Attachment I

Instructions to All Respondents

City of Los Angeles
Request for Qualifications

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QUALIFICATIONS ARE REQUESTED FOR

AS-NEEDED PARK MASTER PLANNING CONSULTING SERVICES

LICENSE REQUIREMENTS / IMPORTANT DATES

Minimum License / Professional Requirements**:** A California Landscape Architect License is required.
Years in Business: All respondents must have a minimum of five (5) years of experience and demonstrate the capacity to manage and perform any of the items contained in the aforementioned scope of work.

MANDATORY PRE-QUALIFICATION MEETING:

A **Mandatory** pre-qualification meeting will be conducted at **11:00 a.m. on July 14, 2026** via zoom at the following link:

https://us02web.zoom.us/j/9586218654
Or telephonically at +1(669) 444-9171

The purpose of the meeting is to inform prospective Respondents of the submission information and provisions relative to this RFQ, including the City's Business Inclusion Program, Equal Benefits Ordinance, e-bidding compliance documents, Labor Code compliance, and any other applicable requirements.

A **Non-mandatory** Technical Review meeting will be conducted at **11:00 a.m. on July 28, 2026** via zoom at the following link:

https://us02web.zoom.us/j/9586218654
Or telephonically at +1(669) 444-9171

The purpose of the meeting is to provide general information regarding documents to be submitted prior to the submission deadline.

DEADLINE AND DELIVERY INFORMATION:

Responses must be received no later than **2:00 p.m. on August 18, 2026.**

No hard copy, hand delivery, or links to file sharing services will be accepted - Files in PDF format, unless otherwise specified, must be uploaded onto RAP's Dropbox folder using the link below.

https://www.dropbox.com/request/u17xhtzl2369jm9wmp4h

This Dropbox submission method allows a maximum file size of 2 GB. Please indicate your company's name in the filename of your submission.

Responses opening: August 18, 2026 at 2:00 p.m.

Those wishing to observe the response opening may do so by joining the meeting using the following information:

Please use this link to join the meeting:

https://us02web.zoom.us/j/85815106991
or telephone call +1(669) 444-9171

GENERAL DOCUMENTATION AND REQUIREMENTS FOR ALL RESPONDENTS

A. Introductory/Cover Letter (Maximum Length: Three (3) Pages)

1) Provide a brief narrative on the firm's history, organizational structure and years in business.
2) Discuss the firm's ability to provide the scope of services or range of services identified in this RFQ.
3) Identify the locations and sizes of the corporate headquarters and branch offices.
4) Identify which office(s) will have the primary responsibility for providing client services and provide the name and phone number of the principal office manager(s).

B. Professional Experience and Qualifications

1) Provide a brief summary of key personnel, including any sub-consultants/subcontractors, citing their education, work experience, and professional registrations, certifications and affiliations as applicable.
2) Work experience should identify the year, job title, and the name of the employer at the time the work was performed (If résumés are included as part of this Response, they should be limited to two (2) pages for each person).
3) Include a statement that the firm possesses the personnel necessary to provide the scope of work or services identified in this RFQ and meets the minimum certification requirements. Proof of these certifications / licenses / degrees must be provided as part of this SOQ and attached to the **Respondent Contact Information and Signature** page.

C. Compliance Documents and Business Identification Forms (Attachment II):

This is a new RFQ for a new contract. Previous compliance document submittals and/or waivers do not apply.

New forms and new compliance documents must be completed, submitted with the response to this opportunity, and processed.

D. Relevant Project Experience

All qualifications MUST be provided on Project Qualification Submission Forms attached to this RFQ. Complete additional Forms as necessary. Respondents must meet the minimum requirements in order to be qualified.

E. Accessibility Requirements

In order to improve accessibility of existing technology, and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired and deaf and hard-of-hearing persons, please ensure that your programs comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations, and the Web Content Accessibility Guidelines (WCAG) 2.0, Level AA.

RAP CONTACT FOR INFORMATION AND ASSISTANCE

Questions, requests for clarification of conflicts and/or omissions from the RFQ and/or contract documents shall be addressed in writing **via email only,** with the subject line **AS-NEEDED PARK MASTER PLANNING CONSULTING SERVICES – QUESTIONS,** to RAP Contracts:

E-mail: rap-contracts@lacity.org

Responses to questions may be posted to this opportunity on RAMP. It is recommended that questions be submitted as soon as possible in order to provide the Department sufficient time to post written responses prior to the deadline to submit a response. Questions will be deemed late and may not be answered after **3:00 p.m., on August 11, 2026**.

STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL ITEMS

The SOQ must include the following:

- **Respondent Contact Information and Signature Page in Attachment I**
- **General Documentation and Requirements for all Respondents in Attachment I**
- **All Qualification references as detailed in the Minimum Qualifications Section, submitted and covered by the Project Qualification Form(s) in Attachment I**
- **Attachment II Compliance Documents (all forms signed, notarized as required, and submitted)**
- **All online documentation, including BIP, e-bidding on RAMP, EBO/FSHO and DISCLOSURE ORDINANCE must be completed**
- **Additional information as detailed in the body of the Introduction Section (if any)**

Failure to submit a complete original response as required may result in your SOQ being deemed non-responsive.

USE OF CITY-ISSUED FORMS

Respondents must complete and submit the forms provided. Any alteration or modification of the forms is prohibited. Any unauthorized conditions, limitations or provisions attached to an SOQ *may* be cause for rejection of the Response.

SIGNATORIES AND SIGNATURE BLOCKS

Respondents must provide a sample signature block, on the Respondent Contact Information and Signature page, that includes the proper signatories and signatures as outlined below. Failure to provide the required signatories/signature(s) for contract documents with bid may render the Response non-responsive):

If the Respondent is:

An Individual (Individual DBA [Name of Company] Etc.,): Individual must sign, using full name.

A Partnership: One (1) general partner must sign.

A Joint Venture: All parties to the Joint Venture must sign.

A **non-LLC** Corporation: The following signatories must sign and the corporate seal must be attached to such signatures:

- Two (2) signatures: One (1) President or Chief Executive Officer and one (1) by Secretary, Assistant Secretary, Chief Financial Officer or an Assistant Treasurer. OR

- One (1) signature by a Corporate-Designated Individual together with the properly attested resolution of the Board of Directors authorizing the person to sign on behalf of the corporation. An authorized agent may sign for a corporation provided the City is furnished a certified copy of the Board of Directors Resolution authorizing such person to execute the documents on behalf of the corporation. Minutes of the Board of Directors authorizing such person to execute the documents on behalf of the corporation. This certified copy must be certified by the Secretary or Assistant Secretary of the Corporation and the signature of the Secretary or Assistant Secretary must be affirmed by a notary jurat.

- **Please note that for an LLC, you must provide signatures for all managing members of the LLC and the correct corporate title must be used in the signature block for each member.**

LOS ANGELES REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT (RAMP), MANDATORY BUSINESS INCLUSION PROGRAM (BIP) REQUIREMENTS TO BE COMPLETED ON-LINE

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Bidder/Proposer/Respondent will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises; including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for, and participate in, City contracts. Equal opportunity will be determined by the Bidder's/Proposer's/Respondent's BIP outreach documentation. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. **BIP outreach must be performed using the Regional Alliance Marketplace for Procurement (www.rampla.org). A Respondent's**

failure to utilize and complete their BIP Outreach may result in their bid/proposal/response being deemed non-responsive. Note the BIP outreach on-line portal closes on a date and time prior to the response submittal to this opportunity and must be completed prior to the closing of the portal.

(Note Completion of the BIP outreach will include under the Minimum Requirements that the number of outreaches made will meet or exceed the number required. Also, that within a NAICS Work Area Code you disperse your outreaches across all disadvantaged certified firms per work area from left to right (i.e. MBE, WBE, SBE, et al.). You will be successful when you have a completely green matrix across all columns and all rows on the **Regional Alliance Marketplace for Procurement**. Any red notations designates there is a yet unfulfilled outreach requirement. As a suggestion, once you have attained a completed green matrix, take a screenshot of the complete green matrix including your company identification (company summary block)).*

LOS ANGELES REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT (RAMP), MANDATORY DOCUMENTS TO BE COMPLETED ONLINE (EBO with FSHO AFFIDAVIT & DO/DBWCO - *displayed on RAMP as DISCLOSURE ORDINANCE):*

EQUAL BENEFITS ORDINANCE AND FIRST SOURCE HIRING ORDINANCE FORMS

Bidders/Proposers/Respondents are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO) AND First Source Hiring Ordinance (FSHO).

