parks and Recreation,



Business and Transportation Agency, Caltrans and the California Transportation Commission, and California Technology Fund; and

- Local Agencies: City of Los Angeles, County of Los Angeles, Southern California Association of Governments (SCAG), and the Los Angeles County Metropolitan Transportation Authority (Metro); and
- Foundations: California Endowment, MacArthur Foundation, Local Foundations; and
- Grant opportunities as a result of AB32 and SB375.

#### **A. BACKGROUND INFORMATION**

The CRA/LA is a public body, corporate and politic, organized and existing under and pursuant to the Constitution of the State of California and the California Community Redevelopment Law. The CRA/LA was activated in 1948 by the City Council of the City of Los Angeles. The CRA/LA's primary responsibilities include the elimination of slums and blight, revitalization of older neighborhoods, facilitation of affordable housing, encouragement of economic development, job retention and creation of new employment opportunities.

To accomplish these objectives, the CRA/LA has a variety of powers. The CRA/LA is authorized to prepare redevelopment project plans; acquire property; install streets and sidewalks and make other public improvements; market land for a variety of purposes; develop or assist in the development of new and rehabilitated housing; facilitate the development of commercial and industrial properties; issue notes and bonds to finance activities; and impose environmental, open space and urban design controls.

Sustainability is a core value of the CRA/LA. The CRA/LA expects all projects in Redevelopment Project areas to strive for the highest levels of energy and water efficiency; to increase use of clean/renewable energy; to increase use of recycled and locally-sourced materials; to reduce storm water runoff; to reduce demolition and construction-induced pollution and waste material generation; to improve indoor air quality and the health of occupants; and to reduce building operating costs through increased operation and maintenance efficiency.

CRA/LA also expects its vendors to strive for the highest levels of sustainability in its own business practices, such as procurement of renewable/recycled materials; procurement of locally-produced materials; use of biodegradable products; and use of energy efficient fleet or carbon offsets.



The CRA/LA's Healthy Neighborhoods Policy 2008 – Building Green & Sustainable Communities is a statement of commitment that affirms sustainability and environmental stewardship as core principles of the CRA/LA. These features in CRA/LA projects and vendors are not required, but will be considered favorably.

### **PRE-QUALIFIED "POOL" OF FIRMS**

The CRA/LA will initially select a "pool" of pre-qualified firms for a period of one (1) years with two, one (1) year options to extend. The CRA/LA will require services throughout the Regions and their Project Areas will utilize the services of a number of firms, to be selected under this Request for Qualifications. This RFQ will be followed up with specific Request for Proposals (RFP's) for individual and Regional grants needs Agencywide.

Projects will be funded from a variety of funding sources including local tax increment, State, and Federal Funds such as funds from the Community Development Block Grant (CDBG) Program. Under the CDBG Program, the CRA/LA acts on behalf of the City of Los Angeles (the "City") and will generally coordinate with the City in the solicitation of grants consulting services. In these cases, the decisions on selection may be made jointly by a number of City departments and community members working together with the CRA/LA.

### **B. QUALIFICATIONS/REQUIREMENTS**

Respondents shall show in their Statement of Qualifications their capability to perform any or all of the following items, depending on their expertise.

### **C. STATEMENT OF QUALIFICATIONS**

**Respondents to this RFQ are requested to follow the format described below in submitting your "Statement of Qualifications."**

The following information shall be included in your submissions:

#### **1. Company Profile**

- Brief summary profile of your firm, including principal line of business, the year founded, form or organization (corporation, partnership, sole proprietorship, etc.), number and location of offices, number of employees, licensed engineers, etc., and name, title, telephone number of your firm's representative, fax number, email address.
- Federal Identification Number.



- Current Los Angeles Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN), if available.

