

**To all Potential Respondents:**

**CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS**

**REQUEST FOR QUALIFICATIONS (RFQ)  
PRE-QUALIFIED ON-CALL GOLF COURSE ARCHITECT  
CONSULTANTS LIST**

**VARIOUS GOLF DIVISION PROJECTS**

Statements of Qualifications (SOQs) are requested from experienced consultants to provide golf course design and other expert consulting services on a pre-qualified on-call basis on various Recreation and Parks Golf Division projects. SOQs must be submitted in accordance with the requirements set forth in this document.

Only written responses will be considered. Any materials submitted will become part of the response, and may be incorporated into any subsequent contract(s) between the City and the selected consultant. An original and four copies (total of five (5) sets) of the Cover Letter and the SOQ, plus an original and one (1) copy (total of two (2) sets), separately bound and clearly labeled, of the other materials listed in Section 8 must be received by **2:00 p.m. on August 18, 2009** and addressed to:

**Department of Recreation and Parks  
Planning and Development  
221 N. Figueroa St, Suite 100  
Los Angeles, CA 90012**

If you have technical questions, please submit them to **David Takata, Project Manager**, via fax at **(818) 246-1929**, or by mail. The questions, along with the answers, will be discussed at the pre-submittal meeting. Any questions regarding mandated City Policies and Programs should be addressed to the City agency responsible for administering them, as stated in the corresponding attachment.

A pre-submittal meeting will be held on **July 28, 2009 at 1:00 p.m.** at **Recreation and Parks, Golf Division Headquarters, 3900 Chevy Chase Dr, Golf Division, Los Angeles 90039**. All consultants interested in this program are strongly encouraged to attend this meeting.

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**1. INTRODUCTION**

The Planning and Construction Division, Department of Recreation and Parks (RAP), City of Los Angeles is requesting submittal of SOQs from Golf Course Architectural consultants (**see Section 8**) to provide golf course design on a pre-qualified on-call basis for various projects. It is anticipated that a list of four to six consulting firms will be established.

RAP plans to utilize the consultants to provide golf related design services during the course of a **five-year period**, with up to **three – 2-year extensions**. These services may include, but are not limited to selective and/or extensive course remodeling, design or alteration of automated irrigation systems with recycled water capabilities, trajectory shot analysis, cart path routing, and new course construction.

The issuing date for the Request for Qualifications is **June 30, 2009**. A pre-submittal meeting is scheduled for **July 28, 2009** at **1:00 p.m.** at **Golf Division Headquarters, 3900 Chevy Chase Dr, Los Angeles 90039**. The closing date for this RFQ is **2:00 p.m.** on **August 18, 2009**. Responses may be submitted at any time prior to the due date.

A panel from the Department of Recreation and Parks will evaluate the written responses to this Request for Qualifications to establish a list of pre-qualified on-call golf course architectural consultants. Work will be assigned to the consultant based on the procedures detailed in Section 7 of this RFQ.

**2. COST OF CONSULTING CONTRACTS**

It is anticipated that the majority of the Project Task Orders to be issued under this contract will be under \$100,000, however, some may be over that amount. Qualified consultants must be able to perform the scope of work associated with construction projects where estimated construction costs will vary between \$500,000 - \$7,000,000.

### **3. FINANCIAL RESPONSIBILITY**

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

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

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

### **5. ACCEPTANCE OF TERMS AND CONDITIONS**

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

### **6. SCOPE OF WORK**

The proposed scope of work required for pre-qualified on-call **design** consulting services will include, but not be limited to the following. Actual Task Orders will include some or all of these activities:

- Design renovation of an entire or portion of, an existing regulation or executive/par 3 length golf course per current USGA standards, phasing the construction to permit a minimum of 9-holes of golf during construction if required.
- Design new regulation, executive/par 3, or other alternate length golf course layout on native soil or abandoned landfill property per current USGA standards.
- Design new automated irrigation systems with recycled water capabilities per current City, State, and Health Department regulations.
- Assist City staff in the public outreach and/or or intra/interdepartmental approval process, including implementation of environmental requirements required from the CEQA/NEPA process.
- Provide consultation, preliminary design, and/or master planning services for select facilities.