All Bidders/Proposers/Respondents shall complete and electronically sign the EBO and FSHO Affidavit (two [2] pages) available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) residing at **rampla.org** prior to award of a City contract, the value of which exceeds One Thousand Dollars ($1,000.00). The EBO and FSHO Affidavit shall be effective for a period of thirty-six (36) months from the date it is first verified completed on the City's RAMP. Bidders/Proposers/Respondents do not need to submit supporting documentation with their bids, proposals or responses. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the EBO and FSHO Benefits Ordinance Affidavit.

Please refer to the Equal Benefits Ordinance and First Source Hiring Ordinance for information regarding the City's requirements. Bidders/Proposers/Bidders seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at http://bca.lacity.org.

SLAVERY DISCLOSURE ORDINANCE / BORDER WALL DISCLOSURE ORDINANCE (DISCLOSURE ORDINANCE)

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

Respondents seeking additional information regarding the requirements of the DO/DBWCO may visit the Bureau of Contract Administration's web site at http://bca.lacity.org.

Disclosure of Border Wall Contracting Ordinance (DBWCO)
The DBWCO requires that City Contractors disclose all contracts, bids or proposals to provide goods or services for the design, construction, operation or maintenance of a federally funded wall, fence or other barrier along the border between the United States and Mexico. For more details, see the link below: https://bca.lacity.org/Disclosure-of-Border-Wall-Contracting-Ordinance

Slavery Disclosure Ordinance (SDO)
The SDO requires that City Contractors disclose whether their company had any participation, investments, or profits derived from slavery during the Slavery Era (prior to 1865). https://bca.lacity.org/slavery-disclosure-ordinance-sdo.

All Bidders/Proposers/Respondents shall electronically sign and complete the Slavery/Border Wall Disclosure Ordinance Affidavit available on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) residing at http://rampla.org.

REJECTION OF RESPONSES

In accordance with Los Angeles City Charter section 371(c), "The City shall reserve the right to reject any and all bids or proposals and to waive any informality in the bid or proposal when to do so would be to the advantage of the City. The City may also reject the bid or proposal of any bidder or proposer who has previously failed to timely and satisfactorily perform any contract with the City."

RESPONDENT ERRORS/WITHDRAWAL OF RESPONSES

In general, a Respondent will not be released on account of errors. After Responses have been opened and declared, no Responses shall be withdrawn, except with the consent of the Board and only under the following conditions:

The Respondent sends within five (5) calendar days after the opening of the Responses, an email notice of a material error in the Response to the Board Secretary at the following address:

Board of Recreation and Park Commissioners
Attention: Board Secretary
rap.commissioners@lacity.org

In the notice, the Respondent:

A. Specifies that the error results in a Response that is materially different than intended and describes in detail how the error occurred;
B. Provides supporting documentation, including original material (should RAP require additional clarification, information and/or documentation, the Respondent must respond within two (2) working days after receiving notification from the Board Office);
C. Acknowledges that should their request to withdraw be granted by the Board, it is with the understanding that the Board will not accept a Response from them for this contract should there be a need to re-issue this RFQ.

EXPEDITED AWARD AND EXECUTION OF CONTRACT

Due to RAP's need to complete the contract work associated with this RFQ as expeditiously as possible, the Board has requested that all Respondents be advised of the following:

- It is the intention of the Board to award an as-needed pre-qualified contract to the Respondent(s) who meet the minimum qualifications outlined in this document. All pre-qualified Respondents will compete for projects issued by RAP on an as-needed basis.

- All Respondents are requested to cooperate to the fullest extent possible by submitting all required documentation, and any additional documentation requested by staff, as expeditiously as possible. Failure of any Respondent to comply with the submittal requirements as defined in this RFQ or to submit any required additional documentation by the date and time specified by staff may render the Response non-responsive, making the Respondent ineligible for any future contract awards under this RFQ.

- It is the intention of the Board to award this contract as expeditiously as possible.

- Any Respondent unable to meet the deadline requirements specified herein may be subject to rescission of the contract award by virtue of being declared non-responsive by the Board. At minimum, failure to submit additional documentation requested upon award of contract will render the contractor non-compliant, which results as no contract will be awarded, no work will be performed, and no payments until all required forms are submitted.

