TASK ORDER SOLICITATION

ON-CALL PROFESSIONAL CONSULTANT SERVICES

Marketing, Public/Media Relations, Engineering & Design Consulting Services, and Transportation Planning Services

2028 Games Project Management and Wayfinding
TOS# CC-103

RAMP ID 230360

CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION
Planning and Innovation

June 23, 2026

1. INTRODUCTION

The City of Los Angeles Department of Transportation (LADOT) requests proposals from the On-Call Professional Consultant Services Bench List in the Marketing, Public/Media Relations, Engineering & Design Consulting Services, and Transportation Planning Services category to provide project management, wayfinding, sign implementation, and mobility planning support to the City to prepare and deliver projects for the 2028 Olympic and Paralympic Games.

This Task Order Solicitation (TOS) outlines the scope of work, requirements, selection process, and documentation necessary to respond to this project.

All Task Order Proposals are due **July 24, 2026 3:00PM.**

2. SCOPE OF WORK

2.1. BACKGROUND

The International Olympic Committee (IOC) awarded the City of Los Angeles the honor of hosting the 2028 Olympic and Paralympic Games. Having previously hosted the Games in 1932 and 1984, Los Angeles is once again preparing to welcome the world to our city. In 2028, Los Angeles will serve as the global stage for athletic excellence, bringing together more than 200 countries and thousands of athletes competing across more than 30 core sports. In addition to the athletes and delegations, millions of visitors, spectators, media representatives, and dignitaries from around the world are expected to travel to the region to experience this historic event.

While the Games will bring international attention to Los Angeles, they are equally an opportunity to invest in and celebrate the communities that make our city unique. The 2028 Olympic and Paralympic Games are not only about welcoming visitors but about creating lasting benefits for Angelenos. The City is committed to ensuring that preparations for the Games improve quality of life for residents through enhanced transportation options, improved accessibility, infrastructure investments, workforce development opportunities, and stronger connections between neighborhoods and communities.

As a Host City, Los Angeles is actively preparing to deliver a safe, efficient, accessible, and memorable experience for athletes, visitors, and residents alike. Departments across the City are working collaboratively to strengthen transportation networks, mobility services, public infrastructure, wayfinding, safety measures, and community amenities. These efforts are intended not only to support a successful Games experience but also to leave meaningful and lasting improvements that will benefit Angelenos long after the Closing Ceremony.

The 2028 Olympic and Paralympic Games represent a once-in-a-generation opportunity to showcase Los Angeles' diversity, innovation, resilience, and spirit of community. By working together with residents, community organizations, businesses, and regional partners, Los Angeles is preparing to welcome the world while ensuring that the Games leave a positive and enduring legacy for future generations. As we look toward 2028, the City remains committed to creating a Games experience that reflects the values of Los Angeles—one that is inclusive, accessible, sustainable, and beneficial for all Angelenos.

2.2. SCOPE OVERVIEW

LADOT is seeking a contractor and/or a team of contractors who will support the City in preparation of the 2028 Olympic and Paralympic Games with a focus on wayfinding, project management, interdepartmental and inter-agency coordination, and Public Right of Way (PROW) asset analysis for venue approach improvements.

For Tasks 1 and 2 the contractor will work directly with the LADOT Project Manager (PM) directly and for Tasks 3, 4, and 5 the contractor will work directly with a City PM from the Mayor's Office of Major Events.

2.3. SCOPE OF SERVICES REQUIRED

The Consultant shall provide details on how they will most effectively provide and coordinate the following key tasks, including deliverables for each, per the descriptions below. This shall also include details on any optional work described below.

Task 1 2028 Games Wayfinding

LADOT is responsible for the Wayfinding in the City of Los Angeles and needs a contractor to conduct an analysis of the current venue locations and provide recommendations for the best locations and branding for the signage. The Contractor will be provided with the Venue locations in the City of Los Angeles and the Contractor will provide recommendations of design, size, language, type of signage, material type, and other important information necessary for the wayfinding signs. All signage materials shall meet event durability standards, including but not limited to weather-resistant substrates, reflective sheeting for nighttime visibility and anti-skid resistant element for pavement decals.

The Contractor will also be asked to provide different signage options such as but not limited to projections, banners, wraps, digital wayfinding, etc. The Contractor shall provide recommendations on appropriate size, language, and type of signage needed to support wayfinding for pedestrians, active transportation users, and ride-share passengers, ensuring all elements are designed and implemented adhering to American Disabilities Act (ADA) policy. The Contractor will design all signage with approval from LADOT. The Contractor will create, provide design, and dimensions. The Contractor will also be tasked with identifying options to preserve or reuse the signage after the Games with a consideration of legacy opportunities.

The Contractor will conduct an analysis of all of the Venues in the City and provide LADOT PM with identified key locations for signage placement. The Contractor will use the analysis to develop a wayfinding installation plan for each venue that considers different modes of travel. All wayfinding elements shall be coordinated with the approved Traffic Management Plan to ensure signage placement aligns with detours, closures, transit adjustments, and emergency access routes. The Contractor will provide a comprehensive Wayfinding Plan and map identifying all sign locations, pedestrian routes, ADA paths, transit access points, and key decision nodes for LADOT approval.

The recommendations for Wayfinding locations, language, and signage is to be completed within the first 12 months of the agreement. The Contractor will meet with the LADOT PM and any staff identified on a monthly or as needed basis. The Contractor will provide a monthly status update report that will include but not limited to current plan, questions for LADOT PM, and future plans.

The Contractor will be asked to use LA28 color branding scheme and may be asked to use other internal or external stakeholder branding as identified by LADOT PM. Other City partners are currently working on their wayfinding branding and the Contractor will be asked to ensure that the City's branding aligns with partners.

Task 1 Deliverables:

- Scheduling Monthly or as needed meetings, preparing agendas, and taking minutes
- Analysis of 2028 Games Venues for wayfinding opportunities
- Submit designs for 2028 Games branding for LADOT signage
- Recommendations of wayfinding opportunities not limited to traditional signage
- Plan for legacy program of wayfinding signage
- Complete a draft and final Wayfinding report within 12 months of signed agreement of Wayfinding options and plan
- Develop and maintain a project schedule, deliverables tracker, and progress reports
- Create and design Wayfinding images and dimensions for different sign types
- Site analysis report with field audit findings report to DOT PM
- Sign location and plan
- Develop a standardized framework or methodology for location of signage
- Develop a comprehensive Wayfinding Plan and map identifying all sign locations, pedestrian routes, ADA paths, transit access points to DOT PM.
- Submit Repair & Replacement Plan to document all repairs or replacements with time-stamped photos, GPS locations, and updated inventory records.

Task 2 Printing, Installation, and Maintenance

During the second phase of this agreement the Contractor will be tasked with printing, installing, maintaining, and removal of all wayfinding signage for the 2028 Games. The Contractor will be provided with different color palettes and kit of parts to use when working on the LADOT signage/branding. The contractor is to provide a look book with language and colors that will be used in printed and promotional materials. The contractor is to stay within the same design family as LADOT identified . The Contractor shall provide design proofs for all signage—including artwork, dimensions, materials, and reflectivity—for LADOT review prior to fabrication.

The Contractor is to provide a printing, installation, maintenance, and removal plan to the LADOT PM for review and approval. The Contractor will provide the LADOT PM with an update of the status of the installation of signage. The Contractor shall maintain rapid-response capability to repair or replace damaged or missing signage within the LADOT approved time period window. The Contractor shall submit a complete signage inventory listing all sign types, quantities, materials, mounting methods, and Global Positioning System (GPS)-tagged installation locations. The Contractor will also create a Geographic Information System (GIS) layer of all wayfinding locations.