- Provide trajectory analysis for recommendations for height of protective boundary fencing between the golf course and public/private property or driving range.
- Provide constructability plan review during the design and pre-bid stage for the completeness of the contract drawings and specifications. Resolve any conflicts between the contract drawings and specifications.
- Provide construction estimates at design development, 50% and 90% construction document drawings.
- Review submittals/shop drawings and prepare responses to request for information (RFI's) and monitor status of submittal/shop drawing and the RFI logs, releasing responses in the period agreed upon to minimize potential delay claims by the contractor.
- Manage changes in the work due to unforeseen conditions, and scope or design revisions.
- Minimize construction contractor claims against the City through record keeping and prompt response to requests for information.
- Closeout completed projects in a timely manner, and process all outstanding issues so the final acceptance by the Board of Recreation and Park Commissioners can be completed.
- Coordinate guaranty and warranty items between the City and the Contractor. Obtain as-built drawings, manuals, and warranties from the contractor and update project files as required.
- Other consulting services as needed or required.
- All work shall comply with all local, county, and state/federal requirements, including but not limited to building, mechanical/electrical, National Pollution Discharge Elimination System (NPDES), and County Health.

For each Task Order Solicitation for which qualifications are provided, consultants will be asked to indicate which services would be provided directly by the consultant, and to identify the subconsultants, if any, and the subconsultants' Minority Business Enterprise, Women Business Enterprise, or Other Business Enterprise (MBE/WBE/OBE) status (Attachment 8, Schedule B). The subconsultants listed on Schedule B should be obtained from the potential subconsultants listed on Schedule A, Attachment 8. The Project Manager may, at his or her discretion, request consultants to complete an entire project, a portion or phase of a project, or multiple tasks within a project.

The Public Affairs Office (PAO) shall assist the project manager with supervising all public outreach aspects of the contract. It will be the responsibility of the public outreach consultant and any public outreach subconsultant(s) to coordinate with the PAO on all public outreach activities, which are defined as any activity or activities

and/or communication or communications involving contact with the public. These activities may include, but are not limited to, communicating and coordinating with community groups; arranging community meetings and public hearings; media outreach, including the preparation and placement of paid announcements; and preparing printed literature for public dissemination.

## **7. ASSIGNMENT OF WORK**

Initially, the selected consultants will be listed in a random order. Assignment of Task Orders under this contract will be done in one of the following manners noted below and sent to consultant (s) with the specific area of expertise for the Task Order. Proposals will be requested from the selected consultants based upon their indicated Area of Expertise in **Attachment A**.

- For larger projects with sufficient lead time, it is anticipated that proposals may be requested from the entire list as set forth in **7A** below. Larger project task orders are considered to be those with an estimated construction cost in excess of \$1,000,000.
- Where schedules are tighter and/or for moderately sized projects, it is anticipated that proposals may be requested from the top three consultants on the list as set forth in **7B** below. Moderately sized project task orders are considered to be those with an estimated construction cost less than \$1,000,000 and greater than \$500,000.
- It is anticipated that for smaller projects that are general in nature the City may choose to utilize the top consultant name on the list as set forth in **7C** below. Smaller project task orders are considered to be those with an estimated construction costs less than \$500,000.

The first three methods are further detailed as follows:

**7A.** A Task Order Solicitation will be prepared by the City and all firms with the required expertise on the list will be asked to submit proposals on an upcoming project. For each desired Task Order, the project will be awarded to the pre-qualified on-call list proposer whose proposal represents the best overall value to the City for the requested work. The selected proposer will be moved to the bottom of the list for the purpose of subsequent work assignments.

Once an agreement is reached, the City will issue a Notice to Proceed. No work is authorized until the City issues the Notice to Proceed to the selected firm. No guarantee of work is given or implied to any of the consultants on the list. A consultant may reject any offer of work, however, three such rejections during the term of the contract, including failures to respond to Task Order Solicitations, may be cause for removal from the list.

**7B.** For each desired Task Order, a Task Order Solicitation will be prepared by the City and the top three firms with the required expertise on the list will be invited to propose. The project will be awarded to the pre-qualified on-call list proposer whose proposal represents the best overall value to the City for the requested work. The

selected proposer will be moved to the bottom of the list for the purpose of subsequent work assignments.

Once an agreement is reached, the City will issue a Notice to Proceed. No work is authorized until the City issues the Notice to Proceed to the selected firm. No guarantee of work is given or implied to any of the consultants on the list. A consultant may reject any offer of work, however, three such rejections during the term of the contract, including failures to respond to Task Order Solicitations, may be cause for removal from the list.

