

**CITY OF LOS ANGELES  
LOS ANGELES PUBLIC LIBRARY**

**REQUEST FOR PROPOSALS  
RFP No. 44-017**

**FOR A**

**LIBRARY FACILITIES MASTER PLANNING  
CONSULTANT OR CONSULTANTS**

## REQUEST FOR PROPOSALS

### Library Facilities Master Planning Consultant or Consultants

#### CITY OF LOS ANGELES LOS ANGELES PUBLIC LIBRARY

<b>Date Request for Qualifications (RFP) Issued:</b>	April 28, 2017
<b>Title:</b>	RFP #44-017 Library Facilities Master Planning Consultants
<b>Description:</b>	The Los Angeles Public Library (LAPL) seeks proposals from qualified facilities master planning consulting firms to lead the development of an extensive, system-wide Library Facilities Master Plan that will provide analysis, guidance and recommendations regarding LAPL facilities and service priorities for the next ten (10) to twenty (20) years.
<b>Website Address:</b>	<a href="http://labavn.org">http://labavn.org</a> Proposers must register on the Los Angeles Business Assistance Virtual Network (LABAVN) before they can access the RFP and updates. <b>The Business Inclusion Program (BIP) outreach must be completed <u>15 days prior to the RFP due date</u>. See the exact date for this RFP on the LABAVN website.</b>
<b>Term:</b>	Not to exceed three years
<b>Key Dates:</b>	
<b>Proposal Due:</b>	1:00 PM on August 25, 2017
<b>Mandatory Pre-proposal Conference Date:</b>	1:00 PM on June 9, 2017
<b>BIP Outreach Due Date:</b>	August 11, 2017
<b>Proposal Delivery Address:</b>	Los Angeles Public Library Board of Library Commissioners 630 W. Fifth St. Los Angeles, Ca 90071
<b>Contract Administrator:</b>	Robert Morales (213) 228-7462 <a href="mailto:rmorales@lapl.org">rmorales@lapl.org</a>

## TABLE OF CONTENTS

A.	PURPOSE OF REQUEST FOR PROPOSALS .....	4
B.	CONTENTS OF THE PROPOSAL .....	7
C.	PROPOSAL SUBMISSION AND REQUIREMENTS .....	17
D.	BASIS OF EVALUATION .....	19
E.	GENERAL CONDITIONS .....	22
F.	PROPOSER CHECK LIST .....	25

ATTACHMENT A: Contract Compliance Documents

ATTACHMENT B: Standard Provisions for City Contracts (Rev. 3/09)

ATTACHMENT C: Additional Information

## **A. PURPOSE OF REQUEST FOR PROPOSALS**

### **1. Introduction**

The Los Angeles Public Library serves the largest population of any public library system in the United States, and each branch reflects and celebrates the unique qualities of the community it serves. Responsive to the needs of nearly four million Angelenos, LAPL provides a level of social, cultural, and educational services unmatched by any other public institution in Los Angeles.

The 72 LAPL branches range in age from 8 to 100 years old, with 17 being more than 50 years old. Several of the branches have historic designations. Most of the branches are between 10,000 and 13,000 square feet, with the smallest at 5,200 square feet and the largest at 28,000 square feet. Central Library is the headquarters for the LAPL and opened originally in 1926. After fires in 1986, Central was renovated and enlarged. The expanded 538,000-square-foot Central Library opened to the public in 1993.

The LAPL seeks proposals from qualified firms (Proposers) to lead an extensive, system-wide planning and development process to create a Library Facilities Master Plan (Plan) to guide the LAPL for ten (10) to twenty (20) years. The Plan must be aligned with LAPL's 2015-2020 Strategic Plan and designed to ensure optimal performance, utility, adaptability, and comfort of facilities and resources for library employees and patrons.

The Plan must serve as a strategic and tactical guide to better integrate, support, and transition current programs and services for the future. The Plan should uphold LAPL's transformative power to improve the lives of all Angelenos and expand both physical and virtual capacities to more fully democratize access to learning and information. LAPL and community needs must be reflected in the document through engagements with internal and external stakeholders in addition to attitudinal changes about libraries of the future.

The assessment of facility improvements, capital investments, and funding sources must comprehensively determine the history, maintenance, scope of repairs, modernization, sustainability, upgrades, and/or new construction. The Plan should anticipate and address the changing role of libraries and emerging trends of future libraries so the LAPL may continue to be an innovative and important leader among large urban and public libraries.

## 2. Background

### About the LAPL

LAPL Mission Statement:

*The Los Angeles Public Library provides free and easy access to information, ideas, books and technology that enrich, educate and empower every individual in our City's diverse communities.*

In the 2015-16 fiscal year, the total LAPL circulation consisted of more than 11.5 million physical items and 4.8 million electronic items. During that year, 13.5 million people visited LAPL facilities to check out books and other materials, study, conduct research, read, request information, and access computers and WiFi, among other activities. More than 20,000 programs were held in LAPL branches and at the Central Library. In addition, the City has designated LAPL facilities as cooling and warming centers during inclement weather.