Once the 2028 Games are complete, the Contractor will remove all the wayfinding signage and work on the legacy component of the signage as submitted in the 2028 Games Venue Wayfinding report. The Contractor shall provide a detailed removal schedule outlining the sequence and timing for dismantling all wayfinding elements following the event. The Contractor shall provide on-call or on-site support during peak event hours to address real-time wayfinding needs and operational adjustments. The Contractor shall dispose of non-reusable signage responsibly and store reusable signage per LADOT direction, providing a final accounting of all materials.

Task 2 Deliverables

- Create and submit a printing, installation, maintenance and removal plan to DOT PM
- Print and install all wayfinding signage
- Maintain all signs and update as necessary
- Remove all signs at the conclusion of the Games
- Begin working on the legacy component of the signage
- Maintain rapid-response capability to repair or replace damaged or missing signage within LADOT approved time period window.
- Adhere to approved Repair & Replacement Plan
- Create LADOT Look Book for the 2028 Games
- Print and develop promotional and printed material for the department as needed

Task 3 Project Control and Quality Assurance

The City of LA has created Priority Plans for the 2028 Games. The Contractor will support City identified PMs in project delivery efforts by monitoring project schedules, identifying risks and issues, and providing recommendations to ensure projects remain on schedule. The Contractor may be asked to work and coordinate with additional City staff, City partners, and stakeholders and provide updates to City PM regarding project status, risks and strategies.

The Contractor will review project deliverables to ensure projects meet compliance with established quality standards, project requirements, and protocols. The Contractor will proactively identify any potential issues that may impact project delivery and provide recommendations.

Task 3 Deliverables

- Work with City PM on Priority Plans and ensure milestones are met and provide feedback on support a department may need
- Provide support for interdepartmental communications
- Provide City Staff with a monthly report on the Games Mobility Work Plan
- Provide recommendations and support on City projects that are not meeting milestones
- Provide a spreadsheet with department Priority Plan leads including contact information of PMs and support staff
- Meet with City PM as needed to discuss updates

Task 4 City Games Mobility Group Facilitation

The Contractor will support City PM in planning, facilitation, documentation of the City Games Mobility Working Group to ensure effective interdepartmental coordination, collaboration, and communication related to the planning and delivery of the 2028 Games. These meetings are to be held bi-monthy, or as needed. The City PM may ask to change the frequency of these meetings.

The Contractor will work with City staff to develop meetings agendas, coordinate presenters, and highlight key topics to be discussed at meetings. The Contractor will also provide an agenda and all presentation material to the City PM three (3) working days prior to meeting.

Task 4 Deliverables

- Coordinate with the Mayor's Office of Major Events (OME), LADOT, and other City departments to identify objectives, items to be discussed, and desired outcomes on a monthly basis
- Prepare all meeting materials, agenda, presentations, and supporting documents and send to City PM for review and approval three (3) days prior to scheduled meeting
- Coordinate meeting logistics, attendee, and distribution of meeting materials
- Facilitate meetings
- Encourage participation from City Departments and partner agencies
- Keep minutes of meetings and next steps for distribution to meeting attendees
- Elevate any issues that arise during meeting to City PM
- Follow up with City departments and partner agencies to ensure completion of discussed items
- Serve as point of contact for LADOT to coordinate with City departments, as needed
- Support with information sharing, issue resolution, and coordination of efforts to maintain project schedules

Task 5 Project Management and Support

The Contractor will work with City Staff to review available data, assess existing conditions, conduct field reviews, and identify infrastructure and operational improvements necessary to support the movement of athletes, workforce, spectators, residents, and visitors to and from the Games venues, the Athletes Village, and other key locations. The Contractor will work with City PM in identifying, evaluating, and prioritizing improvements along Venue Approaches.

The Contractor will also provide technical support to City PM and identified staff. The Contractor will provide assistance with maps, designs, website, engineering services, constructability assessment, GIS data analysis and mapping, and other tasks deemed necessary by City PM.

Task 5 Deliverables

- Work with OME, Venue Approach Managers, and City departments to review existing public right-of-way asset data and identify inconsistencies, gaps, and opportunities

- Collect and organize available data to support project prioritization and provide recommendations for City PM
- Identify maintenance and capital improvement needs along the Venue Approach plans
- Assist City staff in applying a Needs Assessment Framework and other City-developed evaluation tools to prioritize projects and improvements
- Conduct walk audits and field reviews
- Develop data collection tools, forms, and methodologies to conduct field reviews and walk audits
- Coordinate and facilitate walk audits with key identified City staffers and stakeholders
- Document findings and prepare recommendations for review to City PM identifying improvements

3. PROJECT BUDGET

Consultants are encouraged to submit a proposed budget that reflects staff, resources, and approach necessary to complete a successful project as outlined in this TOS.

In addition, Consultants may identify and propose optional, supplemental, or scalable tasks, services, equipment, technologies, or innovative approaches that have not been identified in this TOS but would benefit/enhance the project outcome, improve efficiencies, and/or provide additional value to LADOT.

Please reference Budget Sheet Attachment TOS D - Sample Fee Schedule.

4. QUALIFICATIONS

This project requires the Consultant to have the following qualifications/skills/knowledge:

- Wayfinding and signage
- Graphic design
- Project Management
- Major event planning
- GIS/ArcGIS and mapping
- Website development
- Community Engagement
- Translation services
- Knowledge of Los Angeles neighborhood and operations
- Knowledge of Temporary Traffic Control, Traffic Control Plans, City of Los Angeles Charter and Administrative Code
- Knowledge of Municipal Code and Standard Plans
- Knowledgeable of the Los Angeles County Metropolitan Transportation Authority (LACMTA)

5. SOLICITATION RESPONSE SCHEDULE & REQUIREMENTS

The following is the tentative solicitation response schedule:

Issue Task Order Solicitation	June 23, 2026
Mandatory Pre-Submittal Meeting	June 30, 2026 11:00AM
Question Submittal Period Ends	July 6, 2026 3:00PM
BIP Outreach Due Date	July 10, 2026 12:00AM
Task Order Proposals Due	July 24, 2026 3:00PM
Conduct Interviews *(If needed)*	August 3, 2026
Finalize Selection	August 10, 2026
Execute Task Order Agreement	August 14, 2026
Issue TOS Notice to Proceed	August 14, 2026

Up to the top three (3) Consultants *may* be invited to participate in an on-site oral interview *and product demonstration.* Consultants will receive at least three (3) business days advanced notification to prepare for the optional interview. Upon invitation, Proposers will receive detailed interview/presentation instructions.

6. GENERAL REQUIREMENTS

6.1. SUBCONTRACTING

Consultant shall perform the key tasks contemplated and overall project management of the TOS with resources available within its own organization, and no portion of the work pertinent to this project shall be subcontracted without written authorization by LADOT, except that which is expressly identified in the approved Cost Proposal.

6.2. Business Inclusion Program

The City's Business Inclusion Program (BIP) subcontractor outreach process, the policy that requires respondents to solicitations to perform subcontractor outreach, is required for this TOS. All proposers must perform subcontractor outreach and negotiate in good faith with all available Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disable Veteran Business Enterprise (DVBE), and Other Business Enterprise (OBE) firms which could perform a portion of the scope of work required in the TOS. As proof of the Consultant outreach efforts, the Consultant is required to perform the BIP Outreach on the City's Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org and submit TOS Schedule A, Subconsultant Information Form with the proposal. BIP instructions are provided in Attachment C - BIP_TOS_LADOT Requirements and additional guidance is available in the BIP manual available on RAMP.

