REQUEST FOR QUALIFICATIONS

ON-CALL PROFESSIONAL CONSULTANT SERVICES

CITY OF LOS ANGELES
DEPARTMENT OF TRANSPORTATION

Caltrans Building
100 South Main Street, 10TH Floor
Los Angeles, California 90012

Release Date: Friday, August 9, 2019

Mandatory Pre-Qualification Meeting: Thursday, August 22, 2019, 1:00 PM PST
RFQ Response Deadline: Thursday, September 12, 2019, 3:00 PM PST
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REQUEST FOR QUALIFICATIONS
ON-CALL PROFESSIONAL CONSULTANT SERVICES

1. IMPORTANT INFORMATION

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<tr>
<td>The City of Los Angeles Department of Transportation is seeking qualified contractors to provide professional consultant services that are of a professional, expert, as-needed and occasional nature to assist with varying temporary work assignments and with specialized work outside it normal purview.</td>
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<tr>
<th>MANDATORY PRE-QUALIFICATION MEETING:</th>
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<tr>
<td>A Mandatory pre-qualification meeting will be conducted on Thursday August 22, 2019, 1:00 PM PST at Public Works Board Room, 200 North Spring Street, Room 350, Los Angeles, California 90012.</td>
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<tr>
<th>RFQ RESPONSE DEADLINE:</th>
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<tr>
<td>Response must be received no later than Thursday September 12, 2019, 3:00 PM PST.</td>
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<th>DELIVERY INFORMATION:</th>
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<tbody>
<tr>
<td>One (1) original, four (4) copies, and digital copies in Portable Document Format (.pdf) of the written proposal must be submitted with a cover letter. Original signatures are required on forms, attachments and documentation. In addition, one (1) original of the completed documents specified by the City of Los Angeles Contracting Requirements must be submitted in a separate binder.</td>
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<tr>
<td>Responses must be submitted in sealed envelopes or boxes/packages, clearly marked as follows:</td>
</tr>
<tr>
<td>RFQ for On-Call Professional Consultant Services – RESPONSE ENCLOSED</td>
</tr>
<tr>
<td>With the Name and Address of Firm responding.</td>
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<tr>
<td>Facsimile Responses or modifications of any RFQ document will not be considered. Late submittals will not be accepted. Responses received at any other location will be deemed non-responsive and returned to the Respondent.</td>
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<tr>
<th>DELIVERY ADDRESS:</th>
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<tbody>
<tr>
<td>Responses must be mailed or delivered in person to:</td>
</tr>
<tr>
<td>City of Los Angeles Department of Transportation</td>
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<tr>
<td>Caltrans Building</td>
</tr>
<tr>
<td>100 South Main Street, 10th Floor</td>
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<td>Los Angeles, California 90012</td>
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<th>RFQ ADMINISTRATOR:</th>
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<tr>
<td>Angela De La Rosa</td>
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<tr>
<td>Department of Transportation</td>
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<tr>
<td>Contracts, Budget and Administrative Division</td>
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<tr>
<td>Phone: (213) 972-5949</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:angela.delarosa@lacility.org">angela.delarosa@lacility.org</a></td>
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2. INTRODUCTION

The City of Los Angeles Department of Transportation (LADOT) seeks qualified contractors to provide professional consultant services that are professional, expert, as-needed and occasional nature to assist with varying, temporary work assignments.

The purpose of this Request for Qualifications (RFQ) is to establish a pre-qualified services list (bench list) of on-call consultants and invite responses from qualified firms to ensure quality, timely and specialized work outside LADOT’s normal purview. The Department has anticipated its needs and has determined assistance is needed in thirteen (13) service categories. Qualified respondents will be awarded a contract for one (1) or more service category.

Firms interested in providing consultant services in one (1) or more of the thirteen (13) service categories are invited to submit a Statement of Qualifications to LADOT in response to this RFQ. The RFQ is the first phase of a two-phase procurement process; the second phase being the bid and award of as-needed consultant services contracts for individual projects. When LADOT identifies a specific Task Order project and requires assistance, the Department will release a Task Order Solicitation (TOS) and invite qualified respondents to participate in the TOS process and submit a bid/proposal for the specific project.

LADOT has performed the Charter Section 1022 review and outreach and it was determined the work could be performed more economically and feasibly by independent contractors than by City employees.

3. TERM OF THE CONTRACT

LADOT intends to award as many contracts as necessary to serve the Department’s needs. Subject to the approval of the Mayor, each contract recommended for award will commence upon the attestation of the City Clerk and will have a term of three (3) years. LADOT, in entering into an agreement, does not guarantee a minimum amount of business or compensation and does not obligate itself to utilize any of the On-Call Professional Consultants for any set percentage of the work.

A sample of the contract that will be issued pursuant to this RFQ is attached herein as Attachment A – Sample On-Call Professional Consultant Services Agreement. Respondents are urged to review the contract to become familiar with its terms and conditions.

4. SCOPE OF SERVICES

This solicitation seeks qualifications from interested respondents with the appropriate experience, reputation, staff, financial responsibility, and capability to provide the services requested in the following thirteen (13) services categories:
1. Information Technology Services
2. Marketing and Public/Media Relations Services
3. Public Engagement Services
4. Parking Consulting Services
5. Transit Consulting Services
6. Engineering and Design Consulting Services
7. Transportation Planning Services
8. Urban Design and Planning Services
9. RFP and Grant Writing Services
10. Training and Professional Development Services
11. Audit Services
12. Management Consulting Services
13. Construction Management Services

LADOT will evaluate and qualify an individual or firm for inclusion on one (1) or more service categories on the pre-qualified services list.

When LADOT identifies a specific project and requires consultant services assistance, LADOT will release a TOS and invite pre-qualified respondents to participate in the TOS process and submit a bid/proposal for the specific project. TOS notifications will be sent to all individuals and firms on the specific service category list based on LADOT’S needs. LADOT may issue a TOS to more than one (1) service category for tasks that require multiple disciplines.

The Task Order process is described in more detail in Section 6 – Task Order Process and Procedures of Attachment A – Sample On-Call Professional Consultant Services Agreement.

