



PROCUREMENT

REQUEST FOR PROPOSALS

Los Angeles City Hall – Installation of Security Cameras Issued by the City of Los Angeles Mayor’s Office of Public Safety

1. INTRODUCTION

1.1 Summary

Los Angeles City Hall is a designated historic and cultural resource that requires sensitive treatment for any physical improvements. The 10th floor includes public corridors, elevator lobbies, and office access points needing discreet, code-compliant surveillance coverage. The 27th floor is home to the Tom Bradley Tower and exterior balconies, hosts ceremonial functions, and requires preservation-aligned installation methods. Existing camera infrastructure consists of legacy devices and devices integrated into the City’s Genetec Security Center environment, and modernization is needed to improve reliability and enhance overall security operations.

The Mayor’s Office, by and through the Mayor’s Office of Public Safety, is seeking proposals from qualified vendors to design, furnish, install, integrate, test, and commission a modern, IP-based video surveillance system for these two areas of City Hall. This UASI-funded project must comply with FEMA Environmental and Historic Preservation (EHP) requirements, Project Restore guidelines, and all applicable City, State, and Federal standards.

The City seeks a qualified vendor to deliver a complete, turn-key solution that enhances coverage, replaces aging infrastructure, and preserves the building’s historic character. The project includes the installation of sixteen (16) new cameras, along with a new server, storage system, and workstation, using existing pathways where feasible and employing only non- or minimally invasive methods.

The selected Contractor will be responsible for all requirements related to system design and engineering, device placement, cabling and pathways, network architecture, Genetec integration, cyber hardening, testing and acceptance, documentation, training, warranty, and support. All entities submitting proposals

("Proposers") must submit a complete technical package demonstrating compliance with all requirements set forth in this RFP.

1.2 Project Funding and Budget

The funding source for this project is the United States Department of Homeland Security ("DHS") and Fiscal Year 2022 Urban Area Security Initiative ("UASI 22") Grant, which is administered by the Mayor's Office of Public Safety.

The project subject to this Request for Proposals ("RFP") has a total budget not to exceed One Hundred Thirty-Six Thousand One Hundred Eighty-Eight Dollars (\$136,188.00), and it shall be entirely funded through the UASI 22 Grant.

The resulting contract will be awarded on a fixed, firm price basis. Funding for this project is subject to City Council approval and the continuing availability of funds. The City reserves the right to change this project's funding source and budget.

1.3 Administrative Entity

The Mayor's Office of Public Safety administers the UASI 22 Grant for the City and serves as the administrative entity for this RFP and any resulting contract. The UASI 22 Grant awards funding to jurisdictions to address unique equipment, training, exercise, and planning management needs, and assist in building effective prevention and protection capabilities to prevent, respond to, and recover from threats or acts of terrorism.

1.4 Proposer Eligibility

Proposals will be accepted only from Proposers who meet ALL of the following requirements:

- Must be in good standing with the Secretary of State and the FTB if the Proposer is a corporation or Limited Liability Company;
- Must have a license to do business in the City of Los Angeles;
- Must not have been debarred by the Federal Government, the State of California, or the local government;
- Must not have an outstanding debt to the State of California or the City of Los Angeles that has not been repaid or for which a repayment agreement plan has not been implemented. If the Proposer has contracted with any city agency, it must not have an outstanding disallowed cost or other liability to the City;
- Must be financially solvent, possessing an ongoing ability to provide the services proposed;
- Must possess adequate staffing, including support and backup staff, with sufficient experience and technical expertise in the subject matter of the project;
- Must possess the ability to work independently and efficiently and complete the project and all of its deliverables and objectives within the specific timeline that is to be agreed upon at the time of the contract negotiations;
- Must satisfactorily be able to complete all deliverables and requirements indicated in this RFP.