Proposers must pass all BIP indicators; failure to comply with the City's BIP requirements will render the Task Order Proposal non-responsive and result in its rejection.

6.3. LOCAL BUSINESS PREFERENCE PROGRAM

The Local Business Preference Program (LBPP) will be applied to this Task Order Solicitation. Qualifying consultants eligible for Local Business Prime or Local Business Subcontractor(s) preference points will be awarded the appropriate points that will be added to the Consultant's evaluation score provided their Task Order Proposal is in excess of $150,000.

The local business must be certified by the Bureau of Contract Administration, Office of Contract Compliance and identified on RAMP prior to the TOS due date in order to participate in the LBPP. Refer to the Bureau of Contract Administration's website at https://bca.lacity.org/BIS-Program-and-Local-Business-Preference or Appendix A, Section M – Local Business Preference Program of the Request for Qualifications (RFQ) for On-Call Professional Consultant Services for additional details.

6.4. INSURANCE REQUIREMENTS

The awarded Consultant must comply with all of the insurance requirements set forth in the Standard Provisions for City Contracts Exhibit 1 (Form Gen 146) attached hereto and incorporated herein as Attachment B. Required insurance shall be fully paid for, and evidence of such payment provided to the City upon City's request, in advance of the signing of the Task Order Agreement. Moreover, insurance certificates must include an Additional Insured Endorsement naming the City an additional insured, completed by Contractor's insurance company or its designee.

Prior to execution of the Task Order Agreement, awarded Consultant shall request their Insurance Broker/Agent to complete an Acord 25 Form (Certificate of Liability Insurance) with the required minimum limits and submit to CAO Risk Management via https://kwikcomply.org.

6.5. COST PROPOSAL

The compensation for services provided under this Task Order Solicitation must be based on **Lump Sum Method.**

Proposers must prepare a Cost Proposal worksheet summarizing each of the tasks including total costs as outlined above. Proposed project costs shall be inclusive of staff salaries, travel costs, and direct expenditures. Include proposed subconsultants roles and costs for each of the tasks as appropriate.

Please follow the format provided as Attachment D of the On-Call Professional Consultant Services contract (Sample Fee Schedule for Percentage of Completion Method) attached herein as Attachment D - Sample Fee Schedule.

6.6. SUBMITTAL REQUIREMENTS

Proposals must be submitted **no later than July 24, 2026 at 3:00PM PST**

All solicitation responses must be submitted as follows:

At this time, LADOT will not accept any hard copy responses, including hand-delivery, USPS, or mail courier. All solicitation responses must be received by the deadline stated above and are to be submitted electronically through Hightail (https://spaces.hightail.com/signup) to robin.quintanilla@lacity.org with a copy to lindsey.estes@lacity.org and emerson.belen@lacity.org. The file name must contain the respondent company name, TOS#, Project name, and Part 1 or 2 (e.g.LADOT_TOS#G-016_ProjectA_Part1).

Hightail offers registration for a free account that allows senders to send files with a maximum size of 100MB. Senders will receive an email confirmation once the recipient receives a link to the files. Access to the files will expire after a certain amount of days (auto generated by the system).

Any technical difficulties encountered while submitting a proposal through Hightail must be reported immediately to both the PM at robin.quintanilla@lacity.org and the Contract Administrator at lindsey.estes@lacity.org. The e-mail must be received prior to the TOS Proposal due date/time and must include the following:

1. Company Name and contact information;
2. Description of difficulties encountered including screenshots or other information to document the technical issue encountered; and
3. Description and supporting documentation, if applicable, of attempts to troubleshoot with Hightail.

Based on evaluation of the above information the Department may provide the Consultant the opportunity to submit the proposal via an alternate method. If the above procedures are not followed as stipulated or sufficient evidence provided, the Department will not accept the proposal.

NOTE: If your company has gone through a name change or other substantive change since the execution of your bench contract, reach out to dot.contracts@lacity.org prior to submitting a proposal. The proposal must be submitted under the same company name associated with the bench contract.

6.7. Organization of Proposals:

Proposal must be in PDF format with Optical Character Recognition (OCR) enabled and submitted as follows:

Part 1: This portion of the response shall include documents as described below and shall not exceed **40 pages**, exclusive of cover, dividers, resumes, and other response requirements as described further in this document. The Appendix shall be included in this portion of the response.

Part 2: The Cost Proposal/Fee estimate and Business Inclusion Program (Schedule A) documents must be submitted as a separate PDF file.

All solicitation responses shall include the following:

Part 1

a. Cover Letter: A statement expressing the company's interest in providing the service from the opportunity. A brief overview of the qualifications and firm's understanding. A statement confirming the company's availability and commitment. The name, title, address, email, phone number of the individual authorized to negotiate and execute agreements on behalf of the company.
b. Project Team: Provide Project Manager who will be the primary point of contact for the project. Identify all additional key personnel, and provide roles and responsibilities for each person. A work chart for the Contracting team is to be submitted with resumes. Statement of Qualifications/Related Experience: Description of experience in supporting major or special events, mobility programs, capital improvement programs, wayfinding, design, public agency coordination and any experience working with local, regional, state, or federal agencies.
c. Project Plan/Approach: Describe work plan for managing all tasks with Task Order. Submit in pdf.
d. Detailed Schedule: Develop and provide a detailed schedule reflecting all tasks, sub-tasks, and deliverables and final project plan. Provide both a detailed version and a Gantt chart version of schedule.

The following response requirements are excluded from the page limit established above.

Part 2

e. Cost Proposal/Fee Estimate: Lump Sum. Please refer to Attachment D - Sample Fee Schedule
f. Business Inclusion Program Schedule A Subconsultant Information Form (refer to Section 6.2)

Appendix; submitted as concise attachments to the proposal

g. References and Experience: Provide references for experience supporting transportation, mobility, capital improvement, wayfinding, and major event programs. Provide reference demonstrating successful delivery of project coordination.
h. Resumes: Resumes of all individuals working on the contracting including Primes and Sub contractors are to be submitted as an Appendix to the proposal.
i. Non-Collusion Affidavit: See Attachment A. Must be submitted with proposal (by Prime only).

Proposals not containing the information as requested in this section may be deemed incomplete and not considered for award.

Proposals will be evaluated based on the overall best value to LADOT based on the criteria set out in this TOS or otherwise reasonably considered relevant. Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Consultant's abilities to meet the requirements of this TOS.

NOTE: Any information that should be considered as proprietary should be identified within the proposal.

6.8. SELECTION CRITERIA

Based upon the following criteria, LADOT will assign a total point value for each proposal and, if needed, the highest ranked Proposer(s) may be invited to advance to the second round of evaluation.

	Criteria	Weight
1	***Relevant Firm Experience and Qualifications*** *- Experience with major events, wayfinding programing, signage implementation, transportation, and public sector work*	*25%*
2	***Project Team & Key Personnel*** *- Qualifications, availability, organizational structure, and experience of proposed staff and subconsultants*	*20%*
3	***Technical Approach and Understanding*** *- Proposed methodology, innovation, quality assurance, understanding of City processes and Games objectives, and ability to deliver tasks in TOS*	*25%*
4	***Project Management and Schedule*** *- Ability to manage multiple stakeholders, maintain schedules, facilitate meetings, provide reporting and successful in delivering project milestones*	*20%*
5	***Cost Proposal*** *- Value, reasonableness of costs, and efficient use of resources*	*10%*
TOTAL		100%

The departments may choose to conduct interviews, oral presentations, and/or seek clarification from Proposer(s) prior to award of Task Order Agreement.