**7C.** In the event of a need for services, a Project Task Order will be issued by the City to the first ranked firm with the required expertise on the list. Negotiations will follow on the terms for the project, specifically on the scope of work, deliverables, schedule, and costs. If an agreement cannot be reached with the first firm, the City reserves the right to negotiate with the next firm with the required expertise on the list and so on until an agreement is reached. The successful consultant will then be rotated to the bottom of the list for the purpose of subsequent work assignments.

Once an agreement is reached, the City will issue a Notice to Proceed. No work is authorized until the City issues the Notice to Proceed to the selected firm. No guarantee of work is given or implied to any of the consultants on the list. A consultant may reject any offer of work, however, three such rejections during the term of the contract, including failures to respond to Project Task Orders, may be cause for removal from the list.

## **8. SUBMITTAL REQUIREMENTS**

Respondents shall submit an original and four (4) copies (total of five (5) sets) of their Cover Letter and SOQ. An original and one (1) copy (total of two (2) sets) of all other required documents, bound separately and clearly labeled, are to be submitted at the same time as the SOQ submittal.

### **Prequalification**

This RFQ is open to all firms located in the West Coast Region of the United States (AZ, CA, OR, WA, NV, ID, UT,) that have experience in designing and/or redesigning municipal and public golf courses of both regulation and alternate length courses along the west coast, preferably in California.

### **Cover Letter**

**See Checklist**

### **Statement of Qualifications**

The SOQ must include a statement that the SOQ is genuine, and not a sham or collusive, nor made in the interest or on behalf of any person not herein named, and

that the respondent has not directly or indirectly induced or solicited any other respondent to put in a sham SOQ, or any other person, firm or corporation to refrain from responding, and that the respondent has not in any manner sought by collusion to secure for itself an advantage over any other respondent. If selected, the consultant is prepared to provide all of the services described in the Scope of Work for each project for which a proposal is submitted.

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

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

The list of key personnel is to be categorized as:

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

Compensation for Consultant services will be based on a Cost Reimbursement or Lump Sum method. Individual Task Orders will state the type of compensation method. For the Cost Reimbursement method, Consultants can be reimbursed on a Billing Salary Rate with added Consultant Office overhead and 10% profit, or on an Hourly Billing Rate. The Consultant Office overhead rate will be the actual Consultant's overhead rate, but not to exceed a maximum of 180% for Consultant personnel located in the Consultant's office. The Hourly Billing Rate includes the Consultant's overhead and profit. For each of the categories named above, Hourly Billing Rates for Consultant personnel to be used on projects will be requested at the time of contract negotiations.

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

## CHECKLIST

√	DOCUMENT	DESCRIPTION
<input type="checkbox"/>	<b>Cover Letter</b>	Include the name, and address of the firm; the firm's BTRC number (Refer to Attachment 2); the names, titles and telephone numbers of the person(s) who will be authorized to represent the respondent; and the name of the project coordinator for the duration of the contract.
<input type="checkbox"/>	<b>Responsibility Questionnaire (Service Version) and Pledge of Compliance (See Attachment 1)</b>	Includes information on the following: <ul style="list-style-type: none"> <li>• Organizational structure of the firm</li> <li>• Ownership and name changes</li> <li>• Financial Resources and Responsibility</li> <li>• Performance History</li> <li>• Disputes</li> <li>• Compliance with Laws</li> <li>• Business Integrity</li> </ul>
<input type="checkbox"/>	<b>Non Discrimination, Equal Employment Practices, Affirmative Action (See Attachment 3)</b>	Non-Discrimination, AA, and EEO Requirements: <ul style="list-style-type: none"> <li>• Affirmative Action Plan</li> <li>• EEO Officer Appointment</li> <li>• Ethnic Composition of Total Workforce Report</li> <li>• Certification of Adherence to Non-Discrimination and EEO Practices</li> </ul>
<input type="checkbox"/>	<b>Equal Benefits Ordinance (See Attachment 5)</b>	Certificate of Compliance to Equal Benefits, Provisional Compliance, or Reasonable Measures
<input type="checkbox"/>	<b>Child Support Obligations (See Attachment 6)</b>	Certificate of Compliance to Child Support
<input type="checkbox"/>	<b>Americans with Disabilities Act (See Attachment 7)</b>	Certificate of Compliance to ADA
<input type="checkbox"/>	<b>MBE/WBE/OBE Subcontractor Outreach Program (See Attachment 8)</b>	Schedule A – List of Potential MBE/WBE/OBE Subconsultants
<input type="checkbox"/>	<b>Los Angeles Residence Information Form (See Attachment 13)</b>	Percentage of Workforce residing in the City of Los Angeles
<input type="checkbox"/>	<b>Bidder Certification CEC Form 50 (See Attachment 15)</b>	Compliance with Disclosure Requirements and Prohibitions Established in the Los Angeles Municipal Lobbying Ordinance