Los Angeles City Charter Section 531 (a) provides in part that an annual sum equal to 0.0300 percent of assessed value of all property in the City as assessed for City taxes be provided for the financial support of the Library Department. In addition, the LAPL receives annual revenue from fines and fees. The Library's adopted budget for fiscal year 2016-17 is \$162 million.

More information about the LAPL may be found at [www.lapl.org](http://www.lapl.org).

### Prior Facilities Plans and Studies

A Branch Facilities Plan was adopted by the Board of Library Commissioners (BLC) in 1988. This document included recommendations for the construction of new branches and renovations to older branches. The plan's recommendations were essentially completed in 2008.

In February 2007, the BLC approved an update to the original 1988 Branch Facilities Plan which contained recommendations for 19 projects including renovations, relocations of existing branches and the construction of 8 new libraries. These documents will be made available for viewing on [www.LABAVN.org](http://www.LABAVN.org) after the RFP is released.

## 3. Scope of Work

The LAPL intends to hire an experienced consultant or consultants to develop a Library Facilities Master Plan in two phases as described in this RFP. For the purposes of this RFP, all of the work performed and the deliverables produced throughout the two phases are called the Project. During Phase I the consultant or consultants will prepare a detailed Project plan including, but not limited to, the

Project schedule, the list of the deliverables for this Project, key stakeholders and resources needed, tools to manage the Project, and the cost for Phase II. It is anticipated that Phase I would take a relatively short period of time.

Based on the contents and quality of the proposal responses, the LAPL may choose more than one consultant to participate in Phase I. At the completion of Phase I, the LAPL may select a single consultant to execute Phase II of this Project. During Phase II, the consultant or consultants will assess LAPL facilities and develop the Facilities Master Plan.

After the completion of Phase II, the LAPL will implement the Plan using tools provided by the consultant or consultants to manage and measure the progress and success of the Plan. Consultants selected for Phases I and/or II are not precluded from working on the implementation of the Plan. However, those same consultants are not guaranteed any future assignments to implement the Plan.

The LAPL desires creative and innovative proposals to address the needs of the LAPL. Proposals must include a description of the Proposer's experience, the methodology to develop the Project plan and schedule (Phase I) and how the Proposer intends to execute the Project plan (Phase II). In addition, Proposers should explain how they will interact with the LAPL and stakeholders, their ability to be flexible during the engagement, what the final Plan should contain, what assessment tools will be used, how the data will be collected and analyzed, the proposed use of partnerships, collaborators, and/or contractors, if required, and any other information to support the proposal. Proposers should also demonstrate how the Plan will be practical and usable by LAPL staff.

The LAPL expects Proposers to consider the following proposed Scope of Services when submitting proposals; however, the LAPL also welcomes innovative ways of addressing these objectives. In addition to their background and experience, Proposers will be evaluated on their methodology as well as the content, execution and deliverables for the Project. Proposers are encouraged to use their expertise to develop their best approach for this Project. Proposers are also encouraged to form relationships with other organizations or individuals to accomplish the work identified in Phases I and II. Additional information about each Phase is included in Attachment C to this RFP.

### Proposed Scope of Services

The selected consultant or consultants will assist the LAPL with the following services:

- A. Phase I: Develop Project Plan and Schedule
  - 1. Identify the deliverables for the Project

2. Determine the key stakeholders, resources, and tools to manage the Project
  3. Determine the schedule for the Project
  4. Determine the cost for Phase II
- B. Phase II: Execute Project Plan
1. Assess and analyze LAPL facilities and resources
  2. Develop the Library Facilities Master Plan

The total budget for Phases I and II will be established once the consultant or consultants have been selected. The LAPL reserves the right to negotiate specific pieces of work with the consultants or consultants at various times during the project.

## **B. CONTENTS OF THE PROPOSAL**

Please provide all of the requested information.

### **1. Cover Letter**

Each proposal must contain a cover letter limited to one (1) page. The cover letter must include the name, title, address, telephone number, and email address of the person or persons authorized to represent the firm or individual regarding all matters related to the RFP and any subsequent contract(s) awarded. This letter must be signed by the person or persons authorized to bind the Proposer to all commitments made in the proposal.

### **2. Description of Proposer**

The proposal shall include a brief history and description of the firm, the date the firm was established, the location of its headquarters, the number of employees, and website address.

### **3. Proposal**

#### Proposer Qualifications and Experience

- A. Discuss your applicable qualifications, capabilities and relevant experience regarding the successful development and implementation of facilities master plans as identified in the Scope of Work in Section A.3. and in Attachment C to this RFP. You must have at least 10 years of experience developing facilities master plans.