1.5 Proposer Qualifications

The selected Proposer ("Contractor") for this project will be chosen based on its experience and knowledge of the project topic and deliverables requested as well as its cost estimate for the completion of this project. Proposers must demonstrate

experience installing, configuring, and maintaining IP-based security camera systems in facilities of similar size, complexity, or historic significance, and proficiency with Genetec Security Center or other relevant software. Proposers must hold all required licenses and permits, have knowledge of FEMA EHP and Project Restore historic preservation requirements, and the ability to coordinate effectively with public agency staff and stakeholders. References from recent, comparable projects must be provided, demonstrating successful project execution, compliance, and deliverable quality.

2 REQUEST FOR PROPOSALS PROCESS

2.1 Questions Regarding the RFP

Specific questions concerning this RFP should be submitted via e-mail to the Contract Administrator, Emmanuella Osifo, at emmanuella.osifo@lacity.org with copy to emily.helder@lacity.org at the Mayor's Office of Public Safety. Please identify the RFP title on the subject line of your communication. Responses will be posted as a "Q&A" PDF document to the opportunity in the Files section on RAMP (rampla.org). Please check this Q&A document and any advisories periodically, as they will be updated on a rolling basis. Questions on this RFP will be accepted through **December 23, 2025, at 4:00 p.m. PST.**

The City will make every effort to respond to all submitted questions as soon as practicable. Responses to questions, or any other changes to or interpretation of the RFP, will be posted on RAMP. Any such changes or interpretations shall become a part of the RFP and may be incorporated into any contract awarded pursuant thereafter.

2.2 Proposal Submission Deadline

Timely submission of proposals is the sole responsibility of the Proposer. Proposers must submit one proposal in Adobe PDF format via email by **December 29, 2025, at 4:00 p.m. PST.**

Proposals must be emailed to the Contract Administrator: Emmanuella Osifo, at (emmanuella.osifo@lacity.org) with a copy to Emily Helder (emily.helder@lacity.org).

All proposals will be electronically dated and time stamped upon receipt. Late proposals will not be accepted. Late proposals will be disqualified from review and will not be scored.

2.3 Job Walk

A job walk will be held **on December 8, 2025, at 11:30 a.m. PST**, to give prospective proposers a clear, firsthand understanding of the project site and requirements to support the development of accurate and informed proposals. All prospective proposers are required to attend in person. The job walk will take place at 200 N. Spring St., Los Angeles, CA 90012, with the meeting point located on the 3rd Floor at the Rotunda. The walkthrough is expected to last approximately 60–90 minutes. Please check RAMP regularly for any changes or updates to the meeting date or time www.rampla.org.

Please note that participation in the job walk is limited to two representatives per organization, and all organizations must RSVP by **December 5, 2025 at 6.00 P.M PST** Organizations may RSVP by sending an email to Emmanuella Osifo, at emmanuella.osifo@lacity.org or by completing the Google Form at <https://docs.google.com/forms/d/1Xr-sfKqzVaJMT7IWQeGgmlWf-9tLagJSOxa5pLAnB8E/edit> The list of confirmed attendees will be posted on RAMP two days before the event. Any organization that fails to timely RSVP for the job walk will not be permitted to attend.

2.4 Award of Contract

The award of a contract resulting from this RFP shall be on an as-needed basis and shall be made to the Proposer with the best combination of experience, quality of service, delivery, and price. Awards are not restricted to the lowest offer or bid. The award of a contract resulting from this RFP may be made to more than one Proposer.

The contract shall have a performance period which shall begin on or about the date of contract execution and end **on March 31, 2026**.

PLEASE NOTE all work relating to the Los Angeles City Hall Installation of Security Cameras be completed, approved, and submitted **before March 31, 2026**. If a Proposer is uncertain of whether it is able to meet this timeline, the Proposer may submit along with its proposal, an alternate schedule and timeline within the scope of this RFP.

3 PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

Proposals shall be submitted in accordance with the requirements set forth in this RFP.

3.1 Authorized Signature

Proposals must be signed by an officer who is duly authorized to sign contracts on behalf of and bind the Proposer to the proposal. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless there is written confirmation sent to the Contract Administrator Emmanuella Osifo, at (emmanuella.osifo@lacity.org) that the submitting entity has the authority to contract with the City on behalf of the Proposer. The proposal must clearly identify the submitting entity that has the authority to contract on behalf of the Proposer.

