

To all Potential Respondents:

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

**REQUEST FOR QUALIFICATIONS (RFQ)
PRE-QUALIFIED ON-CALL GOLF COURSE DESIGN-BUILD
CONTRACTOR LIST**

VARIOUS GOLF DIVISION PROJECTS

Statements of Qualifications (SOQs) are requested from experienced firms to provide golf course design-build services on a pre-qualified on-call basis for 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 design-build firm. 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) of the other materials listed in Section 8, separately bound and clearly labeled, 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, Los Angeles 90039**. All firms interested in this program are strongly encouraged to attend this meeting.

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

**REQUEST FOR QUALIFICATIONS (RFQ)
PRE-QUALIFIED ON-CALL GOLF COURSE DESIGN-BUILD CONTRACTOR
LIST**

VARIOUS GOLF DIVISION PROJECTS

1. INTRODUCTION

The Planning and Construction Division, Department of Recreation and Parks (RAP), City of Los Angeles is requesting submittal of SOQs from firms to provide golf course design-build services on a pre-qualified on-call basis on various projects. It is anticipated that a list of four to six design-build firms will be established.

RAP plans to utilize the design-build firms to provide golf course related improvement projects 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 limited course remodeling of greens, tees, bunkers, fairway sculpting, selective irrigation systems repair and/or rehabilitation projects including computer automation with recycled water capabilities, cart path and protective fence design and installations based on accepted trajectory shot analyses, installation of drinking fountains, and installation of miscellaneous signage, clubhouse and fairway accessories.

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 design-build firms. Work will be assigned to the firm based on the procedures detailed in Section 7 of this RFQ.

2. COST OF DESIGN-BUILD CONTRACTS

Qualified firms must be able to perform the scope of work associated with design-build construction projects where estimated construction costs will vary between \$50,000 - \$1,000,000. It is anticipated that the majority of the Project Task Orders to be issued under this proposed contract will be under \$200,000, however, a few projects may exceed that amount.

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 golf course design-build construction services will include, but not be limited to the following. Actual Task Orders will include some or all of these activities:

- Design, install, and/or repair irrigation rehabilitation/renovation projects per current United States Golf Association (USGA) and industry standards, phasing the construction to permit a minimum of 9-holes of golf in operation during construction if required.
- Design, install, and/or repair green, tee, and bunker renovation/reconstruction projects per current USGA and industry standards. Some work will involve the use of laser-guided equipment.
- Design, install, and/or repair protective boundary fencing based on industry accepted trajectory analysis methods.
- Design and install limited course renovations, which include but not limited to fairway contouring, large area lawn sod/seed re-establishment.

- Design, installation, and/or repair of concrete/asphalt cart paths. Proposed routing shall be based on an industry accepted trajectory analysis methods.
- Installation of miscellaneous golf course improvements/accessories including but limited to laser measured yardage markers, tee monument signs, drinking fountains (chilled and non-chilled),
- Other design-build services as needed or required, including but not limited to design and construction of parking lots, driveways, curbs and gutters, sidewalks and pathways, site grading, drainage, retaining walls, electrical, plumbing, mechanical systems, accessory/outbuilding structures, and property line walls.
- All work shall be installed with benefit of all applicable permits in compliance with local, county, and state/federal requirements, including but not limited to building, mechanical/electrical, National Pollution Discharge Elimination System (NPDES) Storm Water, and County Health requirements.
- All designs shall be developed with AutoCAD 2006 or later version and shall become the property of the City when construction documents are approved.

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

7. ASSIGNMENT OF WORK

As with any public bid process, the work will be awarded to the lowest responsive and responsible bidder. Proposal will be requested from the entire list of pre-qualified firms, or from those that meet the pre-qualification experience, based on the scope of work that is being requested.

Once a bid process has been completed and the contract has been executed, 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 firms on 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 where the primary contracting partner has successfully completed renovation or new golf course construction work on at least three courses within the last five (5) years. Furthermore, only those firms that have successfully completed the installation of three (3) irrigation systems on existing regulation length golf courses within the last five (5) years will be eligible for irrigation related projects. The qualifying irrigation projects shall have consisted of a minimum of 1500 sprinkler heads and controlled by a computerized system. Please complete the attached form and return it with your SOQ for consideration.

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 design-build firm 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.

An organization chart and 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 possible that the staffing requirements will vary from project to project over the duration of the contract. Include a description of 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 shall be categorized as follows:

- Executives/Managers

- Licensed Professionals
- Golf Course Architects
- Engineers/Surveyors
- Other Technical/Professional/Accounting Staff
- Administrative/Support Staff

Compensation for Design-Build services will be based on a Unit Price or Lump Sum method. Individual Task Orders will state the type of compensation method.