7. MANDATORY PRE-SUBMITTAL MEETING

A mandatory pre-submittal meeting will be held for firms interested in submitting a bid in response to this Task Order Solicitation. The meeting will be held on **June 30, 2026 at 11:00AM** to discuss requirements of the solicitation response. The meeting will be held at:

Zoom
https://us02web.zoom.us/webinar/register/WN_51TxwVYPSaiqPT6LIY6UUw

LADOT reserves the right to reschedule or cancel the pre-submittal meeting as necessary.

8. SOLICITATION ADMINISTRATORS

Lindsey Estes, Department Contract Coordinator
Lindsey.estes@lacity.org

Robin Quintanilla, Project Manager
Robin.quintanilla@lacity.org

All questions related to this Task Order Solicitation must be submitted by **July 6, 2026 by 3:00PM** via Google Form submission at the following link: Questions Form. LADOT may combine and re-phrase similar questions into a single question with an appropriate response to be provided to all parties who were sent this solicitation. Responses will be posted on RAMP.

9. DISCLAIMER

The Task Order Solicitation does not commit the City to proceed with the project, pay any costs incurred in the preparation of a response to this request, or to procure or contract for further services. The City reserves the right to accept or reject any responses received as a result of this solicitation or to cancel this solicitation in part or in its entirety.

Notwithstanding any provisions in this solicitation, all provisions of the existing On-Call Professional Consultant Services contract are in full force and effect during the performance of the services and are incorporated herein by reference.

10. ATTACHMENTS

Attachment A- Non-Collusion Affidavit
Attachment B- Form Gen 146 - 4.2 Marketing & Public-Media Relations Services, 4.6 Engineering and Design Consulting Services, and 4.7 Transportation Planning Services
Attachment C- Business Inclusion Program Outreach Instructions and Forms
Attachment D - Sample Fee Schedule

Attachment A

Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The appropriate, authorized operator's designate must sign and if available affix the corporate seal (see space below).

I, _____, depose and say that I am

_____, of _____
,
("President," "Vice-President," etc.) (Insert Name and Address of Organization)

who submits this proposal to the City of Los Angeles, Department of Transportation, and hereby declare that this proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named and the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

Date: _____ at
_____
(Month, Day, Year) (City, State)

(Corporate Seal, if available) I certify under penalty of perjury that the foregoing is correct.

_____
(Signature)

Attachment B

Form Gen 146

Form Gen. 146 (Rev. 3/09)

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services Date: 07/07/2023

Agreement/Reference: Marketing and Public/Media Relations Services (Service Category: #4.2)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

✔ **Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)**

WC ***Statutory***

EL **$1,000,000**

☑ Waiver of Subrogation in favor of City

☐ Longshore & Harbor Workers

☐ Jones Act

✔ **General Liability** City of Los Angeles must be named as additional insured **$2,000,000**

☑ Products/Completed Operations

☐ Sexual Misconduct

☐ Fire Legal Liability

☑ Advertising Injury Liability

✔ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) **$1,000,000**

___ **Professional Liability** (Errors and Omissions) ___

Discovery Period 12 Months After Completion of Work or Date of Termination

___ **Property Insurance** (to cover replacement cost of building - as determined by insurance company) ___

☐ All Risk Coverage

☐ Flood

☐ Earthquake

☐ Boiler and Machinery

☐ Builder's Risk

☐

___ **Pollution Liability** ___

☐

___ **Surety Bonds -** Performance and Payment (Labor and Materials) Bonds 100% of the contract price

___ **Crime Insurance** ___

Other: Special Event Insurance = $1 Million per occurence; $1 Million General Aggregate

Form Gen. 146 (Rev. 3/09)

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services Date: 07/14/2023

Agreement/Reference: Engineering and Design Consulting Services (Service Category: #4.6)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

✔ **Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)**

WC ***Statutory***

EL **$1,000,000**

☑ Waiver of Subrogation in favor of City

☐ Longshore & Harbor Workers

☐ Jones Act

✔ **General Liability** City of Los Angeles must be named as additional insured **$2,000,000**

☑ Products/Completed Operations

☐ Sexual Misconduct

☐ Fire Legal Liability

☐

✔ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) **$1,000,000**

✔ **Professional Liability** (Errors and Omissions) **$2,000,000**

Discovery Period 12 Months After Completion of Work or Date of Termination

___ **Property Insurance** (to cover replacement cost of building - as determined by insurance company)

☐ All Risk Coverage

☐ Flood

☐ Earthquake

☐ Boiler and Machinery

☐ Builder's Risk

☐

___ **Pollution Liability**

☐

___ **Surety Bonds -** Performance and Payment (Labor and Materials) Bonds 100% of the contract price

___ **Crime Insurance**

Other: Umbrella Liability = $2 Million per occurence; $2 Million Aggregate

Form Gen. 146 (Rev. 3/09)

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services Date: 07/14/2023

Agreement/Reference: Transportation Planning Services (Service Category: #4.7)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

✔ **Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)**

WC ***Statutory***

EL **$1,000,000**

☑ Waiver of Subrogation in favor of City

☐ Longshore & Harbor Workers

☐ Jones Act

✔ **General Liability** City of Los Angeles must be named as additional insured **$1,000,000**

☑ Products/Completed Operations

☐ Fire Legal Liability _____

☐ _____

☐ Sexual Misconduct _____

✔ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) **$1,000,000**

____ **Professional Liability** (Errors and Omissions) _____

Discovery Period 12 Months After Completion of Work or Date of Termination

____ **Property Insurance** (to cover replacement cost of building - as determined by insurance company) _____

☐ All Risk Coverage

☐ Flood _____

☐ Earthquake_____

☐ Boiler and Machinery

☐ Builder's Risk

☐ _____

____ **Pollution Liability** _____

☐ _____

____ **Surety Bonds -** Performance and Payment (Labor and Materials) Bonds 100% of the contract price

____ **Crime Insurance** _____

Other: Umbrella Liability = $1 Million per occurence; $1 Million Aggregate

Attachment C

Business Inclusion Program Outreach Instructions and Forms

CITY OF LOS ANGELES BUSINESS INCLUSION PROGRAM (BIP)
FOR A REQUEST FOR PROPOSAL (RFP)

Performance of a BIP outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) subconsultants must be completed on the Regional Alliance Marketplace for Procurement (RAMP), www.rampla.org.

All BIP outreach documentation must be submitted on the RAMP by 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline.

The Department of Transportation anticipated levels of

MBE Participation	18%
WBE Participation	4%
SBE Participation	25%
EBE Participation	8%
DVBE Participation	3%

NOTE: BIP outreach information and/or assistance may be obtained through: Lindsey Estes at lindsey.estes@lacity.org or (213) 928-9772.

CITY OF LOS ANGELES' POLICY
BUSINESS INCLUSION PROGRAM (BIP) FOR A REQUEST FOR PROPOSAL (RFP)

SUMMARY

This policy sets forth the City of Los Angeles' rules and procedures to be followed by respondents on advertised personal services contracts in regards to the City's BIP outreach requirements. In general, this policy provides that respondents for contracts must demonstrate compliance with the indicators relating to an active outreach program to obtain participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Failure to demonstrate an outreach on the RAMP to comply with the indicators will render the proposal non-responsive.

A. GENERAL

This policy statement explains how the City's BIP will be administered within the Awarding Authority for personal services contracts. The Awarding Authority is committed to ensuring full and equitable participation by minority, women, small, emerging, disabled veteran, and other businesses in the provision of all goods and services to the Awarding Authority on a contractual basis. The BIP is set forth in this policy Statement. Respondents to this Awarding Authority shall be fully informed concerning the requirements of this Program. **Failure to comply with the City's BIP outreach requirements will render the response non-responsive and result in its rejection.**

Additional information and/or assistance in implementing this Program may be obtained through Lindsey Estes at lindsey.estes@lacity.org or (213) 928-9772.