3.2 Information Requested and Not Furnished

The information requested and the manner of submission are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and/or reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals which are offered subject to conditions and/or limitations may be rejected as non-responsive.

3.3 Proposal Errors

Proposers are responsible for all errors or omissions incurred by the Proposer in preparing the proposal. Proposers will not be allowed to change or revise the

proposal documents after the submission deadline.

However, the City reserves the right to make corrections or amendments due to errors identified in the proposal that are made by the City or the Proposer.

3.4 Waiver of Minor Administrative Irregularities

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

3.5 Interpretation and Clarifications

All recommendations or requests for clarification must be in writing and submitted to the Contract Administrator Emmanuella Osifo, at (emmauella.osifo@lacity.org). The City reserves the right to modify requirements to this RFP if it is in the best interest of the City.

3.6 Cost of RFP

The City is not responsible for any costs or expenses incurred by Proposers in connection with submitting proposals. All Proposers who respond to this RFP do so solely at their own cost or expense.

3.7 Rejection of Proposals

The City reserves the right to reject any or all proposals; to waive any minor error in proposals received; to reject any unapproved alternate proposal(s); and to reject the proposal of any Proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals shall not render the City liable for costs or damages.

3.8 Proposal Protest

All Proposers shall have the opportunity to appeal funding recommendations exclusively based on ineligibility decisions, procedural errors, or claims of unequal treatment in the review process. Appeal procedures shall be provided after the evaluation and selection process. In the alternative, a Proposer may request an informal debrief with the Mayor's Office of Public Safety and/or project team. Once a Proposer has been selected for a funding recommendation, and during the entirety of the contract negotiation process, non-selected Proposers shall not be entitled to request, receive, and/or examine any other proposal/submission until after negotiations have completed and the resulting contract has been fully executed. Such request is also subject to applicable provisions of this RFP.

4 SCOPE OF WORK

4.1 Project Background, Overview, and Objectives

The City of Los Angeles is undertaking a security camera system upgrade for Los Angeles City Hall, located at 200 N. Spring Street. This project focuses on the 10th Floor, including interior corridors, lobbies, and office access points, and the 27th Floor, comprising the Tom Bradley Tower and exterior balconies. City Hall is a designated historic resource, and the project must be executed in a manner that preserves its historic fabric while enhancing safety and incident response capabilities.

The existing video surveillance infrastructure includes legacy cameras integrated into the City's Genetec Security Center environment. Coverage, image quality, and reliability require modernization to meet current operational, evidentiary, and security standards. This upgrade is funded under the Urban Areas Security Initiative (UASI) and requires compliance with FEMA Environmental & Historic Preservation (EHP) regulations, as well as oversight by Project Restore, the City's historic preservation authority. The Information Technology Agency (ITA) will provide guidance on network, cybersecurity, and system integration standards.

The project requires a comprehensive, turn-key solution including design, engineering, installation, cabling, network integration, video management system (VMS) configuration, testing, commissioning, training, and warranty support. All work must minimize disruption to City operations, respect historic finishes, and comply with federal, state, and local codes and standards. The upgrade will deliver a modern, IP-based surveillance system with high-resolution cameras, non-invasive mounting, integrated recording and storage architecture, and enhanced operational and evidentiary capabilities.

The City of Los Angeles seeks proposals from qualified low-voltage security contractors to provide a turn-key solution that designs, furnishes, installs, integrates, tests, and commissions a modern IP-based video surveillance system for the 10th and 27th floors of City Hall. The system will leverage existing infrastructure where feasible, employ non-invasive installation methods, and include high-resolution cameras, network switches, recording servers, and workstations to ensure a fully functional, secure, and resilient surveillance environment.