PROTEST PROCEDURES

The purpose of these procedures is to provide a method for resolving, prior to award, protests regarding the award of contracts by the City, by and through its Board. 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 Respondent prior to pursuing any legal remedy which may be available. For this reason, no Respondent 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 Respondent 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 to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

It is the policy of the Board that:

1. Officially signed and dated protests must be received prior to the Board's award of any contract in response to this RFQ.

2. Protests are transmitted via email to:

   Board of Recreation and Park Commissioners
   Attention: Board Secretary
   rap.commissioners@lacity.org

3. If filing a protest against another Respondent, the Board will only consider such protests if it appears that either Respondent may have a substantial and reasonable prospect of receiving an award if the protest is denied or sustained.

4. Protests from agencies concerned with contract compliance matters may be considered by the Board beyond the protest period. These protests will receive due consideration if the agency submits the protest in a timely period and such protest affects a Respondent who appears to have a substantial and reasonable prospect of receiving an award if the protest is denied or accepted.

5. Protests meeting the above criteria will be evaluated by staff and any recommended actions will be presented in a written report to the Board. Protesting parties and firms protested against 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 and firms protested against will be given the opportunity to present their arguments at the public session.

Prime Contractors are requested to advise their potential Subcontractors of this protest period policy. In addition, protests against a Prime Contractor by a Subcontractor with a direct financial interest that may be adversely affected by the determination of the protest may be considered by the Board beyond the protest period.

OFFICE OF CONTRACT COMPLIANCE FORMS

The following documents must be submitted to the Department of Public Works Bureau of Contract Administration's Office of Contract Compliance (OCC) at the address listed in this section:

- The "Ethnic Composition of Work Force Report" shall be submitted monthly for all time worked on the project.

- Certified payrolls of the Prime Contractor and all Subcontractors performing work on the project shall be submitted upon OCC's request, regardless of the dollar amount or type of contract. The forms will be supplied to the successful Bidder. The period covered shall be from the time work commences until all project work is completed. Failure to submit certified payrolls within the required time frame may result in the withholding of progress or retention payments to the Prime Contractor.

  Upon RAP's request, certified payrolls shall be submitted to the RAP address listed on the cover page of this RFQ.

The above forms shall be submitted to:

Department of Public Works, Bureau of Contract Administration Office of Contract Compliance
1149 South Broadway, Suite 300
Los Angeles, CA 90015
Fax: (213) 847-2777

The Office of Contract Compliance may be reached at (213) 847-1922.

CONTRACTOR PARTICIPATION

A Prime Contractor's participation shall be defined on a case-by-case basis by the Contract Administrator and/or Project Manager. Subcontracting may be allowed on a case-by-case basis.

COMMENCEMENT AND COMPLETION OF WORK

The work must be completed within the allowed number of days as specified in each individual project's specifications. RAP will determine the number of days required to complete each project. The Contractor will be responsible for completing the project's scope of work within the required project schedule. Counting of calendar days will commence on the actual date work begins. It is the Contractor's responsibility to request extensions to the contract completion date in writing, and RAP will determine whether an extension is justified and appropriate.

SAFETY ORDERS

The Contractor will be responsible for all safety requirements and certifications in accordance with CAL-OSHA rules and regulations. It will be the Contractor's responsibility to assess the work location and implement safety controls and procedures, as appropriate, which are compliant with Title 8 of the California Code of Regulations. All projects will be awarded to the Contractor as a "Single Employer" environment in accordance with CAL-OSHA classifications. The Contractor will be responsible and have full control over all activities in relation to the scope of work and/or services detailed in this RFQ and the resultant as-needed contract, as well as any safety requirements thereof.

If required, the Contractor shall complete the Competent Person Trench/Excavation Certification Form provided by the Bureau of Contract Administration before the end of the first (1st) day of work and prior to any workers entering a trench or excavation, if applicable.

CALIFORNIA STATE BILL (SB) 854 (If Applicable)

SB 854 took effect in the beginning 2015. All Respondents/Bidders responding to this RFQ must be in compliance with SB 854. Among other requirements of this law, all Respondents/Bidders, Contractors and Sub-contractors bidding on public works projects must be registered with the State of California and pay the required annual fee to the Department of Industrial Relations (DIR). All Respondents/Bidders, Contractors and Sub-contractors must be in compliance with SB 854 and remain current during the terms of the awarded pre-qualified contract. If awarded Contractor and/or Sub-contractor does not remain current with SB 854, their contract with the City of Los Angeles is subject to cancellation. More information on SB 854 can be found at the following website: http://www.dir.ca.gov/public-works/PublicWorksSB854FAQ.html.