B. DEFINITIONS

1. Minority or Women Business Enterprise (MBE or WBE): For the purpose of this program, Minority or Women Business Enterprise shall mean a business enterprise that meets both of the following criteria:

    a. A business that is at least 51 percent owned by one or more minority persons or women, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons or women; and

    b. A business whose management and daily business operations are controlled by one or more minority persons or women.

2. Small Business Enterprise (SBE): For the purpose of this program, Small Business Enterprise shall mean a business enterprise that meets the following criteria:

    a. A business (personal or professional services, manufacturer, supplier, vendor) whose three (3) year average annual gross revenues does not exceed $7 million.

    b. A business (construction contractors) whose three (3) year average annual gross revenues does not exceed $15 million.

3. Emerging Business Enterprise (EBE): For the purpose of this program, Emerging Business Enterprise shall mean a business enterprise whose three (3) year average annual gross revenues do not exceed $5 million.

4. Disabled Veteran Business Enterprise (DVBE): For the purpose of this program, Disabled Veteran Business Enterprise shall mean a business enterprise that meets the following criteria:

   a. A business that is at least 51 percent owned by one or more disabled veterans.

   b. A business whose daily business operations must be managed and controlled by one or more disabled veterans.

5. Other Business Enterprise (OBE): For the purpose of this program, Other Business Enterprise shall mean any business enterprise which either does not otherwise qualify or has not been certified as a Minority, Women, Small, Emerging, and/or Disabled Veteran Business Enterprise.

6. Minority person: For the purpose of this program, the term "Minority person" shall mean African Americans; Hispanic Americans; Native Americans (including American Indians, Eskimos, Aleuts, and Native Hawaiians); Asian-Pacific Americans (including persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas); and Subcontinent Asian Americans (including persons whose origins are from India, Pakistan and Bangladesh).

7. Disabled Veteran: For the purpose of this program, the term "Disabled Veteran" shall mean a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability of at least 10% or more; and the veteran must reside in California.

8. Certification must be current **on the date the Awarding Authority awards a contract for the project** if credit is to be allowed towards the anticipated levels of MBE, WBE, SBE, EBE, and/or DVBE participation on this contract.

   a. Certification as a Minority or Women Business Enterprise: an MBE/WBE must be certified by 1) City of Los Angeles, Bureau of Contract Administration; 2) State of California Department of Transportation (Caltrans); 3) Any certifying agency that is a part of the State of California Unified Certification Program (CUCP) as long as the certification meets all of the City of Los Angeles' MBE/WBE certification requirements; 4) Southern California Minority Supplier Development Council (SCMSDC) for MBE certifications; 5) Women's Business Enterprise Council West (WBEC)-West) for WBE certifications; or 6) California Public Utilities Commission's Supplier Clearinghouse (CPUC).

      Applications for certification and directories of MBE/WBE certified firms are available at the following locations:

      1. City of Los Angeles
         Bureau of Contract Administration, Office of Contract Compliance
         1149 S. Broadway, Suite 300, Los Angeles, CA 90015
         Telephone: (213) 847-2684
         E-mail address: bca.certifications@lacity.org
         Internet address: https://bca.lacity.org/certifications-printable-forms

      2. California Department of Transportation, Office of Business and Economic Opportunity
         1823 14th Street, Sacramento, CA 95814
         Telephone: (916) 324-1700
         Internet address: www.dot.ca.gov/programs/business-and-economic-opportunity

      3. Southern California Minority Supplier Development Council (for a fee)
         800 W. 6th Street, Suite 850, Los Angeles, CA 90017
         Telephone: (213) 689-6960

Fax: (213) 689-1707
Internet address: www.scmsdc.org

4. Women's Business Enterprise Council – West (WBEC-West)
400 Corporate Pointe, Suite 300 Culver City, CA 90230
Telephone: (310) 461-4361
E-mail: office@wbec-west.org
Internet address: www.wbec-west.com

5. California Public Utilities Commission's Supplier Clearinghouse (CPUC)
10100 Pioneer Boulevard, Suite 103, Santa Fe Springs, CA 90670
Telephone: (562) 325-8685
Fax: (562) 278-0153
Internet address: http://www.thesupplierclearinghouse.com/

b. Certification as a Small or Emerging Business Enterprise: An SBE must be certified by either 1) City of Los Angeles, Bureau of Contract Administration as a Local, Small Business Enterprise; or 2) State of California, Office of Small Business & Disabled Veteran Business Enterprise Services as long as the certification meets all of the City of Los Angeles' SBE and/or EBE certification criteria.

Note: The City of Los Angeles, Bureau of Contract Administration does not offer EBE certifications. However, if a company holds a City of Los Angeles certification as a Local, Small Business Enterprise, they can request an SBE and EBE designation on their RAMP company profile. The State of California does not offer EBE certifications. For the purposes of this program, the State's Microbusiness certification will be considered synonymous with the City's EBE certification.

Applications for certification and directories of SBE/EBE certified firms are available at the following locations:

1. City of Los Angeles
Bureau of Contract Administration, Office of Contract Compliance
1149 S. Broadway, Suite 300, Los Angeles, CA 90015
Telephone: (213) 847-2684
E-mail: bca.certifications@lacity.org
Internet address: https://bca.lacity.org/certification

2. Office of Small Business & Disabled Veteran Business Enterprises (OSDS) Resources
707 3rd Street, West Sacramento, CA 95605
Telephone: (916) 375-4940
E-mail: OSDSHelp@dgs.ca.gov
Internet address: https://caleprocure.ca.gov/pages/sbdvbe-index.aspx

c. Certification as a Disabled Veteran Business Enterprise: A DVBE must be certified by either: 1) State of California, Office of Small Business & Disabled Veteran Business Enterprise Services; or 2) Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization, Center for Verification and Evaluations as Service-Disabled Veteran-Owned Small Business (SDVOSB) and be headquartered in California.

Applications for certification/verification and directories of DVBE and SDVOSB certified/verified firms are available at the following locations:

1. Office of Small Business & Disabled Veteran Business Enterprises Services (OSDS)
   707 3rd Street, West Sacramento, CA 95605 Telephone: (916) 375-4940
   E-mail: OSDSHelp@dgs.ca.gov
   Internet address: https://caleprocure.ca.gov/pages/sbdvbe-index.aspx

2. Department of Veterans Affairs, Office of Small and Disadvantaged Business Utilization (OSDBU)
   Internet address: https://www.va.gov/osdbu/

9. Business Inclusion Program Outreach Documentation: The respondent must take affirmative steps prior to submission of their RFP response to ensure that a maximum effort is made to recruit subconsultants. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services. Affirmative steps for BIP Outreach Documentation are outlined in Paragraph C herein. The BIP Outreach Documentation must be submitted as described in Paragraph C herein. Failure to submit the BIP Outreach Documentation will render the response non-responsive.

10. Subcontract: For the purpose of this program, the term "Subcontract" denotes an agreement between the prime Consultant and an individual, firm or corporation for the performance of a particular portion(s) of the work which the prime Consultant has obligated itself.

11. Subconsultant: An individual, firm, or corporation having a direct contract with the consultant for the performance of a part of the work which is proposed to be constructed or done under the contract or permit, including the furnishing of all labor, materials, or equipment. For the purposes of this Program, a subconsultant may also be referred to as a subcontractor.