4.2 Project Objectives:

1. Provide reliable, code-compliant video coverage across the 10th and 27th floors, eliminating blind spots and improving evidentiary recording quality.
2. Integrate all new devices into the existing Genetec Security Center environment per SECS and ITA standards.
3. Achieve a minimum one year video retention baseline with appropriately sized recording and storage architecture.
4. Execute all work using non-invasive methods consistent with historic preservation requirements, FEMA EHP guidelines, and Project Restore standards.
5. Deliver complete documentation, training, warranty, and ongoing support to enable sustainable City operations.

4.3 Scope of Work

1. Design & Engineering

- Conduct field verification of existing conditions, including power, network availability, and infrastructure pathways.
- Produce shop drawings: floor plans with device locations & heights, FOV cones, mounting details, cable pathways (new vs reuse), IDF/MDF terminations, rack elevations.
- Provide coverage rationale including risk assessment, lens/focal selection, low-light strategy, and storage sizing for a minimum one-year video retention.
- Provide storage sizing worksheets demonstrating ≥ 1 -year retention based on resolution/FPS/scene complexity and motion profiles.
- Submit all design packages to City for approval.

2. Devices & Placement (Performance-Based)

- Camera Types: mixture of fixed dome/turret, panoramic/multi-sensor (180°/360°), and PTZ where operationally justified (e.g., balcony perimeter).
- Performance: high resolution (up to 4K class), WDR, low-light/IR as needed; vandal/weather ratings fit for interior/exterior deployment; PoE powered.
- Mounts: discrete, reversible mounts (ceiling/wall/pedestal) chosen to avoid drilling into protected finishes; employ existing penetrations where feasible.
- Heights & Angles: establish to maximize identification-grade imagery at thresholds and circulation paths while minimizing impact on historic sightlines and public views.
- Privacy: implement masking per City policy for sensitive zones.

3. Cabling & Pathways

- Media: Install Category 6A, plenum-rated, shielded cabling for all new runs; factory-rated components.
- Pathways: reuse existing conduit/raceways where available; any new surface raceway or conduit must be minimized.
- Terminations: Ensure terminations comply with TIA-568; labeling to TIA-606; provide certification test reports for each permanent link.

- Provide grounding and bonding per code and manufacturer requirements.
 - Documentation: cable schedules mapping outlet-to-patch panel/port/VLAN.
4. Networking & Head-End (Functional)
- Provide necessary PoE/PoE+ switching for camera power with adequate budget and redundancy;
 - Provide recording/management compute that is Genetec-compatible, sized to demonstrate ≥ 1 -year retention at approved recording parameters. (Brand/models AXIS, specified in Appendix)
 - Provide UPS capacity for graceful shutdown and short-duration ride-through for critical components of at least ten (10) minutes.
5. VMS Integration & Cyber Hardening
- Enroll all devices to Genetec Security Center; establish naming by floor/zone.
 - Configure roles/permissions (least-privilege), secure credentials, and password rotation policy compliance.
 - Encrypt management channels; disable unused services; apply firmware per City guidance.
 - Configure health monitoring/alerts, storage alarms, and time sync across endpoints.
 - Provide export procedures and evidence chain-of-custody templates.
6. Environmental & Historic Preservation Controls
- Avoid drilling or cutting into historic stone, marble, plaster, terracotta, or metalwork without Project Restore approval.
 - Use reversible fasteners/mounts where feasible; conceal wiring; finish/paint to match adjacent surfaces.
 - Maintain dust/vibration controls; daily housekeeping; protect adjacent finishes & furnishings.
 - Any scope changes potentially affecting visual/historic character requires prior EHP re-review.
7. Phasing & Continuity of Operations
- Coordinate work windows around public meetings and events; maintain egress and life-safety systems.

- Provide cutover plans to avoid coverage gaps; temporary coverage measures where needed.