PREVAILING WAGES

Any contract awarded hereunder will require the Contractor to comply with the applicable provisions of the Labor Code of the State of California relating to Public Works wages. These provisions require the Contractor to pay no less than the "General Prevailing Wage Rates" to all workers employed in the execution of the contract and the projects awarded in connection thereto and to post a copy of the "General Prevailing Wage Rates" at the job site, in a conspicuous place available to all employees and applicants for employment.

The "General Prevailing Wage Rates" shall be those rates as determined by the Director of the Department of Industrial Relations of the State of California. Information regarding prevailing wage rates, please contact the Division of Labor Statistics and Research, Prevailing Wage Unit, P.O. Box 420603, San Francisco, CA 94142, (415)703-5070.

LIVING WAGE ORDINANCE/SERVICE CONTRACTOR WORKER RETENTION ORDINANCE

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of Twenty-Five Thousand Dollars ($25,000.00) and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to the Living Wage Ordinance and Service Contractor Worker Retention Ordinance for further information regarding the City's requirements.

Bidders/Proposers who believe that they meet the qualifications for one (1) of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption (Form OCC/LW-10), the Non-Profit/One-Person Contractor Certification of Exemption (Form OCC/LW-13), or the Small Business Exemption Application (Form OCC/LW-26A). These exemption forms are available on the Bureau of Contract Administration website at http://bca.lacity.org/index.cfm. The List of Statutory Exemptions is included in the Attachment/Appendix. (LWO/SCWRO RFB/RFP/RFQ Language, Rev. 08/12).

In accordance with the California Labor Code, Section 1771.5 (b) 1, 2, 3, 4, 5, 6, the Labor Compliance Section of the Department of Public Works Office of Contract Compliance may conduct pre-construction conferences with both the Prime Contractor and its Subcontractors listed in the proposal prior to the commencement of work, at which time Federal and State prevailing wage determinations and applicable reporting requirements will be discussed.

SECURITY GUARD SERVICES

In the event the successful contractor elects to provide a security guard at a project site, the contractor will guarantee that the security personnel are properly trained, qualified and certified and meet the minimum requirements and Bids and have the following licenses and permits in the files:

- All current and required licenses, certificates and/or permits, permanent "Guard Card" and permanent "Gun Card" (when the site or assignment requires armed security).
- Permits and/or licenses to carry and use pepper spray, handcuffs, solid PR-24 baton, firearms/weapons.
- Certificate of Knowledge and Powers of Arrest for private persons.
- Special Officer permits form the LAPD. (L.A.M.C Sect. 52.34, LAPD Special Officer's Permit).
- Valid Class C California Driver's License and/or California I.D.
- Authorization for release of all Security Officer and Field Supervisor file information to the Contract Administrator.

In addition, security officers/guards who have been involved in any of the following will not be accepted for assignment to City owned project sites:

- Any felony conviction.
- Any high-grade misdemeanor.
- Any sex crime conviction.
- Any military conduct that involved dishonorable discharge, bad conduct or an undesirable discharge.

Verification for above violations, military conduct, and crime will be done through California Department of Justice, DMV and/or FBI.

Presentation of Documents:

All Contract Security Officers and Field Supervisors shall present all required identification, certificates, permits, etc. upon demand of Contract Administrator or authorized designee/officer. Failure of any Security Officer and/or Field Supervisor to comply will result in immediate removal from all City Facilities.

INSURANCE REQUIREMENTS

Evidence of sufficient insurance as specified on the 146 Insurance Requirements Form, which is Appendix D of Attachment 3 "ProForma Contract" to this RFQ, must be provided and approved prior to contract execution, and must be maintained throughout the contract term. The selected Contractor(s) must instruct their insurance broker or agent to submit the appropriate proof of insurance to the City by accessing KwikComply at https://kwikcomply.org/. Additional instructions and information on complying with City insurance requirements can be found at: http://cao.lacity.org/risk/Submitting_proof_of_Insurance.pdf.

TAXES

Contractor shall cooperate with the City, State, and Federal Government in all matters relating to taxation and the collection and or payment thereof.