The City reserves the right to negotiate final Unit Price 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"/>	Cover Letter	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"/>	Responsibility Questionnaire (Service Version) and Pledge of Compliance (See Attachment 1)	Includes information on the following: <ul style="list-style-type: none"> • Organizational structure of the firm • Ownership and name changes • Financial Resources and Responsibility • Performance History • Disputes • Compliance with Laws • Business Integrity
<input type="checkbox"/>	Non Discrimination, Equal Employment Practices, Affirmative Action (See Attachment 3)	Non-Discrimination, AA, and EEO Requirements: <ul style="list-style-type: none"> • Affirmative Action Plan • EEO Officer Appointment • Ethnic Composition of Total Workforce Report • Certification of Adherence to Non-Discrimination and EEO Practices
<input type="checkbox"/>	Equal Benefits Ordinance (See Attachment 5)	Certificate of Compliance to Equal Benefits, Provisional Compliance, or Reasonable Measures
<input type="checkbox"/>	Child Support Obligations (See Attachment 6)	Certificate of Compliance to Child Support
<input type="checkbox"/>	Americans with Disabilities Act (See Attachment 7)	Certificate of Compliance to ADA
<input type="checkbox"/>	MBE/WBE/OBE Subcontractor Outreach Program (See Attachment 8)	Schedule A – List of Potential MBE/WBE/OBE Subconsultants
<input type="checkbox"/>	Los Angeles Residence Information Form (See Attachment 13)	Percentage of Workforce residing in the City of Los Angeles
<input type="checkbox"/>	Bidder Certification CEC Form 50 (See Attachment 16)	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 firms interested in this program are strongly encouraged to attend this meeting. It is expected that firms 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 in an addendum 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 firm has complied with other City requirements, each successful respondent will be placed on the pre-qualified on-call list. For specific task orders, proposals will be solicited from the firms on the list pursuant to the terms of Section 7.

Firms 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 firm has been "short listed," the firm 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** **30%**
This includes the firm's background and the qualifications of key personnel of the design-build team required to complete the listed tasks.

- **Previous Projects** **30%**
Firm's experience in renovating regulation length municipal courses, developing alternate length courses and similar projects as described.

- **Record of Past Performance** **20%**
This includes quality of work, completion of work on time and within budget, the response of references, and commitment to diversity.
- **Approach to Work / Regulatory Approvals** **20%**
This includes the firm's approach to design-build process: project management and coordination methodologies, design schedule/construction schedule integration, resolution of discrepancies, and familiarity with the required regulatory approvals.

11. SUBCONTRACTORS/SUBCONSULTANTS

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

The requirements of this RFQ and any resultant contract shall apply to all subcontractors/subconsultants in the same manner as to the design-build firm. In particular, the City will not pay, even indirectly, the fees and expenses of subcontractors/subconsultants that do not conform to the provisions and documentation requirements of the resultant contract. Potential subcontractors/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 design-build firms are advised of the following:

- **Contractor Responsibility Ordinance (CRO)**

The contract will only be awarded to a responsive, responsible firm. 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 firm 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 1 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 firms 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/firms and subconsultants/subcontractors 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/firm and any subconsultants/subcontractors 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**

Firms 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, its Board, and the City 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 20% MBE/WBE participation (**17% MBE** and **3% 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, firms are still encouraged to utilize MBE/WBE/OBE subcontractors/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 subcontractors/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 subcontractors/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 subcontractors/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 Design-Build** Firms List is established, firms 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 firm is pledging to solicit and utilize proposals from the appropriate subcontractors/subconsultants 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)**

Design-build firms 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 firm for a 90-day transition period of the employees who have been employed for the preceding 12 months or more by the terminated design-build firm or its subcontractors/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 design-build firm has violated the provisions of the referenced Code Sections. When a contract is awarded to the prime design-build firm, subcontractors/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**.

- **Prevailing Wage**

Design-build firms are additionally subject to California Labor Code that requires all personnel employed in actual construction must be paid at least the prevailing wage for the craft they are working in. Current prevailing wage rates may be obtained by contacting the Office of Contract Compliance at (213) 847-2590. Information on prevailing wages can also be obtained from the California Department of Industrial Relation's website at <http://www.dir.ca.gov/DLSR/PWD>.

- **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 design-build firm who will be given 14 calendar days to respond. The final evaluations, and any response from the design-build firm, 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 Design-Build firms is established, Task Order Solicitations will be issued. Firms 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. 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 16)**

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.

DATE	EVENT
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	Statements of Qualifications due by 2:00 p.m.
	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 design-build 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 design-build firm prior to pursuing any legal remedy that may be available. For this reason, no firm 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 firm 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, 15th 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. Design-Build firms are requested to advise their potential subcontractors/subconsultants of this protest period policy. Furthermore, protests against a design-build firm by a subcontractor/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 design-build firm 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 firms 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) 847-2445

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**

	CITY OF LOS ANGELES POLICY COMPLIANCE CERTIFICATION	Included	Not Included
	Attachment 1: Responsibility Questionnaire Pledge of Compliance		
	Attachment 3: Non Discrimination ~ Equal Employment Practices ~ Affirmative Action Program		
	Attachment 5: Equal Benefits Ordinance Compliance Form		
	Attachment 6: Certificate Of Compliance to Child Support Obligations		
	Attachment 7: Certificate Of Compliance With Americans With Disabilities Act		
	Attachment 8: Schedule A		
	Attachment 13: Los Angeles Residence Information		
	Attachment 16: 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.