8. Submittals (Pre-Construction)

- a) Product Data/Cut Sheets for cameras, mounts, enclosures, cabling, patch panels, switches, UPS, compute/storage (brand mandated; must meet this SOW).
- b) Shop Drawings/Layouts with device schedules, FOV cones, heights, pathways, IDF/MDF details, IP plan/VLANs, rack elevations.
- c) Method of Procedure (MOP) with step-by-step installation sequencing and preservation controls.
- d) QA/QC Plan covering inspections, cable certification, burn-in testing.
- e) EHP/Project Restore Package (photos of proposed locations) has been submitted and approved; any proposed changes shall be submitted in similar format.
- f) Training Plan & materials outline.
- g) Safety Plan (OSHA/Cal-OSHA compliance; hazard communication; hot work avoidance near historic finishes).

9. Quality Assurance / Qualifications

- Prime must hold California C-7 Low Voltage license; City business license; ability to obtain required permits.
- Demonstrate recent municipal/historic facility surveillance projects of comparable scope with Genetec integration.
- Assign a Project Manager (single point of contact) and a Genetec-proficient technician/engineer.
- Maintain daily logs, photo documentation, and inspection sign-offs

10. Testing, Commissioning & Acceptance

a) Factory & Field Tests

- Cable certification reports (permanent link) for 100% of new runs.
- Camera functional tests: focus, exposure, WDR, IR/low light, privacy masking.

b) SAT/UAT

- SAT checklist signed by Contractor and SECSD (coverage, image quality, recorded playback, search/export, health alarms, user roles).

- UAT with end users validating operational views, tours, and incident workflows.

c) Closeout Deliverables

- As-built drawings (PDF), device schedules, IP/VLAN tables.
- Configuration backups;
- Final test/certification reports; photo logs.
- Warranty certificates and support contacts

11. Training & Knowledge Transfer

- Operator Training (2 sessions, up to 6 attendees): live view, playback, search, export, evidence handling, basic troubleshooting.
- Administrator Training (1 session, up to 4 attendees): user/role management, device enrollment, storage/retention, health monitoring, backup/restore, patching.
- Provide quick-reference guides in editable electronic format.

12. Warranty, Support & SLAs

- Manufacturer warranty: cameras and core hardware consistent with industry best practice (minimum multi-year coverage).
- Contractor workmanship: minimum 1-year on-site support after acceptance (parts & labor).

14. Bill of Materials

The system shall employ enterprise-class infrastructure including Dell PowerEdge R760 servers configured for Genetec Security Center, and Cisco Catalyst 9200 series PoE/PoE+ managed switches for camera backhaul. These devices shall meet ITA security and performance standards, providing high availability, VLAN segregation, and QoS prioritization. All components shall be verified for compatibility with SECSO Genetec environments and sized for a minimum one-year video retention period.

15. Bill of Materials (BOM Additions)

Category	Description
Cameras – Multi-Sensor	Axis P4708-PLVE multi-sensor panoramic IP camera; integrated IR, WDR, PoE powered. QTY:12

Cameras – PTZ	Axis Q6358-LE fixed dome IP camera; 4K resolution, low-light, vandal-resistant, Genetec-compatible. QTY:4
Network Switches	Cisco Catalyst 9200 series PoE/PoE+ managed switches meeting ITA VLAN and QoS standards.
Recording Server	Dell PowerEdge R760 server configured for Genetec Security Center with RAID5 storage and redundant power supplies. NBD 5YR warranty
Mounting Hardware	Axis mounts (wall, parapet, or surface) in preservation-compliant finishes.

Please Note- See the addition scope of work document for more requirement

5. TIMELINE AND MILESTONES

Based on the Contractor’s experience and expertise, the Contractor may include in its proposal a schedule of deliverables. All project phases and deliverables must be completed, approved, and submitted before the end of term as shown in the table below. The final timeline and schedule will be set and agreed upon by the selected Contractor and the City during project planning.

Funding Source	Project	End of Term
UASI 22	Los Angeles City Hall – Security Cameras Installation	March 31, 2026

6. PROPOSAL CONTENTS

Responses to this RFP shall include in Arial 12-point font and 1-inch margins:

Cover Letter: The cover letter must include the name, title, address, telephone number, and email address of the person or persons authorized to represent the Proposer entity as well as the name of the Proposer entity. The cover letter shall not exceed one page.