- B. Discuss your experience working with public libraries. Proposers must indicate the largest library systems with which they have experience including the number of locations or branches.
- C. Provide at least two (2) examples of completed facilities master plan projects with a description of each project. Proposers should explain how the clients implemented the facilities master plans.

#### Proposal Approach

- A. Discuss your approach and methodology to complete the Scope of Work, including what a fully-defined Scope of Work must contain for this engagement. Proposers should include an estimated timeline with the necessary tasks to complete Phases I and II. Include plans, if applicable, to establish partnerships, collaborations, and/or contracts to accomplish the Scope of Work.
- B. Discuss your capabilities or experience in the technical areas listed in Attachment C to this RFP. Proposers should include additional capabilities if they are relevant or necessary for this engagement.

#### Proposer Understanding of Urban Libraries and the City of Los Angeles

- A. Discuss your understanding of the key issues facing large urban and public libraries today.
- B. Discuss your understanding of the City of Los Angeles including demographics, politics, geography, languages, cultural diversity, public transportation, and other relevant categories of information.

#### **4. Key Personnel**

Proposers must provide the name, title, address, email, telephone number, experience, other qualifications and specific responsibilities of key personnel who may be assigned to provide the services described herein.

#### **5. References**

Proposer must include five (5) references for the applicable capabilities, qualifications and relevant experience cited in Section B.3. above. For each reference, please list the name, position/title, organization name, jurisdiction, address, phone number and email address. For each reference, describe the nature of the project and the length of the engagement.



## 6. Proposed Fees and Expenses Schedule

Proposers must provide the hourly rates for the key personnel to be assigned to this Project. Proposers must include an estimate of the hours and cost to complete Phases I and II of the Project.

If additional non-salary expenses are required to perform the services described herein, provide a list of such anticipated costs or types of costs. The LAPL will not provide reimbursement for transportation or lodging expenses to firms unless the LAPL specifically requests that staff outside the area be in Los Angeles to perform duties in accordance with the services being provided.

The LAPL intends to conduct negotiations regarding compensation prior to awarding contracts.

## 7. Mandatory City Contract Requirements and Compliance Documents

To be considered responsive to this RFP, Proposers must submit completed responses for the following City's contracting requirements and compliance documents:

### A. Declaration of Non-Collusion

Each proposal must have attached thereto the affidavit of the Proposer that such proposal is genuine, and not a sham or collusion, or made in the interest or on behalf of any person, firm, or corporation not herein named; and that the Proposer has not directly or indirectly induced or solicited any other Proposer to submit a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal.

Instruction: Proposers shall submit a signed and **notarized** Declaration of Non-Collusion (Exhibit E.1). No other form will be accepted. *Submit original signed and notarized document in the submitted proposal marked "Original" and copies of signed and notarized document in remaining submitted proposals.*

### B. Contractor Responsibility Ordinance

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). Proposers shall refer to Exhibit E.2, "Contractor Responsibility Ordinance," for further information regarding the requirements of the CRO.

Instruction: All Proposers shall complete and return, with their submitted proposal, the Responsibility Questionnaire included in Exhibit E.3 and Pledge of Compliance to the Ordinance, Exhibit E.4. Failure to return the completed

questionnaire may result in a Proposer being deemed non-responsive. *Submit original signed documents (Exhibit E.3 and Exhibit E.4) in the submitted proposal marked "Original" and copies of signed and notarized document in remaining submitted proposals.*

C. Equal Benefits Ordinance

Proposers 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).

Instructions: All Proposers shall complete and upload the Equal Benefits Ordinance Affidavit available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to submission of the submitted proposal. *Also, submit a copy of the uploaded and signed EBO document with each copy of the submitted proposal.*

D. Living Wage Ordinance and Service Contractor Worker Retention Ordinance

Unless approved for an exemption, Contractors under contracts primarily for the furnishing of services to or for the City that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (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). Proposers shall refer to "Living Wage Ordinance" (Exhibit E.5) and "Service Contractor Worker Retention Ordinance" (Exhibit E.10) for further information regarding the requirements of the Ordinances.

Proposers who intend to subcontract any of their services must submit the LWO Subcontractor Information Form (Exhibit E.8) and the Subcontractor Declaration of Compliance to Living Wage (Exhibit E.7). The LWO Employee Information Form (Exhibit E.6) will be required of the successful proposer prior to execution of the contract.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO or SCWRO Lists of Statutory Exemptions shall apply for exemption from the Ordinance(s) by submitting with their proposal the proposer Application for Non-Coverage or Exemption (Form OCC/LW-10, Exhibit E.9), the Non-Profit/One Person Contractor Certification of Exemption Form (Form OCC-LW13, Exhibit E.9a), or the Small Business Exemption Application (Form OCC/LW-26A, Exhibit E.9b English or E.9c Spanish), and the SCWRO Application for Non Coverage or Exemption (Form OCC/SCWRO-1, Exhibit E.11) – *NOTE: The SCWRO is not applicable to this RFQ and no submission is required.*

Note: As of July 1, 2016, Contractor Employers shall pay employees a wage of no less than \$11.27 per hour with health benefits of \$4.91 per hour or \$16.18 per hour without health benefits. Such rates shall continue to be adjusted annually to correspond with adjustments to retirement benefits paid to members of the City Employment Retirement System (CERS).