Note: The City’s Business Inclusion Program (BIP), the policy that requires respondents to solicitations to perform subcontractor outreach to disadvantaged firms, will not be applied in the RFQ stage of the procurement process but instead will be applied at the TOS level. In addition, the Local Business Preference Program (LBPP), the program that adds preference points to Consultant’s evaluation score for being certified or selects a subcontractor who is certified as a local business, will be applied at the TOS evaluation. Additional information can be found in the section and document referenced above.

Once LADOT selects and awards a Task Order Agreement (TOA) to the successful Consultant’s bid/proposal, the TOA and any related bid package become part of the Agreement.

The following subsection provides a detailed description of each service category requested.

4.1. Information Technology Services

Demonstrate expertise and experience in the practice area within information technology (IT) services listed below. The IT services requested will include, but not limited to:
4.1.1. System Development and Implementation
Design, development, implementation, and support of customized applications that enhance the efficiency and effectiveness of City operations with respect to the delivery of public services, while improving the overall effectiveness of system performance using techniques consistent with the City’s application development frameworks. Design and development work will include, but not limited to, web-based systems, mobile systems, and geographic information systems (GIS) technologies, such as:

- Mobile and Desktop GIS Computing
- ArcGIS Location Data Platform
- ArcObjects
- CRM – MS Dynamics 365, Salesforce
- SQL, MySQL, Cosmos, and Oracle Databases
- Java, Javascript, VB, VBA, C++, C#
- Autodesk AutoCAD Map
- Cloud Computing Services (AWS, Azure, etc.)
- R, Python, Data Analytics
- KACE Helpdesk

4.1.2. Database Management and Optimization
Support of large-scale databases using City standard products. Typical activities include technical support, database administration and management activities that ensure the availability, integrity, and integration of effective information storage techniques of existing business solutions, performance tuning, and the development of customized tools to complement existing software used by City staff to provide timely and consistent database updates.

4.1.3. Systems Analysis and Integration
Perform business and systems analysis to facilitate and coordinate the development of technology solutions, integration of a variety of technologies with current business applications or the development of services or interfaces to establish a relationship with existing applications for the City’s business and operational infrastructure and to evaluate and investigate alternative technologies.

4.1.4. Data/Document Capture, Conversion, and Loading
Perform all activities related to the capture, manipulation, and conversion of data, as well as all processes related to quality assurance/quality (QA/QC) control of the information to ensure data integrity, completeness, and adherence to established database standards.

Also, perform all activities related to the process of the digital conversion of paper documents into the City’s document imaging system and facilitate the integration of document imaging with different technology platforms such as:
• The conversion of raster and hard copy information to GIS layer files.
• The creation of geospatial database schema for substructure data and the conversion to a vector format. The preferred format is ESRI SDE geospatial database. This may require the consultant to research paper records in the field office to collect some data no on the images.
• The conversion of CAD data to GIS layers.
• Search and find spatially related documents in a variety of documents formats from ESRI GIS and AutoDesk GIS products.

4.1.5. Programming Services
Provide programming services to include, but not limited to:

• Programming related to expanding the capabilities of our ESRI GIS software.
• VB, .NET, C#, C/C++, Python, Javascript, and R programming languages for applet development.
• Creating processing scripts for data exports in map and GIS layer formats.
• Building GUI tools for QA/QC and workflow management.
• Development of ArcGIS Server, ArcGIS Mobile development, and Autodesk MapGuide.
• Development of desktop editing tools for ESRI ArcMap/ArcGIS Server software so substructure data can be maintained by office staff and support web applications for displaying geographic data.
• Provide transit modeling software and support for ongoing in-house planning.
• Support modeling programs, enterprise development, sewer planning, and asset management.
• Perform application development, enterprise development, programming modeling, and improvement of workflow services.
• Website development and design.
• Utilize Data Analysis tools for research and presentation.

4.1.6. General Information Technology Consulting Services
Provide general IT consulting services such as, but not limited to:

• Establish QA/QC process for data conversion from images to vector.
• Perform QA/QC of work by another.
• Convert legacy platforms to newer technologies.
• Define, design, and implement data migration and ETL.
• Website setup and design using a CMS.
• Advise, and troubleshoot network configuration and connectivity issues, including Cisco Switches and networking equipment.
• Configure and implement cloud services for redundant storage and automation tasks.
4.2. Marketing and Public/Media Relations Services

4.2.1. Marketing
Demonstrate expertise and experience in marketing services, strategies, and campaigns including, but not limited to, branding, promotions, consumer and market research, and advertising to promote and achieve various City and/or LADOT’s program objectives. Services to include, but not limited to:

- Develop, design, and deliver promotional, educational, and marketing materials.
- Develop, design, and implement marketing strategies, marketing projects, and sponsorship projects.
- Identify advertising opportunities and develop strategies to promote Department business opportunities.
- Conduct opinion polling and surveys to solicit comments regarding various issues.
- Conduct focus groups to understand public perceptions and opinions about programs, brands, or concepts.
- Develop strategic partnerships with public figures and brands to support projects and programs.

4.2.2. Public/Media Relations
Demonstrate expertise and experience in government public relations services to advance the City and/or LADOT’s various missions and projects, improve media relations, and strengthen the standing of City and LADOT with the public at large. Services to include, but not limited to:

- Conduct opinion surveys to solicit comments regarding various issues.
- Provide media relations expertise including, but not limited to:
  - Draft and distribute news releases or public statements for General Manager or senior executives.
  - Respond to general media inquiries.
  - Organize media events and/or news conferences.
  - Help Department PIO build relationships with media.
- Develop content, manage comments, and other activities for project-related social media accounts, including Facebook, Twitter, Instagram, YouTube, etc., ensuring adherence to City’s or LADOT’s Social Media Policy.
- Subscribe to media monitoring, clipping, and media management software.
- Create and manage a website that acts as a project’s central public information resource and/or community discussion forum that conforms to City’s or LADOT’s Branding Policy.
4.3. Public Engagement Services

Demonstrate expertise and experience in community and/or civic outreach and engagement relating to social services, social work, social justice, behavioral sciences, youth engagement, environmental justice, arts and culture, equity/intersectionality, and gender-based subjects, preferably with an emphasis in fields relating to transportation planning and design, active transportation, and/or public works types of projects. Services to include, but not limited to:

- Coordinate with elected officials, Neighborhood Councils, and other City and local agencies regarding public meetings for planning, design, development and implementation of various projects.
- Conduct, coordinate, and/or present at community outreach, meetings, and/or forums.
- Develop strategic communications, objectives, and processes to enhance Public Participation and Engagement efforts.
- Provide youth, young adult, and adult safety education programs in local schools and at other public outlets.
- Conduct, coordinate, and participate in community outreach activities including stakeholder interviews, steering and advisory committees, public workshops, events and public hearings, conducting pop-up and tactical urbanism events as part of public participation and/or design process, project implementation, and post-installation education.
- Conduct classroom and hands-on/on-street education, training, walkthroughs, problem identification, and community engagement.