Table of Contents: A clear identification of the proposal content that is indicated by section and page number.

Project Introduction: A brief one page summary of the Proposer’s understanding of the project, its goals and objectives, the Scope of Work, tasks, and deliverables and how the Proposer will complete the project.

Statement of Work: A detailed statement of work no greater than twenty (40) pages, including graphs, tables, figures, and pictures (if applicable).

The Statement of Work must include the following. Label each response as such:

- **Approach:** Provide a detailed description of the Proposer's approach to completing the project, including an outline of tasks to be performed and products to be produced. The approach should also describe the Proposer's coverage strategy, network/VLAN/security design, and preservation/data retention approach, as applicable to the Scope of Work;
- **Experience with Similar Projects:** Discuss similar projects successfully conducted, including details of comparable municipal or historic projects, system design work, or deployments involving networked surveillance or similar technologies.
- **Milestones and Deliverables:** Discuss how the project will be completed as related to the timeline and schedule of deliverables. Each phase must be described with an emphasis on completing all required deliverables within the proposed schedule and budget. Include identification of any long-lead items, and outline any tasks on the critical path that may impact timely completion.
- **Project Team Qualifications:** Provide a description of the Proposer's project team, including expertise, roles, and how the team will work together to meet the project objectives. Include specific information on previous work completed by team members in the City or County of Los Angeles. Attach relevant licenses, certifications, résumés, and any Genetec platform proficiency, if applicable.
- **Project Schedule:** Discuss how the project schedule will be laid out and provide a full schedule of deliverables for each project phase (see Section 4). The schedule must also reflect milestone dates, critical path items, and expected delivery for all required equipment;
- **Project Management** Describe the approach for managing the project schedule, budget, and each milestone or deliverable. Address status meeting frequency, reporting to the City, and the change order process, if applicable. Include how the Proposer will manage and track design drawings, such as device layouts, pathways, and rack elevations, throughout the project.;
- **Project Completion:** Discuss how the project will be completed on time and within budget, including strategies for handling long-lead items, permitting delays, or other unforeseen schedule impacts.;
- **Conclusion:** Provide any additional thoughts, concerns, or suggestions.

Project Staff and Resumes: Provide a list of team members who will work on the project. Describe the professional qualifications of all of the team members

and provide a brief description of relevant work. Provide contact information and a narrative discussion of the division of labor throughout completion of the project. Provide a resume for all team members. Include how staff changes and vacancies created over the life of the project will be handled by the Contractor. State how the Contractor will ensure City approval of replacement staff before any changes are made to the project team. Include an organizational chart of your company if possible.

Work Sample: Share examples that demonstrate the quality of past work, including those of subcontractor(s), completed within the last five years that demonstrates experience with projects similar to the scope to the work described in this RFP's Section 4.

Cost: Submit an estimate of costs and how costs are calculated for example, an hourly rate or a fee for providing a specific unit of work. When applicable, include any variations in pricing that may occur.

References: At least one professional reference, along with project descriptions and relevant contact information.

7. GENERAL INFORMATION

7.1 Property of City/Proprietary Material

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles and subject to the State of California Public Records Act. In the event that the City receives a request for your proposal, you will be asked to identify all proprietary or confidential information that you believe are exempt from the California Public Records Act (California Government Code Section 6250 et seq.). In the event that a Proposer claims such an exemption, the Proposer will be asked to sign the following statement:

"The Proposer will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefore."

7.2 Contract Negotiations

7.2.1 Prior to the award of a contract, the Contractor may be required to attend negotiation meetings that will be scheduled at a later date. The intent of the meeting(s) will be to discuss and negotiate contract requirements, deliverables, prices, service level agreements, detailed scope of work specifications, ordering, invoicing, delivery, receiving and payment procedures, and anything else to ensure successful administration of the contract.