Instructions: *No submission is required **unless** an exemption will be requested for the Living Wage Ordinance (Exhibit E.9 or E.9a or E.9b). Submit original signed exemption request document in the submitted proposal marked "Original" and copies of signed and notarized document in remaining submitted proposals.*

- E. Non-Discrimination/Equal Employment/Affirmative Action Plan Proposers 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., Non-discrimination Clause.

Non-construction contracts for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions.

Non-construction contracts for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan to the successful Proposer prior to commencing work on the contract. The subcontractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful Proposer and shall be made available to the Office of Contract Compliance upon request.

Both the Non-Discrimination/Equal Employment Practices Certification and the City of Los Angeles Affirmative Action Plan Affidavit shall be valid for a period of twelve (12) months from the date it is first uploaded onto the City's BAVN.

Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Instructions: *No submission is required at this time.*

F. Slavery Disclosure Ordinance

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

All Proposers shall complete and upload the one (1) page Slavery Disclosure Ordinance Affidavit available on the City of Los Angeles Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to award of City contract.

Proposers seeking additional information regarding the requirements of the Slavery Discovery Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

Instructions: All Proposers shall complete and upload the Slavery Disclosure Ordinance Affidavit available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to submission of the submitted proposal. *Also, submit a copy of the uploaded and signed SDO document with each copy of the submitted proposal.*

G. Child Support Obligations Compliance Form

The City of Los Angeles has adopted an Ordinance, see Exhibit E.12, requiring that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support.

All Proposers shall complete and return with their proposals the Certification of Compliance with Child Support Obligations included in Exhibit 12a.

Instruction: All Proposers shall complete and return, with their submitted proposal, the Child Support Obligations Compliance Form included in Exhibit E.12a. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted proposals.*

H. City Contracts Held Within the Past Ten Years

The Los Angeles City Council passed a resolution on July 21, 1998, requiring that all proposed vendors supply in their proposal a list of all City of Los Angeles contracts held by the Proposer or any affiliated entity during the preceding ten (10) years. The City of Los Angeles Contract History is attached as Exhibit E.13. If the Proposer has held no City of Los Angeles contracts during the preceding ten (10) years, this must be stated on the form.

Instruction: All Proposers shall complete and return, with their submitted proposal, the City Contracts Held Within the Past Ten Years form included in Exhibit E.13. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted proposals.*

I. Los Angeles Residence Information

The Los Angeles City Council, in consideration of the importance of preserving and enhancing the economic base and well-being of the City, encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires proposers to state their headquarters address as well as the percentage of their workforce residing in the City of Los Angeles.

Instruction: All Proposers shall complete and return, with their submitted proposal, the Los Angeles Residence Information form included in Exhibit E.14. *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted proposals.*

J. City Ethics Certification and Contributions

Any bidder for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, on a completed Bidder Certification CEC Form 50 (Exhibit E.15) as proscribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualified as a lobbying entity under the Ordinance.

The exemptions contained in Los Angeles Administrative Code Section 10.4.4 shall not apply to this subsection.

Bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, twelve (12) months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

CEC Form 55 (Exhibit E.16) requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or <http://ethics.lacity.org>.

Instruction: All Proposers shall complete and return, with their submitted proposal, the CEC Form 50 (Exhibit E. 15) and the CEC Form 55 (Exhibit E.16). *Submit original signed document in the submitted proposal marked "Original" and copies of signed document in remaining submitted proposals.*

K. Business Tax Registration Certificate

In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate (BTRC) is required of persons engaged in business activity within the City. The Office of Finance's Tax and Permits Division, (213) 473-5901, has sole authority in determining a firm's tax requirements and in issuing BTRCs or Business Tax Exemption Numbers.

Accordingly, a firm's current BTRC or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment.

The Proposer, in submitting this proposal, acknowledges and accepts the above requirements and recognizes that, should a contract be awarded, no invoice will be processed for payment without inclusion of the BTRC or Business Tax Exemption Number.

Instruction: *All proposers shall submit a copy of their Business Tax Registration Certificate with each copy of the submitted proposal*

L. City's Insurance Requirements

The selected contractor(s) shall not commence work under any contract with the City until all insurance required under this section of this RFQ has been obtained and approved by the City.