## 9. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held on **July 28, 2009** at **1:00 p.m.** at **Golf Division Headquarters, 3900 Chevy Chase Dr, Los Angeles 90039** to clarify the contents of this RFQ and to discuss the needs of the Golf Division. City staff will be available to answer questions, clarify RFQ requirements, and further explain the City of Los Angeles MBE/WBE/OBE Subcontractor Outreach Program requirements, and other mandated City policies and programs. All consultants interested in this program are strongly encouraged to attend this meeting. It is expected that consultants attending the pre-submittal meeting will have reviewed the RFQ, along with the attachments. Refer to MBE/WBE/OBE Subcontractor Program Requirements, **Attachment 8**, Indicator #2.

To maximize the effectiveness of the meeting, RAP requests that, to the extent possible, respondents submit technical questions by mail or via fax to **David Takata, Project Manager**, at **(818) 246-1929** prior to the meeting. This will enable RAP staff to prepare responses in advance. Additional questions will be accepted at the pre-submittal meeting, however, responses may be deferred and provided as addenda to the RFQ at a later date.

## 10. SELECTION PROCEDURE

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

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

### Selection/Evaluation Criteria

- **Technical Qualifications and Past Experience** **20%**  
This includes the firm's background, experience, and familiarity with construction management issues for public works projects and tasks, and the qualifications of personnel.

- **Municipal Course Designs** **15%**  
This includes the firm's past projects in the development or major remodel of a municipal golf course and the maintainability of the improvements.
- **Record of Past Performance** **25%**  
This includes quality of work, completion of work on time and within budget, the response of references, and commitment to diversity.
- **Approach to Work** **15%**  
This includes project management and coordination methodologies, and approaches to analyses and studies.
- **Cost Control** **25%**  
This includes cost control procedures, preliminary cost estimates, personnel utilization, and fee schedules.

## 11. SUBCONSULTANTS

The consultant may enter into subcontracts with others for the performance of any portion of the resultant contract. Potential subconsulting opportunities have been listed in **Attachment 10**. The list of subconsulting opportunities is intended to be used for informational purposes only.

The requirements of this RFQ and any resultant contract shall apply to all subconsultants in the same manner as to the consultant. In particular, the City will not pay, even indirectly, the fees and expenses of subconsultants that do not conform to the provisions and documentation requirements of the resultant contract. Potential subconsultants do not need to submit any City compliance nor certification forms at the time the SOQs are due.

General and administrative fees for the management of subconsultants will be limited to 5% of the actual charges billed by the subconsultants.

## 12. CITY CONTRACTUAL REQUIREMENTS

The City of Los Angeles has certain policies and requirements that may affect the contracts awarded from this RFQ. Refer to **Attachment 11** for a sample of the City of Los Angeles' Personal Services Contract. Therefore, all prospective consulting firms are advised of the following:

- **Contractor Responsibility Ordinance (CRO)**

The contract will only be awarded to a responsive, responsible consultant. All businesses or individuals seeking to contract with the City of Los Angeles are required to demonstrate that they possess the quality, fitness, and capacity to perform the work set forth in the contract under the terms of the criteria listed in the Los Angeles "Contractor Responsibility

Ordinance” (Article 14, Chapter 1, Section 10 of the Los Angeles Administrative Code). Respondents are required to complete all sections of the “Responsibility Questionnaire” and Pledge of Compliance. Submit both the Questionnaire and Pledge with the SOQ. **Failure to return the completed documents may result in the respondent being deemed non-responsive.** When the contract is awarded, subconsultants will be required to sign a “Pledge of Compliance with the Contractor Responsibility Ordinance”. Submitting firms with questions on the Contractor Responsibility Ordinance should contact the Bureau of Contract Administration, Special Research & Investigation Section at (213) 847-2445. **(Attachment 1)**