4.4. Parking Consulting Services

Demonstrate expertise and experience in strategic planning, design, and management relating to parking operations and on- and off-street facilities. Services to include, but not limited to:

- Conduct parking demand, supply, and/or occupancy studies for use in determining parking needs in specific geographic areas.
- Conduct parking rate comparisons and studies within various geographic areas and provide recommendations for parking rates throughout City.
- Conduct studies to determine what kind of parking technology, Parking Access and Revenue Control System (PARCS) equipment, parking meters and pay stations, is best for a particular parking facility or on-street location.
- Make recommendations for inclusion of, but not limited to, security and surveillance systems, parking guidance system, way-finding signage, external and internal signs, designs for level themes, branding in the design of new parking facilities, and for improvements to existing facilities.
• Provide recommendations and support in managing on and off-street parking operations and policies, including, but not limited to, asset inventory, curbside management strategies, meter maintenance, meter rates, time limits, parking zones, preferential parking districts, enforcement of valet operators, tour bus operators, food truck operators, loading zones, vehicles-for-hire pick-up and drop-off zones, and disabled placard abusers.
• Provide support in the analysis, design, and delivery of parking equipment and technology, including, but not limited to, PARCS equipment, parking meters, pay stations, parking guidance and management systems, security and surveillance systems, way-finding signage, loading zones, vehicles-for-hire zones, and taxi zones.
• Provide recommendations and support with developing and managing goods movement and mobility programs, including, but not limited to, bike sharing, car sharing, pedicabs, taxicabs, vehicles for hire, and freight delivery zones and parking.
• Perform financial analysis and provide recommendations on parking revenue sharing with neighborhoods and business improvement districts, and alternate parking citation pricing.
• Evaluate, design and manage project and construction of improvements to existing and new facilities including surface lots, above-ground and subterranean parking structures, and automated/robotic system structures.
• Analysis and design of improvements to existing and new electrical, lighting, mechanical, solar, and electric vehicle charging systems in parking facilities.
• Conduct specialized training related to parking programs, operations and/or services.
• Identify and analyze methods for funding revenue generating parking facility, including rates/fees the market could sustain, how many users those rates/fees could attract, estimates for operational costs and long term maintenance, and recommendations for financing capital expenditures.
• Develop recommendations regarding transfer, sale, trade, or other means of utilizing existing resources for: development of new parking sites, lot development with on-site replacement parking, retaining a lot solely as a parking facility, or other potential public use.
• Perform preliminary assessment of preferential parking districts to achieve equitable parking benefits and impacts for users.

4.5. Transit Consulting Services

Demonstrate expertise and experience in planning and operations, recommending and procuring new transit-related technology, and developing and managing transit facilities infrastructure to increase efficiency, maintain, and enhance the existing transit system. Services to include, but not limited to:

• Conduct studies to determine and forecast model transit ridership demand, assess safety and security in transit services, analyze transit service and make
recommendations for future service plans, and monitor and evaluate quality assurance of transit services.

- Provide research and development recommendations on new transit-related technology.
- Conduct vehicle inspections and vehicle maintenance quality assurance review.
- Conduct annual ride checks for transit services.
- Provide software to efficiently plan, monitor and assess transit bus routes.
- Provide assistance with Transit’s Bus Yard Electrification program including but not limited to site power and energy requirements, service planning, electrical load management, grid/infrastructure upgrades, alternative micro-grid solutions, solar plus battery storage, economic feasibility and design.

4.6. Engineering and Design Consulting Services

Demonstrate expertise and experience in engineering design, analysis, traffic management, and operations to maximize the functionality and needs of the City and/or LADOT’s various missions and projects. Services to include, but not limited to:

- Provide engineering knowledge, skills, experience, and expertise to independently produce engineering design plans, specifications, and estimates (PS&E packages) for the following, but not limited to, engineering design services:
  - Traffic Engineering (e.g. Transportation Engineering, etc.).
  - Civil Engineering (including Land Surveying, Utility and Substructures, Structural, Landscape Architecture, and all facets of Streets and Highways Designs, etc.).
  - Electrical Engineering/Communication Systems Engineering (including all facets of Intelligent Transportation Systems (i.e. ATSAC or ITS), and Transportation Electrical Equipment, etc.).
- Provide Computer-Aided Drafting Services that adheres to City and/or LADOT Drafting Standards. If designs require inter-jurisdiction collaboration, the adherence to other public agencies drafting standards will also be mandatory.
- Provide project management expertise in transportation engineering to prepare area-wide Neighborhood Traffic Management (NTM) plans through direct and close consultation with neighborhood organizations, neighborhood councils, elected officials, and other stakeholders. Work scope to include, but not limited to:
  - Identifying neighborhood traffic-related concerns and problems.
  - Analyzing traffic collision patterns.
  - Analyzing the feasibility, applicability, and effectiveness of potential traffic calming measures.
  - Making recommendations for a comprehensive area-wide plan of traffic calming measures.
- Prepare traffic simulation studies, conceptual plans, and preliminary cost estimates for traffic calming measures including bicycle facilities, roundabouts, bump outs/curb extensions, median islands, barriers, traffic control modifications, etc.
• Prepare before and after comparison studies and analyses of the impact of development on neighborhoods, roadway safety projects, active transportation projects, the effectiveness of traffic calming measures, etc.
• Investigate traffic calming research studies and other jurisdictions’ policies and practices in the application of neighborhood traffic management tools.
• Prepare Engineering and Traffic Surveys (Speed Zone Surveys) following current Manual of Uniform Traffic Control Devices (MUTCD) and California Vehicle Code (CVC) requirements, which could include conducting field investigations of current conditions, traffic counts, speed studies, and accident analysis and preparing all supporting documents.
• Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle way finding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.