2. Qualifications and Experience

- From the following list, indicate the category or categories your firm is most qualified to perform:
  1. Economic Development
  2. Economics
  3. Housing
  4. Transportation
    - FTA "Small Starts" Rail Projects
    - Urban Streetcar Systems and Vehicles
    - Urban Shortline Railroad Systems
    - Transportation Demand Management, Systems and Technologies
    - Wayfinding Systems and Technologies
    - Transit Oriented District Design Strategies and Analysis
    - Industrial Transportation and Logistics
    - Parking and Access Management
    - Bicycles and Non-Motorized Transportation
    - Pedestrian Circulation and Analysis
    - Streetcars (Wayfinding)
  5. Environmental
    - Energy Efficiency/Renewable Energy/Clean Technologies
    - Healthy Communities/Farmers Markets
    - Industrial Development/Brownfields
  6. Grants
    - Grants Management Systems
    - Grants Data Base Management
    - Grant Writing and experience with Federal On-Line Grants Applications
  7. Historic Preservation
  8. Digital Inclusion/Broadband/Mobile Devices
  9. Urban Design
  10. Architecture/Engineering
    - Leadership in Energy & Environmental Design Rating System
  11. Planning
  12. Real Estate

13. Landscape Architecture

14. Small Business Assistance

15. Other Professional Services as needed

- Statement of Firm/Individual Services Offered/Capabilities. Provide a succinct narrative on the particular services offered by your firm and your key personnel's particular capabilities (strengths, business approach, staff levels, technical capabilities, etc.) that would characterize your firm.
- Statement of Relevant Firm Experience. Narratives on relevant firm experience should include specific projects and dates of performance, including information on your firm's overall performance in completing projects with regards to timeliness and cost effectiveness, etc.

3. Personnel

- Names of key personnel proposed to perform the work required in connection with this RFQ. **Include their resumes with information on their professional background and experience in preparing grant applications, including their success in obtaining grants.**
- Indicate expertise of the key personnel in specific areas such as economic development, transportation, historic preservation, urban design/planning, housing, Brownfields, environmental, technology/communications, community development block grants, or other specialized experience.

4. Case Study

- Two examples or case studies documenting the consultant's ability to work with a client and perform quality work on a timely basis under restrictive deadlines. Describe projects that best illustrate the consultant's capabilities to perform the work required in this RFQ.
- Provide the consultant's general methodology and/or approach to successfully obtaining grant funding.



5. Hourly Rates and Other Fees

- Include a list of personnel categories and their corresponding fully burdened hourly rates which will be used under any proposed contract or assignment.
- Identify reimbursable expenses (including travel expenses) and other fees, if any, that would be required under a resulting contract.
- Include a statement that the proposed rates shall remain firm for a period of 120 days from the date of submission of your Statement of Qualifications in order to allow sufficient time for the CRA/LA to complete the evaluation of responses and obtain necessary approvals.
- Also include a statement that if your firm is selected and placed on the pre-qualified list, that your firm's rates will remain valid for three (3) years.

6. References.

- At least three (3) references, including contact names, addresses, and telephone numbers, for whom your firm has provided services required under this RFQ or for similar services. State briefly the specific work performed for each client and the time period performed.

7. Previous Contracts with the City of Los Angeles

- Provide a list of contracts held with the City of Los Angeles within the last ten (10) years.

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

**D. 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.

**E. REGISTRATION**

Prior to submitting your response, please register your firm with Ms. Janet Walters, Administrative Assistant, at [jwalters@cra.lacity.org](mailto:jwalters@cra.lacity.org) with your firm name, contact, address, telephone, fax number, and email address.



**F. DEADLINE DATE TO SUBMIT STATEMENTS OF QUALIFICATIONS**

The CRA/LA desires succinct submissions addressing the specific information requested herein. All responses shall be in the format described herein. In order to ensure that each submission is reviewed and evaluated properly, it is important that each statement of qualifications follow the format with care.