At selected contractor(s) own cost and expense, the selector contractor(s) and each of its subcontractors shall procure and maintain the minimum insurance requirement for the term of the contract and any additional terms as outlined in Exhibit E.17 in Attachment B. Proposer shall purchase policies of general liability and worker's compensation from companies authorized to transact business in the State of California by the Insurance Commissioner. The required insurance must be filed with City Administrative Office, Risk Management through the City's internet site, <http://track4la.lacity.org/> that uses the standard insurance industry form, the ACORD 25 Certificate of Liability Insurance in electronic format.

No work may be done pursuant to this contract until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

Instruction: *No submission is required at this time.*



M. Business Inclusion Program (BIP) Requirements

*This is a mandatory outreach which must be performed on-line on LABAVN.* 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. Proposers 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 proposer's BIP outreach documentation, as described in Exhibit E.18, the Business Inclusion Program, of this RFQ. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers must refer to Exhibit E.18, Business Inclusion Program of this RFQ for additional information and instructions. The BIP outreach must be performed using the Business Assistance Virtual Network ([www.labavn.org](http://www.labavn.org)).

**A Proposer's failure to utilize and complete the BIP Outreach may result in the proposal being deemed non-responsive.**

**For assistance on how to use BAVN go to:** <http://bca.ci.la.ca.us/index.cfm>  
> contracting resources > BAVN BIP Outreach Helpful Hints.

N. Contractor Evaluation Program

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation and any response from the Contractor to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

Instruction: *No submission is required at this time.*

O. Local Business Preference Program

This program is subject to the policies and requirements established by the City Council and the City of Los Angeles Mayor's Office, Ordinance No. 181910, Article 21, Sections 10.47, et seq. of the Los Angeles Administrative Code. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles

County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Bidders should be fully informed of this program. (See Exhibit E.19).

Instruction: *No submission is required at this time.*

P. Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit", see Exhibit E.20.

Instruction: *No submission is required at this time.*

Q. First Source Hiring Ordinance

Unless approved for an exemption, Contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Proposers shall refer to Appendices E.21 and E.21a "First Source Hiring Ordinance" for further information regarding the requirements of the FSHO.

All Proposers shall complete and upload the First Source Hiring Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to award of a City contract. The First Source Hiring Ordinance Affidavit shall be valid for a period of twelve (12) months from the date it is first uploaded onto the City's BAVN. Proposers seeking additional information regarding the requirements of the FSHO may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

Instructions: All Proposers shall complete and upload the First Source Hiring Ordinance (FSHO) Affidavit available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to submission of the submitted proposal. *Also, submit a copy of the uploaded and signed FSHO document with each copy of the submitted proposal.*



## C. PROPOSAL SUBMISSION AND REQUIREMENTS

### 1. In Writing

Each proposal must be enclosed in a sealed package showing the proposal title in the lower left-hand corner. It is recommended that a messenger deliver the proposal to ensure timely delivery. The proposal shall be addressed as follows:

Board of Library Commissioners  
Los Angeles Public Library  
630 West Fifth Street  
Los Angeles, CA 90071

If the proposals are mailed, use the address above. Hand-delivered proposals should be delivered to the following location:

Los Angeles Public Library  
630 W. Fifth Street, Los Angeles, CA 90071  
(Please deliver to the Library Security Desk on the first floor).

Proposers are encouraged to submit proposals prior to the due date and time. Proposals received after the due date and time will not be accepted.

The formal announcement of submitted proposals will take place on August 28, 2017, and will be posted on [www.labavn.org](http://www.labavn.org).

The Los Angeles Public Library reserves the right to extend the submission due date. Any changes to the submission due date will be posted on [www.labavn.org](http://www.labavn.org).

The LAPL will only evaluate written submitted proposals with the appropriate signatures. The LAPL will not accept a telegraphic, facsimile or telephone proposal. Proposers are required to submit:

- A. One (1) original proposal with original signatures on all documents requiring a signature.
- B. Four (4) copies of the proposal with signature copies on all documents requiring a signature.
- C. One (1) unbound copy of the proposal with signature copies on all documents requiring a signature.

- D. One (1) flash drive containing the entire proposal in electronic format (PDF). More than one (1) file is acceptable but all files must be clearly labelled with an appropriate filename.

See Section E.2 (“Public Records Act”) regarding the inclusion of language for the Proposer to identify areas of the proposal as exempt from the California Public Records Act (CPRA) including indemnification language. Such language does not exempt submitted proposals from the CPRA and the City of Los Angeles will comply with any and all court orders to relinquish requested materials.

## **2. Responsibility for Timely Submission of Proposal**

Proposals must be received at the address given above in Section C.1. on or before 1:00 PM August 25, 2017. Proposals received after 1:00 PM on August 25, 2017, will not be accepted and shall be returned to the Proposer unopened. Any changes to the submission date will be posted on [www.labavn.org](http://www.labavn.org). Timely submission of proposals is the sole responsibility of the Proposers.