4.7. Transportation Planning Services

Demonstrate expertise and experience in developing a vision, creating a strategy, and executing the plan that will assist in advancing the City and/or LADOT’s various missions and transportation related projects. Services to include, but not limited to:

• Provide project management expertise in transportation planning and engineering in the area of:
  > Evaluation and modification of mitigation measures proposed by developers.
  > Review of or preparation of the transportation section for a Project’s environmental impact report.
  > Development and review of Transportation Demand Management (TDM) strategies, and Monitoring Plans and Programs.
  > Mobility improvement studies, corridor improvement analyses, and general transportation planning studies.
• Prepare travel demand forecast models and assist with model updates, calibration, validation and other modeling related functions.
• Conduct various small to large-scale transportation-planning studies and analyses in the following area, but not limited to:
  > Roadway safety projects, lane reconfigurations, street design projects, transit-enhanced network streets, bike-enhanced network streets, etc.
  > Traveler data at building and/or district level – parking utilization, trip generation, origin-destination surveys, vehicle miles traveled (VMT) metrics, etc.
  > Travel behavior trends.
  > Transportation performance using microsimulation tools.
  > Active transportation focusing on safety, connectivity, walk-ability, etc.
  > Roadway capacity of Complete Streets reconfigurations.
  > Pre and Post-Project analysis.
• Perform research design and statistical approaches to modeling various mobility and public realm indicators.
• Assist in the preparation of new standard plans that conform to the vision of the Mobility Plan 2035 and the associated Complete Streets Design Guide.
• Develop pedestrian, bicycle, safe routes to school, and first/last mile connectivity and mobility plans, infrastructure assessments, and recommendations for funding, phasing, and implementation.
• Assist in the preparation of a climate action plan, and VMT mitigation banks and/or exchanges.
• Evaluate the changes to mobility user experience, and measure of accessibility by various modes of travel due to changes in land use policies, real estate development, and transportation investments and services.
• Advanced planning to define mobility investment needs, including designing and collecting user surveys, travel data collection and gathering public input.
• Establish an annual active transportation count program, standardized count templates, and procedures for annual compliance.

4.8. **Urban Design and Planning Services**

Demonstrate expertise and experience in designing the public realm, public open space, road configurations, and streetscape design relating to urban design and planning related services. Services to include, but not limited to:

• Conduct initial assessment, existing conditions reporting, and inventory of applicable physical, social, and environmental elements and current site conditions.
• Conduct assessment of active transportation-related programs as they relate to existing and planned transportation, infrastructure, street design, zoning, and neighborhood character.
• Conduct various data collection, including but not limited to safety, economic, demographic, and public realm assessments; such as pedestrian and bicycle counts, vehicular speed and volume, behavioral studies, and public surveys to prepare multi-modal count reporting and evaluation studies of traffic safety projects and other capital projects.
• Map production of existing infrastructure, demographics, transit services, and land uses within study areas.
• Conduct planning and project feasibility studies for urban design strategies, transit neighborhoods, new development typologies, and infrastructure analysis.
• Analyze and evaluate existing mobility, traffic studies and planning, and identifying opportunities for pedestrian and community enhancements.
• Evaluate and prioritize various streetscape, public works projects, urban design improvements and area programming, and present findings to local community stakeholders.
• Prepare street cross-section designs and draft design guidelines for adjacent development sites, for implementation through design overlays, streetscape plans, new street standards, or other strategies.
• Provide conceptual, schematic, detailed, and final streetscape and public space plans, building design guidelines, and landscape design services.
• Provide cost estimates and opinions of probable construction costs associated with implementation of streetscape plans.
• Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle wayfinding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.
• Identify various sources of funding available to implement streetscape improvements and design guidelines.

4.9. RFP and Grant Writing Services

Demonstrate expertise and experience in developing, writing, and managing various solicitation for service and/or grant applications for the City and/or LADOT. Services to include, but not limited to:

• Provide assistance with grant preparation and administration.
• Preparation of funding application packages for local, regional, state, and federal funding cycles, and other funding opportunities that may become available.
• Assist in preparing Requests for Proposals and/or Qualifications (RFP and/or RFQ), including development of scope of work, evaluation criteria, assistance in the selection of a contractor, and other procurement documents for the following, but not limited to:
  ➢ Parking Meter Post Contractor.
  ➢ Parking Technology.
  ➢ Expansion of Parking Programs.
  ➢ Parking Facility Operators and/or PARCS equipment.
  ➢ Transportation Planning and Feasibility Studies.
  ➢ Implementation of Active Transportation, Complete Streets, Vision Zero, Capital Projects and Projects that reduce VMT.
  ➢ Transit Technology.
  ➢ Electrification Strategy.

4.10. Training and Professional Development Services

Demonstrate expertise and experience in designing, administering, and delivering professional development services for staff at all levels and classifications to ensure employees have the technical and interpersonal skills required to deliver services effectively to the public. Services to include, but not limited to:
• Provide specialized training specific to Department needs and the professional development and job performance of LADOT staff such as, but not limited to:
  ➢ Public Speaking and Presentation skills
  ➢ Information Technology Usage, Cyber Security Awareness
  ➢ Managing Public/Private Sector Partnerships
  ➢ Emotional Intelligence and Awareness
  ➢ Supervisory skills, including but not limited to delegation, active listening, and performance management
  ➢ Work Culture Change Management
  ➢ Interpersonal Communication
  ➢ Professional Writing
  ➢ Customer Service
  ➢ Executive Coaching
  ➢ Conflict Resolution
  ➢ Inter-generational Differences
  ➢ Harassment Prevention
  ➢ Unconscious Bias
  ➢ Diversity and Inclusivity
  ➢ Project Management
  ➢ Community Engagement
  ➢ Crisis Communication
  ➢ Social Media
  ➢ Survey Design
  ➢ Safety
  ➢ Job Performance

4.11. Audit Services

Demonstrate expertise and experience in audit and/or consulting services, e.g. develop information gathering strategies and tools, analyze and interpret results of data gathered, ensure data gathered can support all conclusions, and produce well-written reports for any audit, review, agreed-upon procedure, or other related service. Services to include, but not limited to:

Audit Assistance:
• Conduct financial and performance audits in accordance with generally accepted auditing standards.
• Conduct operational reviews.
• Conduct contract compliance audits.
• Develop information gathering strategies and tools.
• Analyze and interpret the results of data gathered.
• Provide quality control by ensuring data and findings gathered can support all conclusions.
• Produce well-written reports for any audit, review, agreed-upon procedure.
• Produce enhanced, interactive reports and information presentations to increase understanding and citizen interaction.