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

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

The respondents must represent that they have, or will obtain upon award, a Business Tax Registration Certificate (BTRC) required per the Los Angeles City’s Business Tax Ordinance (Article 1, Chapter 2, Section 21.00 and following, of the Los Angeles Municipal Code). The consultant shall maintain, or obtain as necessary, all such certificates required of it under said Ordinance and shall not allow any such certificate to be revoked or suspended. To find out more about the BTRC, please refer to **Attachment 2**, or contact the Office of Finance, Tax and Permit Division, Main Office, (213) 473-5901.

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

The City of Los Angeles requires that all firms doing business with the City comply with a Non-Discrimination/Affirmative Action Program, as defined in Section 10.8.1, Division 10 of the Los Angeles Administrative Code. If you have previously completed an Affirmative Action Plan and it has been filed and accepted by the Bureau of Contract Administration (BCA), Equal Employment Opportunities Enforcement Section, use Page One of **Attachment 3** (“City of Los Angeles Non-Discrimination, Equal Employment Practices, Affirmative Action Requirements”) to indicate the date of the acceptance. Attach a copy of the Equal Employment Opportunities Enforcement Section’s acceptance letter. Plans are valid for twelve months from the date they are approved.

If your firm has not previously submitted an Affirmative Action Plan and the related documents, or if your plan is within one month of expiring, it will be necessary to submit a new plan and forms with the SOQ. If the respondent plans to comply with its own company’s Affirmative Action Plan, the plan must contain, at a minimum, all of the elements of the City’s Plan. Submit a copy of the actual plan itself with a signed policy statement. Indicate on Page 1 of **Attachment 3** whether submitting the City Plan or Company Plan.

### **Non-Discrimination Provisions**

Any contract awarded as a result of this RFQ will be subject to the City’s non-discrimination provisions. Please review **Attachment 3** for more details. For questions pertaining to non-discrimination, equal employment practices, or affirmative action

requirements, please contact the BCA, Equal Employment Opportunities Enforcement Section at (213) 847-2590.

- **Insurance Requirements**

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

- General Liability \$ **1,000,000** per occurrence
- Professional Liability \$ **1,000,000** per occurrence with 12-month discovery period
- Workers' Compensation Employer's Liability insurance \$ **1,000,000** per occurrence with waiver of subrogation
- Automobile Liability Insurance \$ **1,000,000** per occurrence

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

Documents in **Attachment 4** are included for the potential respondent's information. No insurance documents need to be submitted with the SOQ.

- **Equal Benefits Ordinance (EBO)**

The Equal Benefits Ordinance, Los Angeles Administrative Code Section 10.8.2.1, applies to any City contract over \$5,000.00. This includes contracts for services, the purchase of goods, construction, and leases. If the selected respondent is awarded a contract with the City, the EBO requires that during the performance of the contract, the consultant will provide equal benefits to its employees with spouses and its employees with domestic partners. The proposed contract cannot be executed until the BCA, Equal Employment Opportunities Enforcement Section, has determined that the consultant is in compliance with the EBO. Submitting firms with questions about the Equal Benefits Ordinance should contact the BCA, Equal Employment Opportunities Enforcement Section at (213) 847-2590. Refer to **Attachment 5** for further information regarding the requirements of the EBO and instructions on completing the EBO forms.

All potential respondents shall complete and return, with their SOQ, the Equal Benefits Ordinance Compliance Form (three (3) pages) contained in **Attachment 5**. The Application for Reasonable Measures Determination (one (1) page) and the Application for Provisional Compliance (two (2) pages) have been included in **Attachment 5**, but should be submitted **only** if applicable. Unless otherwise specified in this RFQ, potential respondents do not need to submit supporting documentation with their SOQs. However, supporting documentation

verifying that the benefits are provided equally shall be required of the respondent selected for award of a contract.

- **Child Support Obligations Ordinance**

On February 13, 1991, the Child Support Obligations Ordinance became effective. The ordinance requires all current and future consultants and subconsultants performing work for the City to comply with all State and Federal reporting requirements relative to legally mandated child support obligations. All future contracts will contain language obligating the consultant and any subconsultants to fulfill those requirements. In addition, the consultant must complete the Certification of Compliance with Child Support Obligations form (**Attachment 6**) and submit it with the SOQ.