12. Vendor and/or supplier: A firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. The firm must engage in, as its principal business, and under its own name, the purchase and sale of the products in question. A vendor and/or supplier of bulk items such as steel, cement, stone and petroleum products need not keep such products in stock, if it owns or operates distribution equipment.

13. Manufacturer: A firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the consultant.

14. Broker: A firm that charges for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, insurance or bonds, materials or supplies required for performance of the contract. The fee or commission is to be reasonable and not excessive as compared with fees customarily allowed for similar services.

15. Participation Recognition: This applies to recognition as an MBE, WBE, SBE, EBE, DVBE, and OBE.

    a. All listed MBE, WBE, SBE, EBE, and/or DVBE firms must be certified as defined under Paragraph B, Definitions, Item 8, **on the date the Awarding Authority awards a contract for the project** before credit may be allowed toward the respective MBE, WBE, SBE, EBE, and/or DVBE pledged participation level.

b. Work performed by a MBE, WBE, SBE, EBE, and/or DVBE prime consultant will not be a consideration when determining a prime consultant's BIP Outreach. The prime consultant will be required to make a BIP Outreach to obtain certified MBEs, WBEs, SBEs, EBEs, and DVBEs through subconsulting or materials and supplies acquisition to reach anticipated participation levels.

c. Recognition for materials and/or supplies is limited to 60 percent of the amount to be paid to the vendor for such materials/supplies in computing the levels of MBE, WBE, SBE, EBE, DVBE and/or OBE participation, unless the vendor manufactures or substantially alters the materials/supplies.

d. MBE, WBE, SBE, EBE, DVBE and/or OBE credit for brokers required for performance of the contract is limited to the reasonable fee or commission charged, as not considered excessive, as compared with fees customarily allowed for similar services.

e. A firm which qualifies as both an MBE and a WBE will be credited as either MBE participation or as WBE participation, but will not be credited for both. However, an MBE and/or WBE firm may also receive SBE, EBE and/or DVBE credit if so qualified.

f. A listed MBE, WBE, SBE, EBE, DVBE and/or OBE firm must perform a commercially useful function, i.e., must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work. Additionally, a firm listed for participation credit must be performing work or a service which is considered a normal part of their business activity offered to the public.

g. MBE and/or/WBE credit shall not be given to a Joint Venture partner listed as a subconsultant by a Joint Venture respondent.

h. A SBE, EBE, DVBE prime consultant shall receive pledged participation credit for the work performed by its own workforce.

i. A listed firm whose participation is credited initially as an OBE, but becomes certified or obtains additional certifications subsequent to the date of the contract award, will receive the appropriate participation credit for any work performed after becoming certified. Additionally, if the subconsultant has a status change in any of its certifications during the performance of work under the contract, the firm will not receive certification credit for work performed after the certification status change.

C. BIP OUTREACH DOCUMENTATION

It is the policy of the City of Los Angeles to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran Business Enterprises (DVBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts. In order to maximize this participation while minimizing the administrative impact on city staff and RFP respondents alike, the Mayor's Office has developed a Business Inclusion Program (BIP). The BIP requires City departments to set anticipated participation levels based on the opportunities presented in their advertised contracts and department's achievement of its annual goals. A respondent's BIP Outreach to MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs shall be determined by their compliance with the following BIP Outreach process which will be performed on the City's Regional Alliance Marketplace for Procurement (RAMP). The RAMP can be accessed at www.rampla.org. Failure to meet the anticipated MBE, WBE, SBE, EBE, and/or DVBE participation levels will not be the basis for disqualification or determination of noncompliance with this policy. However, failure to comply with the BIP Outreach documentation requirements as described in this

section will render the RFP response non-responsive and will result in its rejection. *Compliance with the BIP Outreach requirements is required even if the proposer has achieved the anticipated MBE, WBE, SBE, EBE, and DVBE participation levels.* Adequacy of a respondent's BIP Outreach will be determined by the Board of Public Works (Board) after consideration of the indicators of BIP Outreach as set forth below.

Any technical difficulties encountered (i.e.: inability to log in, system log out, receiving an error message when you believe you have met the requirements, etc.) while utilizing the RAMP should be reported immediately using the following steps:

1. E-mail RAMP Support at support@rampla.org.
2. E-mail Lindsey Estes at lindsey.estes@lacity.org with a cc: to robin.quintanilla@lacity.org
3. If you are not contacted within 15 minutes during normal City working hours (7:00 a.m. to 4:30 p.m. Monday-Friday), call Lindsey Estes at (213) 928-9772

If the above procedures are not followed as stipulated, incomplete outreach and/or incomplete documentation may not be accepted.

Each indicator (2-7) is evaluated on a pass/fail basis. All indicators (2-7) must be passed to be deemed responsive. Only BIP Outreach documentation submitted under the respondent's name will be evaluated. Therefore, submission by a third party will result in the respondent being deemed non-responsive. BIP Outreach may be completed by any Joint Venture member on behalf of the Joint Venture or under the name of the Joint Venture.

1	**LEVEL OF ANTICIPATED MBE, WBE, SBE, EBE, and DVBE PARTICIPATION**

The proposer has performed a BIP Outreach in an attempt to obtain potential subconsultant participation by MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs which could be expected by the Board to produce a reasonable level of participation by interested business enterprises, including the MBE, WBE, SBE, EBE and DVBE anticipated percentages set forth on Page 1 herein and to have the proposer meet the subconsulting expectations for the project.

Required Documentation: No documentation is required from the proposer.

2	**ATTENDED PRE-SUBMITTAL MEETING**

The proposer attended the pre-submittal meeting scheduled by the Project Manager to inform all proposers of the requirements for the project for which the contract will be awarded. This requirement may be waived if the proposer certifies it is informed as to those project requirements and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months.

Required Documentation: An employee of the proposer's company must attend the pre-submittal meeting scheduled for this project. Credit may not be given if the employee arrives late or fails to sign the pre-submittal meeting attendance roster. This requirement will be waived if the proposer both certifies in writing that it is informed as to the BIP Outreach requirements for the project and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months as is evidenced by City records. The waiver must also include the NAICS codes for the subconsultant the Prime met with at the matchmaking event, and those NAICS codes **MUST** be included in the opportunity the Prime is bidding on.

Note: If the RFP states that the pre-submittal meeting is mandatory, then attendance at the pre-submittal

meeting is the only way to pass this indicator.

3	**SUFFICIENT WORK IDENTIFIED FOR SUBCONSULTANTS**

The proposer has identified the minimum number, as determined by the Awarding Authority, of specific areas of work that will be performed by subconsultants. This will ensure an opportunity for subconsultant participation among MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs.

***Required Documentation*:** Outreach via e-mail in the selected work areas. This outreach must be performed using the RAMP's BIP Outreach system. The outreach must be to potential MBE, WBE, SBE, EBE, DVBE, and OBE subconsultants who are currently registered on the RAMP. Failure of the proposer to outreach in all of the work areas selected by the City as potential subconsulting work areas may result in the RFP response being deemed non- responsive.

Note: City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline.

4	**WRITTEN NOTICES TO SUBCONSULTANTS**

All notifications must be provided utilizing RAMP, and made not less than **fifteen (15) calendar days** prior to the date the RFP responses are required to be submitted. In all instances, proposers must document that invitations for subcontracting bids were sent to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each area of work to be performed.