Data Services:
• Provide periodic Economic, Demographic and Forecasting Data feeds.
• Provide data analytic services.
• Provide services for visually exploring, cleaning, and preparing structured and unstructured data for analysis.
• Provide data visualization and preparation services.

4.12. Management Consulting Services

Demonstrate expertise and experience in strategic planning and organization/performance analysis, identifying problem sources, developing methodologies for improvement, and presenting recommendations for more effective or efficient performance. Services to include, but not limited to:

4.12.1. Strategic Management

Demonstrate expertise and experience in defining and developing strategies to meet organizational long-term goals. Services to include, but not limited to:

• Develop long-range strategic plan for various sections, bureaus, Department, and/or City.
• Provide recommendations relating to current and future policies and regulations, and update manuals as needed.

4.12.2. Operations Management

Demonstrate expertise and experience in design and control of production processes and redesigning operations to achieve a more efficient and effective performance. Services to include, but not limited to:

• Develop and implement a methodology for evaluating the performance of outreach projects and delivering pre- and post-project evaluation summaries.
• Conduct facility audits to evaluate facility operational performance and to monitor staff performance according to set standards.
• Perform operational needs assessment to review current processes and provide recommendations for improvement.
• Perform asset inventory and condition assessment of various devices, equipment, facilities, etc.
• Conduct customer service studies and assist in the development of benchmark goals and key performance indicators.

4.12.3. Project Management

Demonstrate expertise and experience in oversight and leadership in executing projects from planning to completion and analyzing the available data to identify trends and inefficiencies. Services to include, but not limited to:

• Perform research on various projects, collecting, analyzing, presenting on data collected, and providing recommendations.
• Effectively manage a project from start to finish by providing guidance, solutions, and strategies for various City or LADOT projects.

4.12.4. Risk and Compliance Management
Demonstrate expertise and experience in law, regulations, compliance, and risk to identify and assess risks implicit in the City’s or Department’s operations and to improve and/or maintain policy and compliance with all rules and regulations.
Services to include, but not limited to:

• Perform IT Risk and Security assessments for a variety of department systems and platforms.
• Assist in the timely review of contracts and provide consultative services in the area of insurance requirements and indemnification language.
• Assist in loss control, claims management and analysis.
• Conduct actuarial studies and complete actuarial reports to assist in analyzing liabilities and improve decision-making.

4.13. Construction Management Services
Demonstrate expertise and experience as a Construction Manager (CM) with construction oversight to business models of Design-Bid-Build and Design-Build deliveries. Working in conjunction with LADOT staff, CM will assign qualified individuals to various construction job sites and to function as LADOT-contracted Construction Resident Engineers. Under LADOT’s oversight, the CM services will include, but not limited to:

• Determine construction feasibility and/or shovel-readiness. Act as point-person to necessary intra-City and/or Inter-Agency Permits on LADOT’s behalf.
• Provide value-engineering and construction risk assessments. Provide corrective or alternative construction management techniques that will control budgets and time.
• Manage the construction of Federal Aid projects with a complete understanding of, and adherence to, the Federal Aid and the Caltrans Local Assistance processes, and all associated federal funding requirements.
• Act as a resource for all pertinent Federal, State, and City codes and regulations that govern construction; including but not limited to worksite safety, labor, quality assurance, issuance of change orders, and materials procurement.
• Validate work performed by LADOT contractors and process construction progress payments.
• Prepare contract change documents and necessary reports to City’s governing authorities.
• Perform data entry for various grant-based on-line information databases.
• Provide construction claims management and act as CM point-person resolve contractual disputes.
5. COMPENSATION AND INVOICING

Selected Respondent will invoice LADOT for the approved task(s) and/or deliverable(s) as specified in the Task Order Proposal and Task Order Agreement. The compensation for services provided under the Task Order Agreement shall be provided either on a Lump Sum method or Cost Reimbursement Hourly Billing Rate method. The LADOT at its sole discretion will indicate on the TOS whether the project will be paid using Cost Reimbursement Hourly Billing or Percentage of Completion method.

For Lump Sum method, selected respondent is compensated for designated milestones for a specific task order, and shall be based upon the percentage of work completion, and/or task completion. All of the selected respondent’s costs including employee salaries, overhead, travel costs, other direct costs, subcontract expenses, and profit are included in the Lump Sum Amount.

For Cost Reimbursement Hourly Billing Rate method, the invoice(s) will be based on the selected respondent’s approved hourly rates as specified in Attachment D – On-Call Professional Consultant Hourly Rates Form and any allowable and approved expenses which shall be set forth in the Task Order Solicitation, Task Order Proposal, Task Order Agreement, and Notice to Proceed. Selected respondent must comply with the City’s Travel Policy, which is administered by the City Controller, and will be provided upon TOS award or upon request.

All invoices must include supporting documents as indicated in the Task Order Agreement and Notice to proceed. All invoices must be signed and be originals, including all backup documents.