- **Americans with Disabilities Act**

Consultants performing work for the City are required to be in compliance with the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.), and must submit a Certification Regarding Compliance with the Americans with Disabilities Act with their SOQ. (**Attachment 7**)

- **MBE/WBE/OBE Subcontractor Outreach Program Requirements**

It is the intention of the Department of Recreation and Parks and its Board to offer as many subconsulting opportunities to Minority (MBE), Women (WBE), and Other Business enterprises (OBE) as possible. For the purpose of this RFQ, the City has set anticipated participation levels of 25% MBE/WBE participation (**19% MBE** and **6% WBE**) for Project Task Orders estimated over \$100,000 based upon the potential scopes of work, which may be subcontracted. For smaller tasks, the limited nature of the work sometimes makes the use of subconsultants more difficult. The MBE/WBE/OBE anticipated participation levels will not apply for Project Task Orders under \$100,000, however, consultants are still encouraged to utilize MBE/WBE/OBE subconsultants where feasible.

All respondents must perform a good faith outreach. Respondents are to make a “Good Faith Effort” (**GFE**) to reach out to potential MBE/WBE/OBE subconsultants. Failure to make a “Good Faith Effort” documenting their outreach as described in **Attachment 8** and/or failure to submit the required documentation will result in the rejection of the firm’s SOQ as non-responsive. The respondents must list in their documents the names of any potential MBE/WBE/OBE subconsultants, vendors, or any business that renders services or provides goods or rentals with whom the respondent believes it may do business with as a result of receiving a contract resulting from this RFQ.

Respondents to this RFQ must submit Schedule A, List of Potential MBE/WBE/OBE subconsultants, at the same time when submitting their SOQs. Refer to **Attachment 8**, Indicator #7 for a more detailed description of the required documentation.

After the Pre-Qualified On-Call **Golf Course Architectural** Consultants List is established, consultants will be asked to submit Task Order proposals in accordance with Section 7 of this RFQ. Prior to submitting a proposal for any specific Task Order, the

consultant is pledging to solicit and utilize proposals from the appropriate subconsultant firms listed on their Schedule A.

Submitting firms with questions on or requiring assistance with the MBE/WBE/OBE Subcontractor Outreach Program requirements should contact the BCA, Subcontractor Outreach and Enforcement Section at (213) 847-2445.

- **Service Contractor Worker Retention Ordinance (SCWRO) & Living Wage Ordinance (LWO)**

Consultants are subject to the Service Contractor Worker Retention Ordinance (SCWRO), Section 10.36 et seq., and the Living Wage Ordinance (LWO), Section 10.37 et seq., of the Los Angeles Administrative Code. The Ordinance requires that, unless specific exemptions apply, all employers under contracts primarily for the furnishing of services to or for the City that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three months or certain recipients of City financial assistance, generally shall provide the following: (a) Retention by a successor consultant for a 90-day transition period of the employees who have been employed for the preceding 12 months or more by the terminated consultant or its subconsultants, if any, as provided for in the SCWRO; (b) Payment of a minimum initial wage rate to employees as defined in the LWO of \$10.00 per hour with health benefits of at least \$1.25 per hour or otherwise \$11.25 per hour, adjusted annually; and (c) Other benefits as described in the Ordinances. Submitting firms with questions about the Service Contractor Worker Retention Ordinance or the Living Wage Ordinance should contact the BCA, Equal Employment Opportunities Enforcement Section at (213) 847-2590.

The contract may be terminated and legal remedies pursued if the City determines that the consultant has violated the provisions of the referenced Code Sections. When a contract is awarded to the prime consultant, subconsultants are required to complete the Declaration of Compliance. No forms are to be submitted with the SOQ. Information about the SCWRO and the LWO are contained in **Attachment 9**.

- **Contractor Evaluation Ordinance**

The Contractor Performance Evaluation Ordinance (Los Angeles City Ordinance # 173018) and the Rules for the Evaluation of Service Contractors require departments to conduct performance evaluations for all service contracts over \$25,000 and at least three months in duration. Within 14 days of the completion of a contract, the department contract administrators will complete and submit evaluation forms to the Bureau of Contract Administration, Special Research & Investigation Section. As required by Section 10.39.2 of the Los Angeles Administrative Code (Article 13, Chapter 1, Division 10), evaluations will be based upon a number of criteria, including the quality of work product or services performed; timeliness of performance; compliance with budget; and expertise of personnel assigned to the contract. The Special Research & Investigation Section will then transmit a copy to the consultant who will be given 14 calendar days to respond. The final evaluations, and any response from the consultant, will be available to departments to be used as a reference check after departments have selected a consultant through an evaluation process.