***Required Documentation*:** E-mail notification in each of the selected work areas to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each anticipated work area to be performed. The notification must be performed using the RAMP's BIP Outreach system. The notification must be to potential subconsultants currently registered on the RAMP. If the proposer is aware of a potential subconsultant that is not currently registered on the RAMP, it is the proposer's responsibility to encourage the potential subconsultant to become registered so that the proposer can include them as part of their BIP outreach. Notifications must contain areas of work anticipated to be subconsulted, City of Los Angeles project name, name of the proposer, and contact person's name, address, and telephone number. Proposers are required to send notifications to a sufficient number of firms comprised of MBE, WBE, SBE, EBE, DVBE and OBE firms for each work area chosen, as determined by the City. What is considered sufficient will be determined by the total number of potential subconsultants in each specific work area at the time the RFP was uploaded to the RAMP.

The City will determine each work area by the North American Industry Classification System (NAICS) code. The following table shows the sufficient number of MBE, WBE, SBE, EBE, DVBE and OBE subconsultants that need to be notified for each work area.

# of Subconsultants in NAICS Code	% Prime Must Notify	Number Prime Must Notify
1-10	100%	1-10
11-20	80%	9-16
21-50	60%	13-30

51-100	40%	21-40
101-200	25%	26-50
>200	10%	20+

A proposer's failure to utilize this notification function will result in their RFP response being deemed non-responsive.

Note: Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. In utilizing the RAMP's notification function, proposers will receive a message if they have failed to outreach to a sufficient number of firms when they go to view their summary sheet. By "double clicking" on a red box containing "0*" the proposer will be taken to a list of firms(s) that will allow them to meet this requirement, as long as the notification deadline has not passed. If a proposer is not finding firms of a certain type of certification status when performing their notification search under the six (6) digit NAICS code, the proposer will need to expand their search to the five (5) digit code (i.e.: If none are listed under 236210 – Industrial Building Construction, then search under 23621 – Industrial Building Construction.) Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit potential subconsultant responses. City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline. Proposers are encouraged to print their BIP Outreach summary sheet prior to logging out as documented proof of their progress. In case of technical error, please follow the process for reporting these errors as outlined in Section C.

5	**PLANS, SPECIFICATIONS AND REQUIREMENTS**

The proposer provided interested subconsultants with information about the availability of plans, specifications, and requirements for the selected subconsulting work.

***Required Documentation*:** Include in Indicator 4, information detailing how, where and when the proposer will make the required information available to interested subconsultants. The notification must be performed using the RAMP's BIP Outreach system.

Note: For purposes of RFPs, making a copy of the RFP available to potential subconsultants will meet this requirement. At the time a proposer utilizes the RAMP's BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. City staff will access the RAMP and verify compliance with this indicator after the RFP submission deadline.

6	**NEGOTIATED IN GOOD FAITH**

The proposer has responded to every unsolicited offer sent by a Registered Subconsultant using RAMP and has evaluated in good faith bids or proposals submitted by interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Proposers must not unjustifiably reject as unsatisfactory a bid or proposal offered by a Registered Subconsultant, as determined by the Awarding Authority. The proposer must submit a list of all subconsultants for each area of work, including dollar amounts of potential work for MBEs, WBEs, SBEs,

EBEs, DVBEs, and OBEs, and a copy of any and all bids or proposals received. This list must include an explanation of the evaluation that led to the bid or proposal being rejected and the explanation must have been communicated to the subconsultant using RAMP.

Required Documentation:

a. Schedule A MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form;
b. An online Summary Sheet organized by work area, listing the following:
    1. The responses and/or bids received;
    2. The name of the subconsultant who submitted the bid/quote;
    3. The dollar amount of the bid/quote;
    4. A brief reason given for selection/non-selection as a subconsultant;
    5. The subconsultant selected for that work area.
c. Copies of all MBE/WBE/SBE/EBE/DVBE/OBE bids or quotes received must be submitted through the RAMP to the "BIP Supporting Documents" section of the Summary tab prior to the proposer being awarded the contract by the City;

The proposer will be given a choice of responses to indicate 1) No Response received; 2) Response received; but no subconsultant bid submitted; or 3) Submit Bid and include bid amount.

The proposer will be able to choose a preselected reason for selection/non-selection, but may also need to include further explanation in the Notes Section of the online Summary Sheet. If the proposer elects to perform a work area with its own forces and they received a sub-bid/response, they must include a bid/response that shows their own costs for the work. Also, if the proposer is not a Local Business Enterprise (LBE), but wants to participate in the Local Business Preference Program (LBPP) by utilizing Local Business Enterprise subconsultants as prescribed in the LBPP requirements of the RFP documents, a subconsultant's LBE status can be considered a reason for selection over a non-LBE subconsultant. **All bids/responses received, regardless of whether or not the proposer outreached to the subconsultant, must be submitted and included on the on-line Summary Sheet.** To that extent, the City expects the proposer to submit a bid/response from each subconsultant listed on the online Summary Sheet. **All potential subconsultants with whom the proposer has had contact outside of the RAMP must be documented on the online Summary Sheet.**

The Summary Sheet must be performed using the RAMP's BIP Outreach system and must be submitted by 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline. If a bid/response is submitted by a firm that is not registered with the RAMP, the proposer is required to add that firm to their Summary Sheet. A proposer's failure to utilize the RAMP's Summary Sheet function will result in their RFP response being deemed non-responsive.

Note: City staff will request copies of all of the bids/quotes received as part of the BIP Outreach evaluation process. Proposers must have a bid/quote from each subconsultant listed on their Schedule A prior to submission of the Schedule A. The submission of the Schedule A is outlined in G herein. Proposers are encouraged to submit all of their bids/quotes with their RFP response submittal. Proposers will not be able to edit their Summary Sheet on the RAMP's BIP Outreach Summary Sheet function after 4:30 p.m. on the calendar day following the day of the RFP response submittal deadline. City staff will access the RAMP and verify compliance with the Summary Sheet provision of this Indicator after the RFP submission deadline. Proposers are required to have each of the subconsultants on their Schedule A registered on the RAMP prior to being awarded the contract. In case of technical error, proposers must follow the process for reporting these errors as outlined in Section C.

7	**BOND, LINES OF CREDIT, AND INSURANCE ASSISTANCE**

Each notification by the proposer shall also include an offer of assistance to interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs in obtaining bonds, lines of credit, and insurance required by the Awarding Authority or proposer.

***Required Documentation*:** Include in Indicator 4, information about the proposer's efforts to assist with bonds, lines of credit and insurance. The notification must be performed using the RAMP's BIP Outreach notification system.

Note: At the time a proposer utilizes the RAMP's BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the RAMP's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit subconsultant responses or is deemed contrary to the intent of this Indicator. City staff will access the RAMP and verify compliance with this Indicator after the RFP submission deadline.

The proposer shall submit completed BIP Outreach documentation either via the RAMP's BIP Outreach system or prior to award of the contract, as specified for each Indicator. The Awarding Authority in its review of the BIP Outreach documentation may request additional information to validate and/or clarify that the BIP Outreach submission was adequate. Any additional information submitted after the response due date and time will be treated at a higher level of scrutiny and may require third party documentation in order to substantiate its authenticity. Such information shall be submitted promptly upon request by the Awarding Authority.

D. AWARD OF CONTRACT

The Awarding Authority reserves the right to reject any and all RFP responses. The award of a contract will be to the responsive, responsible proposer whose RFP response complies with all requirements prescribed herein. This includes compliance with the required BIP Outreach. A positive and adequate demonstration to the satisfaction of the Awarding Authority that a BIP Outreach to include MBE/WBE/SBE/EBE/DVBE/OBE subconsultants' participation was made is a condition for eligibility for award of the contract. Proposers are required to have each one of their subconsultants register on the RAMP prior to the award of the contract.