6. LADOT CONTACT FOR INFORMATION AND ASSISTANCE

Requests for clarification of conflicts and/or omissions from the RFQ and/or contract documents shall be addressed in writing to LADOT Contract Administrator:

Angela De La Rosa
Department of Transportation
Contracts, Budget and Administrative Division
100 South Main Street, 10th Floor
Los Angeles, California 90012
Phone: (213) 972-5949
E-mail: angela.delarosa@lacity.org

7. RESPONSE REQUIREMENTS

Respondents must submit a response containing all required information and documents listed in this section. Award of contract will be based on the Respondent’s qualifications, which will be evaluated based on the information provided in this section. In addition, compliance documents with the City’s contracting administrative requirements must be submitted with the response to
be considered for a contract award pursuant to this solicitation. Failure to adhere to this format may be cause for rejection of the proposal as non-responsive.

Because some of the requirements require extensive time to complete, the City strongly encourages respondents to commence these activities prior to the Pre-Qualification Meeting.

7.1. Minimum Requirement for Qualification

7.1.1. Five Year Experience Requirement

LADOT requires a firm or individual must have at least five (5) years of experience performing work in their respective field of service, as specified in the Scope of Services, for consideration of a proposal and the subsequent award of contract.

7.1.2. Substitute Requirement

If a firm is less than five (5) years in existence, LADOT will consider experience of the firm’s principals or project leads to meet the minimum requirement for qualification if a firm can demonstrate the principals or project leads’ work in the field of service was performed at a senior level. In such cases, LADOT reserves the right in determining substitute qualification requirements.

7.1.3. Exceptions to Five Year Experience Requirement

7.1.3.1. Marketing and Public/Media Relations Services

LADOT requires a firm or individual must have at least three (3) years of experience providing marketing and public/media relations services and at least one (1) year of this experience performed in the Los Angeles market.

7.1.3.2. Public Engagement Services

LADOT requires a firm or individual must have at least two (2) years of experience providing public engagement services as a primary function.

7.1.3.3. Urban Design and Planning Services

LADOT requires a firm or individual must have at least three (3) years of experience providing public realm/open space design and planning.

7.2. Proof of Qualifications

This RFQ has been structured to provide specific requirements, which function as a standardized framework for the evaluation of a prospective respondent’s qualifications.
Respondents must submit a Statement of Qualification (SOQ) to request placement on one (1) or more of the thirteen (13) service categories. Respondents must use Section 4 – Scope of Services, detailed description of service categories, and Attachment B – On-Call Professional Consultant Service Category Selection Form to identify the service category(ies) for which an individual or firm would like to be considered and submit separate qualification forms (Attachment C – On-Call Professional Consultant Project Qualification Form) for each service category.

Responses that do not provide all requested information listed in this subsection may be deemed non-responsive and disqualified from consideration.

7.2.1. Statement of Qualifications Content and Format

Responses to this solicitation must be made in accordance with the content and format set forth in this section. Failure to adhere to the following format may be cause for rejection of the response as non-responsive.

7.2.1.1. Cover Letter

The SOQ must contain a cover letter that includes the following:

7.2.1.1.1. Name and Address of Firm
7.2.1.1.2. Telephone of Firm
7.2.1.1.3. Prime Contact Person
7.2.1.1.4. Telephone and E-mail of the Prime Contact Person
7.2.1.1.5. Name and Signature of the individual who is authorized to represent the individual or firm regarding all matters related to the solicitation and any contract subsequently awarded. The cover letter must be signed by the person who is authorized by the company for all commitments made in the response.

7.2.1.2. Introduction

A brief summary of the respondent’s understanding of the SOQ objectives and tasks, including:

7.2.1.2.1. A summary of representative experience relevant to the work described in detailed description of service categories, as set forth in Section 4 – Scope of Services.
7.2.1.2.2. The location and telephone number of the office from which the work is to be done.
7.2.1.2.3. Company Profile or Annual Report – SOQ must include a detailed company portfolio, including evidence of the
company’s financial viability sufficient to complete the terms of the contract.

7.2.1.2.4. The respondent’s organization will be evaluated on the capability of the respondent to meet the terms of the solicitation and on demonstrated expertise in accomplishing similar work as evidenced by projects recently completed by the respondent. A respondent’s SOQ must address the following questions/statements; responses will be considered in the City’s evaluation of the respondent:

- What is your firm’s experience working with the City of Los Angeles?
- Describe your firm’s communication experience with staff, stakeholders, advisory groups and decision makers.
- Is your firm located in the Los Angeles area? If your firm is located outside the greater Los Angeles area, what will be done to ensure access and communication with City staff?

7.2.2. Project Qualification Form

Respondent must provide acceptable proof of qualification to provide the requested services in this solicitation by completing Attachment C – On-Call Professional Consultant Project Qualification Form. Respondent must provide at least five (5) projects, in similar scope and size, demonstrating their ability to provide the service in the category/categories for which they would like to be considered. Print out additional forms as necessary. If acceptable proof of qualifications is not provided, the Response will be considered non-responsive.

7.3. On-Call Professional Consultant Hourly Rates Form

Respondents must submit hourly billing rates for personnel that may work on LADOT projects billed using the Cost Reimbursement Hourly Billing Rate method by completing Attachment D – On-Call Professional Consultant Hourly Rates Form. If selected for an award of contract, respondent’s Hourly Rates Form will be incorporated into selected respondent’s agreement.

7.4. City Contracting Requirements

Compliance documents with the City’s contracting administrative requirements must be submitted with the proposal. All proposals will be reviewed by the City to determine if the proposals contain minimum essential requirements outlined in the RFQ, including compliance with Standard City Contracting Requirements. Failure to comply with these
requirements may render the proposal non-responsive. Exemplars and/or explanatory materials for each item are provided in the cited attachments. For consistency of reference, all documents should be included in the order listed below, and marked as an attachment with the corresponding letter designation utilized in this RFQ (e.g., Section H – Certification of Compliance with Child Support Obligations).

Responses with missing compliance documents and/or that do not comply with the City’s administrative requirements may be deemed non-responsive and disqualified from being considered.

8. **MANDATORY PRE-QUALIFICATION MEETING**

8.1. **Mandatory Pre-Qualification Meeting**

A **mandatory** Pre-Qualification meeting will be held to provide an overview of the contents and requirements of this RFQ, including submittal information, City’s Business Inclusion Program, Equal Benefits Ordinance, Affirmative Action Program, Labor Code Compliance, and any other applicable requirements. Prospective respondents who fail to attend this mandatory meeting **will not** be eligible to submit a response to this RFQ. City staff will be available to respond to questions regarding RFQ requirements and other mandated City policies and compliance requirements.