1. Copies. Submit a **total of six (6) sets** of your statement of qualifications. **One original (1) unbound** set marked "Original" containing all required exhibits; **five (5) bound** copies (no exhibits) and a complete copy of the submission on a CD (PDF format) in a sealed envelope or package and submitted no later than **2:00 p.m. (PST) on Tuesday, June 23, 2009.**
2. Submittals. Statement of Qualifications shall be mailed or delivered to:  
  
**The Community Redevelopment Agency  
of the City of Los Angeles, California  
354 South Spring Street, Suite 500  
Los Angeles, CA 90013**  
  
**ATTN: Records Department  
Janet Walters – RFQ No. NP 9676**
3. Markings/Wrapping. The statement of qualifications shall be submitted in a sealed envelope or package marked:

**STATEMENT OF QUALIFICATIONS  
GRANTS CONSULTING SERVICES - RFQ NO. NP 9676**

4. On-Time Delivery. It is the sole responsibility of the firm/consultant submitting the statement of qualifications to see that it is delivered to the appropriate location on time.

**G. DEADLINE FOR QUESTIONS AND ANSWERS (Q&A)**

Please refer questions regarding this RFQ in writing to Janet Walters, Administrative Assistant, by email to [jwalters@cra.lacity.org](mailto:jwalters@cra.lacity.org). **To ensure a response, questions, inquiries or clarifications must be received in writing via email to [jwalters@cra.lacity.org](mailto:jwalters@cra.lacity.org), by Friday, June 12, 2009.**



CRA/LA Responses. All responses to questions, inquiries or clarifications will be posted to the CRA/LA website at <http://www.crala.org>. Firms shall be solely responsible for checking the CRA/LA website for any responses to questions and/or inquiries. THE CRA/LA WILL NOT MAIL ANY RESPONSES TO QUESTIONS, INQUIRIES OR CLARIFICATIONS. Oral statements regarding this RFQ by any persons should be considered unverified information unless posted on the CRA/LA website.

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.

## H. STATEMENT OF QUALIFICATIONS

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

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.

1. Cover Letter. Two (2) single-spaced pages maximum, signed by a Principal or authorized officer of the responding firm, summarizing the major points contained in the Statement of Qualifications, identification of service category(ies) addressed in your proposal, and providing the name, address, telephone number and email of the key contact person.
2. Company Profile. A brief summary description of your firm, including its principal line of business, the year founded, form of organization (corporation, partnership, sole proprietorship, etc.), number and location of offices, and name, title, telephone number and email address of your firm's representative.
3. Personnel. Identify a list of the key personnel to be assigned, including job title/classification of each. Identify the role of each key personnel and include professional resumes of each. The minimum information to be included in the resumes shall include the person's education, showing related certificates, degrees, schools and dates; work experience, showing previous employers, job titles and functions by calendar date (month/year) and by duration in months



and years; and other information as relevant to the specific assignment/task.

4. Subcontractors/Subconsultants.  
Identify subcontractors/subconsultants (if any) to be utilized for specific tasks as described in the qualification/requirements. Including the company name, address, contact person, telephone number, email address and description of services to be provided by each company. Include professional resumes. The minimum information to be included in the resumes shall include the person's education, showing related certificates, degrees, schools and dates; work experience, showing previous employers, job titles and functions by calendar date (month/year) and by duration in months and years; and other information as relevant to the specific assignment/task.
5. Hourly Rates. Include job classifications of staff and their hourly rates.
6. Previous Contracts with City of Los Angeles and CRA/LA. Provide a list of contracts held with the City of Los Angeles or with CRA/LA within the last ten (10) years. If necessary, include this information in an appendix to your response.
7. References. A list of at least three (3) names telephone numbers, and email addresses of persons who have utilized your services and who have direct knowledge of your firm's experience and work providing similar services including client name and address, description or nature of services provided, contact names, telephone numbers, and email addresses. Include a list of any other public sector clients for whom your firm has provided similar services.
8. 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.
9. Qualifications/Experience.
  - a. Describe your firm's overall experience in providing grants consulting services.
  - b. Include a brief description of other engagements which could conflict with CRA/LA assignments.