## **3. Withdrawal by Proposer**

A Proposer may withdraw its proposal provided that the request is in writing, signed by an authorized representative, and is received by the LAPL prior to the proposal deadline date. After proposals have been opened, the proposals shall be subject to acceptance by the City for a period of ninety (90) days. Except as previously stated, no Proposer may withdraw its proposal, except with the written consent of the LAPL, at the sole discretion of the LAPL. Proposers will not be released due to errors in their proposals.

## **4. The City’s Rights of Rejection and Withdrawal of RFP**

The LAPL reserves the right to reject at any time any and all proposals and to withdraw this RFP.

## **5. Mandatory Pre-proposal Conference**

A mandatory pre-proposal conference will be held to receive questions from prospective Proposers regarding this RFP. The conference has been scheduled for June 9, 2017, at time 1:00 PM at the LAPL Central Library, 630 West Fifth Street, Los Angeles, CA 90071. The conference will be followed by a tour of Central and two branches.

Attendance at the pre-proposal conference and sign-in on the attendance roster are required to satisfy requirements about the City’s Business Inclusion Plan submittal which is discussed in Section B.7.M of this RFP.

Questions related to the RFP will be answered in writing and posted online on the City's BAVN website.

## **6. Proposal Format**

Proposals shall be based only on the material contained in the RFP, pre-proposal conference responses, amendments, addenda, and other material published by the LAPL relating to the RFP. Proposers shall disregard any previous draft materials and oral representations which may have been obtained by the Proposer. Proposals shall be submitted in accordance with the requirements of this RFP, including any addenda.

## **D. BASIS OF EVALUATION**

### **1. Qualifications of Facilities Master Planning Consultants**

The selected consultant or consultants will be expected to have extensive knowledge of and experience with the development and implementation of facility master plans. The Scope of Work in Section A.3. and the information included in Attachment C to this RFP describe the skills and services needed in more detail.

Excellent communications skills are also expected because the facilities consultants retained by LAPL must be able to ask for information, interact with stakeholders, and present their findings and recommendations both orally and in writing in a clear, concise manner.

### **2. Proposal Responsiveness Criteria**

To be considered responsive to this solicitation, Proposers must submit completed responses to all items requested, including completed responses to the City's contract compliance documents which are included in Attachment A. Failure to include satisfactory responses to these items may result in the rejection of such proposals as non-responsive.

### **3. Evaluation Process**

A panel of City staff and subject matter experts will evaluate the proposals as described in this RFP. Proposals deemed non-responsive will be disqualified and will not be evaluated. The review panel may request additional information to clarify a submitted proposal. The LAPL also reserves the right to waive any informality in a proposal when to do so would be to the advantage of the City and its taxpayers.

Responses to the RFP will be evaluated based on overall qualifications and demonstrated experience of the Proposers and the individuals assigned to perform facilities master planning services for the LAPL. The review criteria will

include proposal quality and responsiveness to the criteria identified in this RFP; experience and capabilities of assigned staff; Proposer experience and resources; and compliance with City policies. Hourly rates and the estimated schedule will be evaluated for reasonableness. The LAPL reserves the sole right to judge the contents of all proposals. Proposals, which at the discretion of the LAPL are incomplete and/or do not follow content and format guidelines, may be disqualified without further consideration.

Proposers bear the responsibility to ensure that the RFP responses provide adequate and appropriate information and documentation for the LAPL to evaluate the responses relative to their capabilities, methodology, strength of individuals performing project tasks, and any other supporting documentation. Lack of adequate information and documentation may result in the proposal failing the evaluation criteria and being disqualified.

To assess further the strengths and capabilities of a Proposer, the LAPL, at its sole discretion, may choose to conduct interviews and request oral presentations to provide additional information regarding qualifications. Such interviews may be reviewed and included as part of the proposal evaluation process.

After the evaluation of the proposals, the LAPL intends to select the most qualified Proposer or Proposers to negotiate a detailed Scope of Work for Phases I and II of this engagement to establish the budget, fees and expenses to complete the Scope of Work.

#### 4. Evaluation Criteria

The selection of consultants will be based upon the following criteria:

<b>CRITERIA</b>	<b>WEIGHT</b>
<p><i>Years of Experience</i> A minimum of ten (10) years of experience developing facilities master plans.</p>	<b>Yes/No</b>
<p><i>Proposer Qualifications and Experience</i> Professional qualifications, capabilities, and technical competence regarding the successful development and implementation of facilities master plans. Experience working with public libraries. Samples of prior work. References. Qualifications of key personnel.</p>	<b>40</b>
<p><i>Proposal Approach</i> Creative and innovative approach and methodology to complete Phases I and II. Reasonable estimated timeline and tasks to complete Phases I and II. Reasonable estimated fees to complete Phases I and II.</p>	<b>40</b>

<i>Proposer Understanding of Urban Libraries and the City of Los Angeles</i> Understanding of key issues facing large urban and public libraries. Understanding of the City of Los Angeles.	<b>20</b>
<b>Total</b>	<b>100</b>

## 5. Appeals Process

The LAPL will notify all Proposers of the recommendations of the evaluation panel. Any protest to a proposal award(s) must be submitted in writing to the Contract Administrator at the address shown below by certified mail or personal delivery within seven (7) calendar days of the mailing date of the notice of the contract award recommendation. Proposers may appeal procedural issues only.