The mandatory Pre-Qualification meeting will be held on:

**Thursday, August 22, 2019 1:00 PM PST**
City Hall - Department of Public Works Board Room
200 North Spring Street, Room 350
Los Angeles, California 90012

The LADOT has made a concerted effort to distribute information for this procurement and anticipates a sizable number of respondents, therefore space at the Pre-Qualification meeting may be limited. The LADOT recommends firms or individuals send a reservation request indicating interest as a Prime or a Subcontractor via email to LADOTcontracts@lacity.org. If the Pre-Qualification meeting reaches capacity, space will be prioritized for Prime respondents. If necessary, a second Pre-Qualification meeting will be held. Pre-Qualification meeting details will follow in an addendum to the RFQ posted on City of Los Angeles Business Assistance Virtual Network (LABAVN) at www.labavn.org.

It is expected that all respondents attending this meeting will have reviewed the RFQ and its attachments in their entirety.

To maximize the effectiveness of the meeting, to the extent possible, respondents are asked to submit questions by email to the RFQ Administrator Angela De La Rosa at angela.delarosa@lacity.org at least one (1) week prior to the meeting. Questions and
responses will be discussed at the Mandatory Pre-Qualification meeting and posted the LABAVN.

8.2. Reasonable Accommodations for Persons with Disabilities During the Meetings

As an entity 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 proposals, programs, services, and activities. If an individual with a disability requires accommodations to attend the mandatory meeting or other on-site visit, please contact the RFQ Administrator Angela De La Rosa at angela.delarosa@lacity.org at least five (5) working days prior to the scheduled event.

9. SUBMITTING RESPONSES

Persons who hand deliver proposals will be issued a “Notice of Receipt.” All responses submitted will be marked with a time and date stamp. Timely submission of the required documents is the sole responsibility of the Respondent.

No facsimile Responses or facsimile modifications of responses will be accepted. Supplemental material may be requested by the City and shall be submitted by the Respondent in original form to the LADOT contact at the address provided above.

Responses will be disqualified for failing to comply with the submission deadline or the City Administrative Contracting Requirements. The City reserves the right to determine the timeliness of all response submissions.

9.1. Response Deadline

Responses must be received no later than Thursday September 12, 2019 3:00 PM PST, the RFQ submittal deadline. Documents delivered after the deadline will not be accepted.

9.2. Response Package

The response must be in writing and submitted in two parts:

Part 1: One (1) original, four (4) copies, and digital copies in Portable Document Format (.pdf) on a portable USB drive of the written response with a cover letter. The response must be tabbed and bound with a table of contents and numbered pages for ease of review by the evaluation committee. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Part 2: One (1) original of the completed documents specified by the City of Los Angeles Administrative Contracting Requirements. The documents must be submitted with the
response, but in a separate binder in a sealed envelope. (For reference, a checklist is included in the Contracting Requirements Section to assist in the preparation of these documents.) Include PDF copy of the compliance documents in the USB provided.

The original copy must be marked “Original” with original initials/signatures in ink of an authorized officer (a Chairman of the Board, President or Vice-President and a secretary, treasurer or chief financial officer) or equivalent.

9.3. Delivery Location

Responses must be mailed or delivered in person to:

   City of Los Angeles
   Department of Transportation
   Cal Trans Building
   100 South Main Street, 10th Floor
   Los Angeles, California 90012
   Attention: LADOT Contract Administration

10. TERMS OF WITHDRAWAL

All Responses must be firm offers and may not be withdrawn for a period of three hundred and sixty-five (365) days following the deadline date for submission of response noted herein.

10.1. Withdrawal Prior to Due Date

A Respondent may withdraw its Response prior to the specified due date and time. A written request to withdraw, signed by an authorized representative of the Respondent, must be submitted to the City of Los Angeles, Department of Transportation at the address specified herein for submittal of a Response. After withdrawing a previously submitted Response, the Respondent may submit another Response at any time prior to the specified submission deadline.

10.2. Errors and Withdrawal After Due Date

A Respondent will not be released on account of errors. After Responses have been opened and received, no Responses shall be withdrawn, except with the consent of the LADOT and only under the following conditions:

The Respondent send within five (5) calendar days after the opening of the Responses, a written notice of a material error to the City of Los Angeles, Department of Transportation at the address specified herein for submittal of a Response.

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

11. EVALUATION AND SELECTION PROCESS

11.1. Evaluation of Responses

After the RFQ response submission deadline, an Evaluation Committee comprised of representatives from LADOT, and possibly other non LADOT personnel, will examine each response, determining responses meeting the mandatory administrative contracting requirements and the minimum qualifications requirements to provide the services requested by this solicitation.

11.2. Requirements for Recommendation of a Contract Award

To be recommended for an award of contract as an On-Call Professional Consultant with LADOT, pursuant to this solicitation, respondents must:

11.2.1. Meet the minimum qualifications requirement as stated in Section 7.1.

11.2.2. Attend the Mandatory Pre-Qualification Meeting as stated in Section 8.

11.2.3. Submit all information and compliance documents required by this solicitation by stated deadline, including print out of documents completed and submitted via www.labavn.org. Refer to Appendix A – City Contracting Requirements Checklist.

The recommendation of award will be based on a pass/fail method by meeting certain requirements rather than the accumulation of points method during the evaluation of the proposals.

11.3. Failure to Complete Submittal Requirements

Failure to complete the Response submittal requirements by stated deadline will result in the respondent being deemed non-responsive and will not be evaluated for an award of
contract. All respondents will be informed in writing if they have been deemed non-responsive and are thus ineligible to be evaluated for a possible award of contract.

11.4. Rejection/Termination Due to False Information or Other Data

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

Also, if a respondent knowingly and willfully submits false information or other data, the City reserves the right to reject their RFQ response. If a contract was awarded as a result of false statements or other data submitted in response to this RFQ, the City reserves the right to terminate that contract.