- **Discount Terms**

Consultants and contractors performing work for the City must 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 discounts to payments made under this contract which meet the discount terms.

- **Slavery Disclosure Ordinance (SDO)**

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

Refer to **Attachment 12** for information regarding this Ordinance, no submittal is required for the SDO at this time. The SDO Affidavit is required only from the Consultant actually selected for award of a contract. The SDO Affidavit must be signed before the contract can be executed. Questions on this Ordinance should be directed to the BCA, Equal Employment Opportunities Enforcement Section at (213) 847-2590.

- **Los Angeles Residence Information**

The City Council, in consideration of the importance of preserving and enhancing the economic base and well being of the City, encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires proposers to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles. All potential respondents are required to complete the Los Angeles Residence Information form and submit the form with their SOQ. (**Attachment 13**)

- **Non-Collusion**

After the List of Pre-Qualified On-Call Consultants is established, Task Order Solicitations will be issued. Consultants will be asked to submit a proposal on the project. Respondents will be required to complete and return the Non-Collusion Affidavit with their proposal. Attachment 14 is the Non-Collusion Affidavit and is only required to be submitted when responding to a Task Order Solicitation. (**Attachment 14**)

- **Bidder Certification**

Any bidder for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, on a form proscribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualifies as a lobbying entity under the Ordinance. The exemptions contained in Los Angeles Administrative Code Section 10.40.4 shall not apply to this subsection. Each City department shall include a

copy of the Municipal Lobbying Ordinance in each invitation for bids, request for proposals, request for qualifications or other solicitation related to entering into a contract with the City. **(Attachment 15)**

**13. REQUEST FOR QUALIFICATIONS (RFQ) SCHEDULE**

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

<b>DATE</b>	<b>EVENT</b>
June 30, 2009	Release RFQ to potential respondents
July 28, 2009	Pre-submittal meeting
August 4, 2009	Issue addendum in response to pre-submittal meeting, if applicable
August 18, 2009	<b>Statements of Qualifications due by 2:00 p.m.</b>
	Begin SOQ evaluations
September 1, 2009	Conduct interviews/oral presentations
September 21, 2009	Begin negotiations with selected consultants
October 21, 2009	Board of Recreation and Park Commissioners approves contracts
December 11, 2009	Mayor/Board of Recreation and Park Commissioners executes contracts

**14. WHERE TO SUBMIT RESPONSES**

To respond to this RFQ, an original, plus appropriate number of copies, of the Cover Letter, SOQ, and other related materials, separately bound and clearly labeled, as specified on the Checklist in Section 8, must be received by **2:00 p.m. on August 18, 2009**. Faxes will not be accepted. Respondents should send or deliver their submittals to:

**David Takata, Project Manager  
 Department of Recreation and Parks - Golf Division  
 221 N. Figueroa St, Suite 100  
 Los Angeles, CA 90012**

**15. PROPOSAL PROTEST PROCEDURES**

These procedures provide a method for resolving, prior to award, protests regarding the award of personal service contracts by and through the City’s Board of Recreation and Park Commissioners. These procedures are for the benefit of the City and are not intended to establish an administrative requirement that must be exhausted by the protesting consultant prior to pursuing any legal remedy that may be available. For this reason, no consultant shall have any right to due process, should the City fail to follow these procedures, for any reason within its discretion. However, failure by a consultant to follow the protest procedures as

discussed below will create the presumption that any subsequent legal action in a court of competent jurisdiction is of no merit. These procedures will enable the Board of Recreation and Park Commissioners to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