The procedure and time limits set forth in this Section are mandatory and are the Proposers' sole and exclusive remedy in the event of a protest. Failure by a party originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings. At a minimum, any written protest document must include the following:

- Name, address, and telephone number of the protesting party.
- Name and number of this RFP.
- Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents. The statement must also refer to the specific portion of the documents that form the basis of the protest.
- Request for a ruling from LAPL.
- Statement as to the form of relief requested.

Protest and attached documentation must be sent to the following address:

Kris Morita, Assistant General Manager  
Los Angeles Public Library  
630 W. Fifth Street  
Los Angeles, CA 90071

The LAPL may hold a hearing within five (5) working days after receiving the protest, unless waived by the Proposer. The City Librarian shall make a final determination with respect to the protest and shall award or reject the contract accordingly. This decision shall be final.

## **E. GENERAL CONDITIONS**

### **1. Acceptance and Disposition of Proposals**

The City of Los Angeles reserves the right to reject all proposals. Failure of the Proposer to submit the above-required documents with their proposal may render the proposal non-responsive and result in its rejection.

It is the intent of the LAPL to award a contract or contracts in a form approved by the City Attorney to the Proposers. The RFP and the Contractor's proposal, or any part thereof, may be incorporated into and made part of the contract. The LAPL reserves the right to further negotiate the terms and conditions of the contract. The LAPL reserves the right to withdraw this RFP, to reject any proposal for non-compliance with RFP provisions, or not to award a contract at any time due to unforeseen circumstances or if it is determined to be in the best interest of LAPL.

### **2. Public Records Act**

All proposals submitted in response to this RFP 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 6250 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.1., all Proposers must supply one unbound, complete duplicate copy of its proposal 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."

### **3. RFP Revisions**

Any revision, amendment and addendum made to this RFP will be posted on [www.labavn.org](http://www.labavn.org).

### **4. Transfers, Joint Ventures and Use of Subcontractors**

Proposer shall not, without written consent of LAPL assign, hypothecate, or mortgage any terms in a contract with the City or sublease or license any portion of the work. Any attempted assignment, hypothecation, mortgage, sublease, or license without consent of LAPL shall render a contract null and void. Each and all conditions herein contained to be performed by Proposer shall be binding on any consented transferee thereof.

### **5. Information Requested and Not Furnished**

The information requested and the manner of submission are essential to permit prompt evaluation of all proposals. Accordingly, the LAPL reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

### **6. Alternatives**

Proposers shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal's documents. Alternatives that do not substantially meet the LAPL's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

### **7. Proposal Errors**

Proposer is liable for all errors or omissions incurred by Proposer in preparing the proposal. Proposers will not be allowed to alter proposal documents after the due date for submission.

The LAPL reserves the right to make corrections or amendments due to errors identified in proposal by the LAPL or the proposer. This type of correction or amendment will only be allowed for errors and typing or transposition. All changes must be coordinated in writing with authorization by and made by the Contract Administrator identified in section E.11.

### **8. Interpretation and Clarifications**

The LAPL will consider prospective recommendations or suggestions regarding any requirements before the mandatory pre-proposal conference. All

recommendations or suggestions must be in writing and submitted to the Contract Administrator identified in RFP Section E.11. The LAPL reserves the right to modify requirements on any RFP if it is in the best interest of the LAPL.

## **9. Cost of RFP**

The LAPL is not responsible for any costs incurred by Proposer while submitting proposals.

## **10. Americans with Disabilities Act**

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposal, programs, services and activities. If an individual with a disability requires accommodations to attend a pre-proposal conference or proposal opening, please contact the Contract Administrator at least five (5) working days prior to the scheduled event.

## **11. Contact for Information**

For answers to questions relating to the content of this RFP, the proposers shall submit requests in writing to the Contract Administrator:

Robert Morales  
Los Angeles Public Library  
630 West Fifth Street  
Los Angeles, CA 90071  
E-mail: [RMorales@lapl.org](mailto:RMorales@lapl.org)

LAPL shall be the sole judge of whether or not an answer is required. All questions submitted in writing by a Proposer and answers provided by LAPL will be posted on [www.labavn.org](http://www.labavn.org) as an Amendment to the RFP.