STANDARD PROVISIONS FOR CITY CONTRACTS

By submitting a response to this RFQ, Respondents acknowledge and agree that the Standard Provisions for City Contracts (Rev. 5/26)[v.1] which is Appendix A of Attachment 3 "ProForma Contract" to this RFQ shall be incorporated into the contract awarded as part of this RFQ.

PUBLIC RECORDS ACT

All proposals submitted in response to this RFQ shall become the property of the City of Los Angeles and will be a matter of public record, subject to the State of California Public Records Act (California Code Sections 7920 et seq.). Proposers must identify in writing all copyrighted material, trade secrets, or other proprietary information that the proposers' claim are exempt from disclosure under the California Public Records Act (CPRA). Any Proposer claiming such exemption must identify the specific provision of the CPRA that provides an exemption from disclosure for each item that the

proposer claims is not subject to disclosure under the CPRA. Please note that the wholesale use of headers/footers bearing designations such as “confidential,” “proprietary,” or “trade secret” on all or nearly all of a proposal is not acceptable and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific. In addition to the requested proposal copies listed in Section C.I., all proposers must supply one complete duplicate copy of its proposal, in Portable Document Format (PDF), with those specific items claimed as exempt clearly marked (redacted). This copy must identify what specific information (if any) in their proposal that they claim, in good faith, is exempt from disclosure under the CPRA. Any proposer claiming such exemption must also state in the proposal the following: “The proposer agrees to indemnify the City and its officers, employees, and agents and hold them harmless from any claim or liability and will defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefor.”

RESPONDENT CONTACT INFORMATION AND SIGNATURE

LEGAL NAME OF BUSINESS

_____

As Registered with the California Secretary of State (**https://bizfileonline.sos.ca.gov/search/business**)

ADDRESS _____

ADDRESS (CONT.) _____

TELEPHONE NUMBER _____

E-MAIL ADDRESS(ES) _____

FIRST SIGNATORY

BY:

(Signature)_____**Date**_____

PRINT NAME:

_____

TITLE OR POSITION:

_____

SECOND SIGNATORY

BY:

(Signature)_____**Date**_____

PRINT NAME:

_____

TITLE OR POSITION:

_____

If the Respondent is:

An Individual (Individual DBA [Name of Company] Etc.,): Individual must sign, using full name.
A Partnership: One (1) general partner must sign.
A Joint Venture: All parties to the Joint Venture must sign.
A non-LLC Corporation: The following signatories must sign and the corporate seal must be attached to such signatures:

- Two (2) signatures: One (1) President or Chief Executive Officer and one (1) by Secretary, Assistant Secretary, Chief Financial Officer or an Assistant Treasurer. OR
- One (1) signature by a Corporate-Designated Individual together with the properly attested resolution of the Board of Directors authorizing the person to sign on behalf of the corporation. An authorized agent may sign for a corporation provided the City is furnished a certified copy of the Board of Directors Resolution authorizing such person to execute the documents on behalf of the corporation. Minutes of the Board of Directors authorizing such person to execute the documents on behalf of the corporation. This certified copy must be certified by the Secretary or Assistant Secretary of the Corporation and the signature of the Secretary or Assistant Secretary must be affirmed by a notary jurat.
- Please note that for an LLC, you must provide signatures for all managing members of the LLC and the correct corporate title must be used in the signature block for each member.

One (1) signature by a Corporate-Designated Individual together with the properly attested resolution of the Board of Directors authorizing the person to sign on behalf of the corporation. An authorized agent may sign for a corporation provided the City is furnished a certified copy of the Board of Directors Resolution authorizing such person to execute the documents on behalf of the corporation. Minutes of the Board of Directors authorizing such person to execute the documents on behalf of the corporation. This certified copy must be certified by the Secretary or Assistant Secretary of the Corporation and the signature of the Secretary or Assistant Secretary must be affirmed by a notary jurat.

PROJECT QUALIFICATION SUBMISSION FORM

Prior to completing this form, please refer to the Minimum Qualifications Section of this RFQ document for instructions.

AS-NEEDED PARK MASTER PLANNING CONSULTING SERVICES

Project #: ____ of 2

Project Address/Location: _____

Customer Contact Name: _____

Customer Contact e-mail(s): _____

Customer Contact Phone #: _____

Project Start Date: _____

Project Completion Date: _____

Complete additional Project Qualification Forms as necessary