- c. Describe which specific services, by category, from the Qualifications/Requirements your firm is seeking to be pre-qualified to provide, and why your firm is particularly qualified to provide the services requested herein. If you have experience working collaboratively in this area(s), please describe.
  - d. Provide a statement of firm's experience relative to the applicable qualification requirements: provide a list of projects completed including client names, contact person, addresses, telephone number and email address, including experience with public agencies.
10. 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 "H") and Federal Terms and Conditions (Exhibit "G") as specified in this RFQ No. NP-9676, 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.
11. Business Profile (Exhibit A). The prospective firm shall complete a Business Profile Form (Exhibit A). (Note: Business Profile Forms shall include information regarding the firm's location/regional office that will be performing the proposed contract services.)

**I. 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](http://www.crala.org).

**J. INSURANCE**

1. 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.

a. 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.

b. 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.

c. 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's Risk Manager prior to the award of any contract.

d. Automobile Liability Insurance.

The firm may be required to carry automobile liability insurance in an amount to be determined by the CRA/LA's Risk Manager 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.

2. 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.

3. 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.

**K. EVALUATION CRITERIA**

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

1. Qualifications, experience, and skills of team members' who may be assigned to provide the services. (Maximum 20 Points)
2. Qualifications, experience, and skills of the firm, including strong relevant working experience in providing similar projects as defined in this RFQ. (Maximum 20 Points)
3. Firm's ability to perform quality work on a timely basis under restrictive deadlines as demonstrated from other case studies. (Maximum 20 Points)
4. Firm's past working experience in securing grants as demonstrated by the documented approach. (Maximum 20 Points)
5. Experience of the firm(s) and their personnel in working with various affected departments of the City of Los Angeles and other public agencies or municipalities. (Maximum 15 Points)
6. Proposed Hourly rates and related fees. (Maximum 5 Points)
7. Compliance with all other Terms and Conditions. (0 Points)

CRA/LA staff will evaluate the Statements of Qualifications and may conduct informal interviews with an undetermined number of qualified firms.



**L. ADDITIONAL CONTRACT REQUIREMENTS**

The resulting 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](http://www.lacity.org/bca) or copies can be made available upon request.

**2. Drug-Free Workplace Certification.**

The resulting 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:
  - i. the dangers of drug abuse in the workplace,



- ii. the person's or organization's policy of maintaining a drug-free workplace,
  - iii. any available counseling, rehabilitation, and employee assistance programs, and
  - iv. penalties that may be imposed upon employees for drug abuse violations occurring in the workplace, and
- c. Provide as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
  - i. will receive a copy of the company's drug-free policy statement, and
  - ii. 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.

**M. QUESTIONS/CONTACT INFORMATION**

Please refer all questions regarding this RFQ in writing to Ms. Janet Walters, Administrative Assistant by e-mail to [jwalters@cra.lacity.org](mailto:jwalters@cra.lacity.org) or call at (213) 977-1928 by Friday, June 12, 2009.

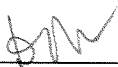


Issuance of this RFQ and receipt of Statements of Qualifications does not commit the CRA/LA to enter into any contract. The CRA/LA reserves the right to accept or reject any and all responses received, or to cancel this RFQ if it is in the CRA/LA's best interest.

**N. ATTACHMENTS**

- Exhibit "A" — Business Profile Form
- Exhibit "B" — Business Profile Form - Categories
- Exhibit "C" — Living Wage Ordinance (LWO) –  
Employee Information Form (LW-6) and  
Subcontractor Information Form (LW-18)
- Exhibit "D" — Equal Benefits Ordinance Compliance Form
- Exhibit "E" — Contractor Responsibility Questionnaire
- Exhibit "F" — Slavery Disclosure Ordinance Form
- Exhibit "G" — Federal Terms and Conditions
- Exhibit "H" — CRA/LA's Standard Terms and Conditions
- Exhibit "I" — Certification Regarding Drug-Free  
Workplace Act Requirements
- Exhibit "J" — Affirmative Statement of Review of CRA/LA's  
Standard and Additional Terms and Conditions

Sincerely,

  
\_\_\_\_\_  
Dushant Ahuja  
Contracts and Procurement