Any oral communication between a Proposer and a City employee is not binding on LAPL or the City of Los Angeles.

## **12. Standard Provisions for City Contracts (Rev. 3/09)**

All contracts entered into as a result of this RFP are subject to the Standard Provisions for City Contracts (Rev. 3/09) which are included in Attachment B.



## F. PROPOSER CHECK LIST

The proposal package should contain the following items. Additional forms may be required, as described in the Appendices, if the Proposer is applying for any exemptions or waivers or utilizes subcontractors as described in the Appendices.

Section	FORM/DOCUMENT DESCRIPTION		INITIAL
RFP B.1	* Cover Letter	<input type="checkbox"/>	
RFP B.2	* Description of Proposer	<input type="checkbox"/>	
RFP B.3	* Proposer Capabilities, Qualifications and Relevant Experience	<input type="checkbox"/>	
RFP B.4	* Key Personnel	<input type="checkbox"/>	
RFP B.5	* References	<input type="checkbox"/>	
RFP B.6	* Proposed Fees and Expenses Schedule	<input type="checkbox"/>	
RFP B.7	* Mandatory City Contract Requirements and Compliance Documents	<input type="checkbox"/>	
Exhibit E.1	* Declaration of Non-Collusion	<input type="checkbox"/>	
Exhibit E.2	* Contractor Responsibility Ordinance (CRO)	<input type="checkbox"/>	
Exhibit E.3	* CRO Questionnaire	<input type="checkbox"/>	
Exhibit E.4	* CRO, Pledge of Compliance	<input type="checkbox"/>	
Exhibit E.5	* Living Wage Ordinance (LWO) and Amendments	<input type="checkbox"/>	
Exhibit E.6	* LWO Employee Information Form	<input type="checkbox"/>	
Exhibit E.7	* LWO Subcontractor Declaration of Compliance	<input type="checkbox"/>	
Exhibit E.8	* LWO Subcontractor Information Form	<input type="checkbox"/>	
Exhibit E.9	* LWO Non-Coverage Exemption Application Form (if applicable)	<input type="checkbox"/>	
Exhibit E.9a	* LWO Non-Profit/One Person Exemption Form (if applicable only)	<input type="checkbox"/>	
Exhibit E.9b	* LWO Small Business Exemption Form (if applicable only, English)	<input type="checkbox"/>	

Exhibit E.9c	* LWO Small Business Exemption Form (if applicable only, Spanish)	<input type="checkbox"/>	
Exhibit E.10	* Service Contractor Worker Retention Ordinance (SCWRO) and Amendments	<input type="checkbox"/>	
Exhibit E.11	* SCWRO Application for Non-Coverage or Exemption Form OCC/SCWRO-1 (if applicable only)	<input type="checkbox"/>	
Exhibit E.12 and E.12a	Child Support Assignment Ordinance * Child Support Certification of Compliance	<input type="checkbox"/>	
Exhibit E.13	* City of Los Angeles Contract History	<input type="checkbox"/>	
Exhibit E.14	* City of Los Angeles Residence Information	<input type="checkbox"/>	
Exhibit E.15	* Bidder Certification CEC Form 50 (Rev 2/14)	<input type="checkbox"/>	
Exhibit E.16	* Bidder Certification CED Form 55 (Rev 10/13)	<input type="checkbox"/>	
Exhibit E.16a	* Prohibited Contributors CEC Form 56 (Underwriter – If Applicable)	<input type="checkbox"/>	
Exhibit E.17 Exhibit E.17a	Insurance Instructions and Requirements Workers Comp Ins Req - Waiver	<input type="checkbox"/>	
Exhibit E.18	* Business Inclusion Program (BIP) Outreach Process	<input type="checkbox"/>	
Exhibit E.19	* Local Business Preference Program	<input type="checkbox"/>	
Exhibit E.20	* Iran Contracting Act of 2010 Affidavit	<input type="checkbox"/>	
RFP B.7.c	^ Equal Benefits Ordinance	<input type="checkbox"/>	
RFP B.7.f	^ Slavery Disclosure Ordinance	<input type="checkbox"/>	
RFP B.7.k	* Business Tax Registration Certificate	<input type="checkbox"/>	
RFP B.7.q Exhibit E.21 Exhibit E.21a	^ First Source Hiring	<input type="checkbox"/>	
Attachment B	* Standard Provisions of City Contracts (Rev. 3/09)	<input type="checkbox"/>	

**KEY:**

- \* Completed and submit with proposal in response to the RFP.**
- # No submission required at this time unless requesting an exemption, only for Proposer's acknowledgement of understanding the ordinance and/or compliance.**
- ^ All bidders/proposers must complete and upload the forms marked with an (^) through the City of Los Angeles Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to the deadline for submission.**
- @ Required after award of Contract.**