- a. A protest relative to a particular Request for Proposal/Request for Qualifications (RFP/RFQ) must be submitted in detail and in writing and be postmarked within 14 calendar days after the receipt of proposal or statement of qualification by the City. The day of the proposal or statement of qualification receipt shall be considered as day one.
- b. All protests must be addressed to: **Ms. Mary E. Alvarez**, Commission Executive Assistant, Board of Recreation and Park Commissioners, 221 N. Figueroa St, 15<sup>th</sup> floor, Los Angeles, 90012.
- c. Advance copies of protests will be accepted if sent via fax within the protest period to the Commission Executive Assistant, Board of Recreation and Park Commissioners at (213) 202-2610 and **provided approval is received** prior to sending the fax, by calling the Commission Executive Assistant at (213) 202-2640.
- d. Prime consultants are requested to advise their potential subconsultants of this protest period policy. Furthermore, protests against a prime consultant by a subconsultant with a direct financial interest that could be adversely affected by the determination of the protest may be considered by the Board of Recreation and Park Commissioners beyond the protest period.
- e. The Board of Recreation and Park Commissioners will only consider protests against any consultant who appears to have a substantial and reasonable prospect of receiving a contract if the protest is sustained.
- f. The Board of Recreation and Park Commissioners may consider protests from consultants concerning contract compliance matters beyond the protest period. These protests will receive due consideration if the consultant submits the protest in a timely period and such protest affects a consultant who appears to have a substantial and reasonable prospect of being selected if the protest is accepted.
- g. Protests meeting the above criteria will be analyzed and reported upon in a written report to the Board of Recreation and Park Commissioners. Protesting parties will be notified of the time and date that the written report will be discussed in a public session of the Board of Recreation and Park Commissioners. Protesting parties will be given the opportunity to present their arguments at the public session.

**16. LIST OF ATTACHMENTS**

- Attachment 1: Contractor Responsibility Ordinance Package
- Attachment 2: BTRC Notice and Application Form
- Attachment 3: Non-Discrimination, Equal Employment, Affirmative Action Package
- Attachment 4: Insurance Requirements Package
- Attachment 5: Equal Benefits Ordinance Package
- Attachment 6: Child Support Information and Certificate of Compliance
- Attachment 7: Certification of Compliance with the Americans with Disabilities Act
- Attachment 8: MBE/WBE/OBE Subcontractor Outreach Program Requirements
- Attachment 9: Service Contractor Worker Retention Ordinance/Living Wage Ordinance Package
- Attachment 10: List of Potential Subconsulting Opportunities
- Attachment 11: Sample City of Los Angeles Personal Services Contract
- Attachment 12: Slavery Disclosure Ordinance
- Attachment 13: Los Angeles Residence Information
- Attachment 14: Non-Collusion Affidavit
- Attachment 15: Bidder Certification CEC Form 50

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

**RFQ in General and Technical Questions**

**David Takata, Project Manager** (818) 246-1435

**Policies and Procedures**

Contractor Responsibility Ordinance  
Bureau of Contract Administration  
Special Research & Investigation Section ..... (213) 847-2445

Business Tax  
Office of Finance, Tax and Permit Division..... (213) 473-5901

Child Support Obligations  
Comm. on Children, Youth & Families..... (213) 978-1840

MBE/WBE/OBE Subcontractor Outreach Program  
Bureau of Contract Administration  
Subcontractor Outreach and Enforcement Section ..... (213) 847-2590

Equal Benefits Ordinance  
Non-Discrimination, Equal Employment and Affirmative Action Statements  
Service Contractor Worker Retention Ordinance and Living Wage Ordinance  
Slavery Disclosure Ordinance  
    Bureau of Contract Administration  
    Equal Employment Opportunities Enforcement Section ..... (213) 847-2590  
  
Bidder Certification  
    City Ethics Commission..... (213) 978-1960

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

	<b>CITY OF LOS ANGELES POLICY COMPLIANCE CERTIFICATION</b>	<b>Included</b>	<b>Not Included</b>
	<b>Attachment 1:</b> Responsibility Questionnaire Pledge of Compliance		
	<b>Attachment 3:</b> Non Discrimination ~ Equal Employment Practices ~ Affirmative Action Program		
	<b>Attachment 5:</b> Equal Benefits Ordinance Compliance Form		
	<b>Attachment 6:</b> Certificate Of Compliance to Child Support Obligations		
	<b>Attachment 7:</b> Certificate Of Compliance With Americans With Disabilities Act		
	<b>Attachment 8:</b> Schedule A		
	<b>Attachment 13:</b> Los Angeles Residence Information		
	<b>Attachment 15:</b> Bidder Certification CEC Form 50		

\_\_\_\_\_  
Consultant Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Telephone Number

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