7.2.2 As part of the negotiation process, the City reserves the right to:

- Fund all or portions of the Contractor's proposal and/or require that one Contractor collaborate with another for the provision of specific

services, either prior to execution of an agreement or at any point during the life of the agreement;

- Require that a funded Contractor utilize a facility designated by the City for purposes of implementing its project;
- Request changes or disallow proposed expenditures included in a Contractor's cost proposal;
- Elect to contract directly with one or more identified collaborators; and
- Require all collaborators identified in the proposal to become co-signatories to any contract with the City.

7.3 Execution of Contract

A timely response to this RFP is an offer to contract with the City on an as-needed basis based upon the terms, conditions, service level agreement, and specifications contained in the RFP. A contract will be negotiated and prepared promptly after the City makes an award to the Contractor.

7.4 Prime Contractor

The Contractor must be the primary contractor/consultant performing the essential functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly set forth in the proposal document as to what part(s) are to be subcontracted, the reasons for the subcontracting, a listing of subcontractors, and the percentage and dollar amount of total contract to be subcontracted. The City reserves the right to reject any proposal wherein use of subcontractors significantly affects the ability of the Contractor to function as the primary contractor on the awarded contract. The Contractor shall at all times be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them.

7.5 Subcontractor/Joint Ventures

Acceptance or rejection of a Contractor's request to use subcontractors is at the sole discretion of the City. With approval of the City, the Contractor may enter into subcontracts and joint participation agreements with others for the performance of portions of the resulting contract.

The provisions of the resulting contract shall apply to all subcontractors in the same manner as to the Contractor. In particular, the City will not pay, whether directly or indirectly, the fees and expenses of subcontractors that do not conform to the limitations and documentation requirements of the resulting contract. Upon written request from the City, the Contractor shall supply the City with all subcontractor agreements.

7.6 General City Reservations

7.6.1 The City reserves the right to extend the proposal submission deadline should this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

7.6.2 The City reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any Proposer responding to this RFP. The City reserves the right to reject any or all submissions.

- 7.6.3 If an inadequate number of proposals is received or the proposals received are deemed non-responsive, not qualified, or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.
- 7.6.4 The City shall evaluate and rate submitted proposals. Proposers may not make any changes or additions after the deadline for receipt of proposals. The City reserves the right to request additional information or documentation, as it deems necessary.
- 7.6.5 The City reserves the right to verify all information in the proposal. If the information cannot be verified or if errors are not willful, the City reserves the right to reduce the rating points awarded.
- 7.6.6 The City reserves the right to require a pre-award interview and/or site inspection.
- 7.6.7 The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.
- 7.6.8 If the selection of the Proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the Contractor replace any project personnel.

8 SPECIFIC TERMS AND CONDITIONS

8.1 Statutory Requirements

The City of Los Angeles Standard Provisions for City Contracts (rev. 1/25, v.2), attached herein as Exhibit L, are hereby incorporated into this RFP. Please review this information carefully. Compliance with the provisions and submission of necessary forms is mandatory prior to award of contract.

8.2 Contractor Evaluation Ordinance

When the term of the contract pursuant to this RFP has concluded, 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 City of Los Angeles Administrative Code (LAAC), evaluations will be based on several 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. Contractor shall be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City shall use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other service contracts.

8.3 Nondiscrimination, Equal Employment Practices and Affirmative Action Program

Proposers are advised that any contract awarded pursuant to this procurement

process shall be subject to the applicable provisions of LAAC Section 10.8.2., Non-discrimination Clause.

Non-construction services to or for the City for which the consideration is \$1,000.00 or more shall comply with the provisions of LAAC Sections 10.8.3., Equal Employment Practices Provisions.

Non-construction services to or for the City for which the consideration is \$100,000.00 or more shall comply with the provisions of LAAC Sections 10.8.4., Affirmative Action Program Provisions.

As a condition to the award of a contract under this RFP, the Contractor shall assure that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

The Contractor shall also comply with all regulations implementing the laws listed above and all requirements of the grantor funding this project. This assurance applies to the Contractor's operation of the program or activity. The Contractor understands that the United States and the City of Los Angeles have the right to seek judicial enforcement of this assurance.