In the event that the Awarding Authority considers awarding away from a proposer because of the proposer's failure to supply adequate BIP Outreach documentation, the Awarding Authority shall afford the proposer an opportunity to present further evidence to the Awarding Authority prior to a public hearing of the proposer's BIP Outreach evaluation.

E. SUBCONSULTANT SUBSTITUTION

In addition to the requirements set forth in the provisions pertaining to the listing of subconsultants, the following shall apply for the purpose of this program:

1. Substitution During Contract Duration: The contract award requires that the level of all subconsultant participation shall be maintained throughout the duration of the contract. To this extent, any unapproved reduction in the listed subcontract amount will be considered an

unauthorized substitution.

a. The Consultant shall request approval of the Awarding Authority for all substitutions of bid-listed (Schedule A) subconsultants.

b. The request shall be in writing and submitted to the designated Project Manager for the Awarding Authority. The request shall give the reason for the substitution, the name of the subconsultant and the name of the replacement.

2. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultant Substitution: The Awarding Authority requires that whenever the Consultant seeks to substitute a bid-listed (Schedule A) subconsultant, the Consultant must perform a BIP Supplemental Outreach to replace the subconsultant.

a. The Consultant shall contact some of each of the following: certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects from each trade for which sub-bid/subconsulting work is available and document the following for submittal:

1. Name of company contacted; contact person and telephone number; date and time of contact.

2. Response for each area of work which was solicited, including dollar amounts.

3. Reason for selection or rejection of sub-bid prospect.

4. In the event that the Consultant is unable to find some certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects, (first from their Schedule A, then from other outreach methods) for each trade, the Consultant should contact the Office of Contract Compliance by e-mail at bca.biphelp@lacity.org for assistance prior to certifying under penalty of perjury that it was unable to fully meet this requirement.

b. The Consultant shall submit all documentation to the Awarding Authority's Project Manager who may refer it to the Office of Contract Compliance for review and approval.

3. In the event that a subcontract is reduced due to a project change that will not be specified in a change order, the Consultant shall request approval for reducing the subcontract by documenting the following for submittal:

a. The name of the company for which the subcontract reduction is requested and the dollar amount of the reduction.

b. The reason for the reduction. Specific details should be given in order for the Consultant's request to be processed promptly.

c. The Consultant shall submit all documentation to the Awarding Authority's Project Manager.

F. SUB-AGREEMENT FALSIFICATION

Falsification or misrepresentation of a sub-agreement as to company name, contract amount and/or actual work to be done by the sub-bidder/subconsultant will result in sanctions set forth in provisions pertaining to listing of subconsultants.

G. SUBMITTAL DOCUMENTS

1. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form (Schedule A):
   Proposers shall submit with their proposal the MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form, provided herein as Schedule A. The proposer shall list itself and the names and addresses of all firms to be used with a complete description of work or supplies to be provided by each, and the description of work to be performed.

2. MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B):
   During the term of the contract, the consultant must submit the MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B) when submitting an invoice to the City.

3. Final Subcontracting Report (Schedule C):
   Upon completion of the project, a summary of these records shall be prepared on the "Final Subcontracting Report" form (Schedule C) and certified correct by the consultant or its authorized representative. The completed form shall be furnished to the Board within 15 working days after completion of the contract.

H. RESPONSIBILITY FOR IMPLEMENTATION AND MONITORING

The Awarding Authority which acts as the City's Project Manager for the resulting contract will be the responsible entity for proper implementation and monitoring of the policy.

I. AWARD OF CONTRACT

Nothing herein restricts the discretion of the Board to reject all proposals in accordance with Charter Section 371.

RFP SCHEDULE A
MBE/ WBE/ SBE/ EBE/ DVBE/ OBE SUBCONSULANT INFORMATION FORM

(NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN and DATE ALL SHEETS)

Project Title:	**Work Order Number:**
Consultant:	**Address:**
Contact Person:	**Phone:**

List of all Subconsultants (Service Providers/Suppliers/Etc.)				
Name, Address, and Phone No. of Subconsultant	**Description of Work or Supply**	**MBE/ WBE/ SBE/ EBE/ DVBE/ OBE**	**Caltrans/City/ MTA Certification No.**	**Dollar Value of Subcontract**

Current Percentage of MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/ Participation to Date					
	Total Dollar	**Percent**		**Total Dollars**	**Percent**
MBE Participation	**$**	**%**	**WBE Participation**	**$**	**%**
SBE Participation	**$**	**%**	**EBE Participation**	**$**	**%**
DVBE Participation	**$**	**%**	**OBE Participation**	**$**	**%**

Signature of Person Completing this Form	**Printed Name**	**Title**	**Date**

MUST BE SUBMITTED WITH PROPOSAL

RFP SCHEDULE B

Project Title:	**Work Order Number:**
Consultant:	**Address:**
Contact Person:	**Phone/Email:**

MBE/ WBE/ SBE/ DVBE/ OBE UTILIZATION PROFILE

Contract Amount (Including Amendments)	This Invoice Amount

MBE/ WBE/ SBE/ DVBE/ OBE Subconsultant (List All Subconsultants)						
Name of Subconsultant	**MBE/ WBE/ SBE/ EBE/ DVBE/ OBE**	**Certification Agency/ Certification Number**	**Original Subcontract Amount**	**This Invoice Amount**	**Invoiced to Date (Include this Invoice)**	**Scheduled Participation to Date**

Current Percentage of MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/ Participation to Date					
	Total Dollar	**Percent Achieved**		**Total Dollars**	**Percent Achieved**
MBE Participation	**$**	**%**	**WBE Participation**	**$**	**%**
SBE Participation	**$**	**%**	**EBE Participation**	**$**	**%**
DVBE Participation	**$**	**%**	**OBE Participation**	**$**	**%**

Invoiced to Date Amount (Includes this Invoice)	**$**

Signature of Person Completing this Form	Printed Name	Title	Date

MUST BE SUBMITTED WITH EACH INVOICE

RFP SCHEDULE C
FINAL SUBCONSULTING REPORT

Project Title:	**Work Order Number:**
Contractor:	**Address:**
Contact Person:	**Phone/Email:**
Total Contract Amount (Including Amendments)	**$**

MBE/ WBE/ SBE/ DVBE/ OBE Subconsultants (List All Subconsultants)					
Name, Address, Phone of all Subcontractors Listed on Schedule C	**Description of Work or Supply**	**MBE/ WBE/ SBE/ EBE/ DVBE/ OBE/**	**Certification Agency and Certification Number**	**Original Dollar Value of Subcontract**	**Actual Dollar Value of Subcontract***

***If the actual dollar value differs from the original dollar value, explain the differences and give details.**

	Total Dollar	**Achieved Levels**	**Pledged Levels**		**Total Dollars**	**Achieved Levels**	**Pledged Levels**
MBE Participation		%	%	**WBE Participation**		%	%
SBE Participation		%	%	**EBE Participation**		%	%
DVBE Participation		%	%	**OBE Participation**		%	%

Total Final Amount Invoiced	**$**

Signature of Person Completing this Form	**Printed Name**	**Title**	**Date**

SUBMIT WITHIN 15 DAYS OF PROJECT COMPLETION

Attachment D

Sample Fee Schedule

Sample Percentage of Completion Method Fee Schedule

Date
Project Title:
Service Period From:
Service Period to:

Task/SubTask	Task Description	Amount
Task 1	**Category or description**	
1.1	Category or description of Subtask 1.1	
1.2		
1.3		
1.4		
Task 2	**Category or description**	
Task 3	**Category or description**	
Task 4	**Category or description**	
Task 5	**Category or description**	
Task 6	**Category or description**	
Grand Total		