8.4 Certifications, Statements and Affidavits

Prior to contract execution, the Contractor shall submit copies of the below-listed documents to the City. Please carefully review all attached exhibits and additional information published by the Bureau of Contract Administration, available at: <https://bca.lacity.org/contracting>. Compliance with these requirements and submission of necessary forms is mandatory prior to award of contract. Documents with an asterisk (*) must be completed and submitted at the time of proposal submission:

- Certificate of Insurance (uploaded to KwikComply at kwikcomply.org) and Insurance Requirements (Exhibit A)
- Proposer Workforce Information (Exhibit B) *
- Statement of Non-Collusion (Exhibit C) *
- Contractor Responsibility Questionnaire (Exhibit D)
- Pledge of Compliance, Contractor Responsibility Ordinance (Exhibit E)
- Equal Benefits Ordinance Affidavit (Exhibit F)
- Slavery and Border Wall Disclosure Ordinance Affidavit (available on www.rampla.org) *
- Certification and Disclosure Regarding Lobbying (Exhibit G) *
- Certification Regarding Debarment, Ineligibility, Suspension (Exhibit H) *
- Certification Regarding Drug-Free Workplace Act (Exhibit I)
- Bidder Certification City Ethics Commission Forms 50 and 55 (Exhibit J)
- Living Wage Ordinance Forms (Exhibit K)

- Standard Provisions for City Contracts (rev. 1/25, v.2) (Exhibit L)
- Confidentiality Agreement (Exhibit M)
- Scope of work

8.5 Americans with Disabilities Act

Any contract awarded pursuant to this RFP shall be subject to the following:

The Contractor hereby certifies that it shall comply with the Americans with Disabilities Act 42, U.S.C. Section 12101 et seq., and it's implementing regulations. The Contractor will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act. The Contractor will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor, relating to the resulting contract of this RFP, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

8.6 Child Support Assignment Orders

Any contract awarded pursuant to this RFP shall be subject to the following:

The contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, Contractor certifies that it shall: (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of the Contractor is/are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of the Contractor to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of the Contractor to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the Contractor under the terms of this contract, subjecting this contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor by the City. Any subcontract entered into by the Contractor relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the Contractor to obtain compliance of its subcontractors shall constitute a default by the Contractor under the terms of this contract, subjecting this contract to termination where such failure continues for more than ninety (90) days after the City provides notice of such failure to the Contractor.

Contractor shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Contractor assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the

New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110.

9 EVALUATION CRITERIA

- 9.1** All proposals shall be initially reviewed to determine if they are responsive to all of the City’s statutory requirements. Those proposals deemed non-responsive shall be eliminated from consideration. Those proposals deemed responsive shall be evaluated by a committee selected by the City.
- 9.2** Semi-Finalist Presentations: The evaluator may invite selected Proposers receiving the highest scores to present their qualifications in a virtual format. The presentation shall address: (1) knowledge and understanding of project; and (2) Proposer’s qualifications and methodology. Points from the presentation shall be combined and averaged with the points received for the written proposal.
- 9.3** The City at its option may reject any and all proposals submitted in response to this RFP, or waive any administrative irregularities or informalities in a proposal when to do so would be to the advantage of the City.
- 9.4 Evaluation Factors**
Proposals shall be evaluated on each of the topic areas listed in Section 4. Evaluation shall be based on the following factors and points available for each factor:

10 Written Proposal Evaluation Factors	
Experience: Qualifications and experience of the proposer and key personnel assigned to the delivery of the project services.	50
Quality and Responsiveness of the Proposal: Clarity, brevity, and focus of the proposal in understanding and addressing the issues and requirements of the RFP.	40
Preservation Sensitivity and quality of installation approach	30
Documentation Quality (coverage, storage, QA/QC)	15
Cost: Reasonableness of costs to services and best value to the City.	15
Total Available Points	150

Proposals are due via email no later than
4:00 p.m. PST on December 29, 2025.