12. NOTIFICATION OF RECOMMENDATION OF AWARD OF CONTRACT

The Evaluation Committee will recommend qualified respondents to the LADOT General Manager for contract award. LADOT reserves the right to award as many contracts as necessary to serve LADOT’s needs. Recommendations regarding successful respondents and the award of one (1) or more as-needed contracts will be submitted to the Mayor’s Office for approval.

All respondents will be notified of those awarded a contract via email. It is the respondent’s responsibility to provide a valid email address in their cover letter when responding to this solicitation.

13. PROTEST PROCEDURES

These procedures provide protesting firms or individuals a method for resolving a protest prior to contract award and will enable the City to ascertain all of the facts necessary to make an informed decision regarding the award of the contract. These procedures are for the benefit of the City and are not intended to establish an administrative requirement that must be exhausted by the protesting respondent prior to pursuing any legal remedy which may be available. For this reason, no respondent shall have any right to due process, should the City fail to follow these procedures for any reason within its discretion. 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.

13.1. Protest Submission

Protests concerning this procurement process must be sent by certified mail with return receipt to:
City of Los Angeles
Department of Transportation
Attention: General Manager
100 South Main Street, 10th Floor
Los Angeles, California 90012

At a minimum, protest document must include the following:

- Name, Address, and Telephone number of the protesting party and/or person representing the protesting party.
- Name and number of the solicitation.
- Detailed statement specifying the legal and factual grounds of the protest and the copies of all relevant documents supporting the argument.
- Statement as to the form of relief sought.

The procedures and time limits set forth in this section are mandatory and are the Respondents' 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.

13.2. Content Protest

Protests must be sent certified mail and postmarked no later than ten (10) calendar days after the solicitation posting on the LABAVN. The day after the solicitation posting will be considered as day one (1). LADOT will respond in writing by certified mail to protestor(s) within fifteen (15) calendar days of receipt of the protest(s). If LADOT determines that a revision to the procurement process is appropriate, LADOT shall either extend the procurement process timeline or withdraw and reissue the solicitation. In either case any revisions to the procurement process will be posted on LABAVN.

13.3. Contract Compliance Protest

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

13.4. Protest Against Another Respondent

If filing a protest against another respondent, LADOT will only consider such protests if it appears that either respondent may have a substantial and reasonable prospect of receiving an award if the protest is denied or sustained.
13.5. Contract Award Protest

Officially signed and dated protests must be received prior to the Mayor’s approval to award any contract in response to this solicitation.

Protests must be sent certified mail and postmarked no later than ten (10) calendar days after the notification of recommendations for contract award. The day after the notification of award is emailed will be considered as day one (1). A protestor(s) contesting LADOT’s recommendation of a respondent for contract award must provide details of the facts that support their basis for protest.

13.6. Protest Review Process

Protests meeting any of the above criteria will be reviewed and analyzed by a Standing Protest Committee. This Committee will consist of two (2) members of the City’s Board of Transportation Commissioners and at least two (2) members of LADOT senior management staff not otherwise involved with the Response evaluation. A protest hearing will be convened at a publicly noticed meeting with a specific date, time and location. Protesting parties and firms protested against will be given the opportunity to present their arguments at the public session.

LADOT will conduct the hearing within thirty (30) calendar days of the protest submission deadline. The findings of the Committee will be presented to the City’s Board of Transportation Commissioners for consideration at one of its scheduled public meetings. For contract awards involving approval by the City Council, any adopted findings and/or recommendations of the Board of Transportation Commissioners concerning the protest review will be forwarded to the City Council’s Transportation Committee for its consideration. The decision made by the Transportation Committee or City Council regarding a protest will be final and may not be appealed further.

13.7. Conclusion of Protest and Final Report

LADOT’s final written report on the Department’s procurement process and staff recommendation of contract award will contain an account of all protest(s) filed based on solicitation content, and shall include the Department’s response(s) to the protest(s). LADOT’s report shall be forwarded to the Mayor, and City Council as appropriate, for their consideration.

14. PROPOSED TIMELINE

This schedule below highlights key steps for the RFQ and contracting process. The City reserves the right to adjust this schedule when appropriate.
15. GENERAL INFORMATION

15.1. Acceptance of Terms and Conditions

Submission of a response pursuant to this solicitation constitutes acknowledgement and acceptance of all terms and conditions hereinafter set forth in this solicitation unless otherwise expressly stated in the proposal.

15.2. Award of Contract

The respondent(s) to whom a contract is awarded must enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This solicitation and the Response, or any part thereof, may be incorporated into and made a part of the final contract, however, the City reserves the right to further negotiate the terms and conditions of the contract with the selected respondent(s).

15.3. Response Conditions and Limitations

Respondents that set forth conditions or limitations different from those set forth in this solicitation may be considered non-responsive and rejected.

15.4. Solicitation Interpretations and Addenda

The City will notify any change to or interpretation of the solicitation in an Addendum, which will be posted in www.labavn.org, and it will become a part of the solicitation and may be incorporated into the contract.

15.5. Disposition of Responses

All responses submitted in response to this solicitation will become the property of the City of Los Angeles and a matter of public record. The respondents must identify, in writing, all copyrighted material, trade secrets or other proprietary information that it claims is exempt from disclosure under the Public Records Act, (California Government Code Sections 6250 et seq.). Any respondent claiming such an exemption must also state in its response that the respondent agrees to defend any action brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party making
a request thereof. Any respondent who fails to include such a statement shall be deemed
to have waived its right to an exemption from disclosure as provided by said Act.

15.6. Limitations

Notwithstanding any other provisions of this solicitation, the City reserves the right to reject
all responses and to waive any informality in a response when to do so would be to the
advantage of the City or its taxpayers.

The respondent understands and agrees that the City will have no financial responsibility
for any costs incurred by the respondent in responding to this solicitation.

The selected respondent agrees that in any action related to the awarded contract, venue
will be in the County of Los Angeles, State of California.

16. GENERAL CITY RESERVATIONS

16.1. City reserves the right to verify the information in the Response.

16.2. The City reserves the right to withdraw this solicitation at any time without prior
notice and the right to reject any and all responses. The City makes no
representation that any contract will be awarded to any firm responding to this
procurement process.

16.3. The City reserves the right to extend the deadline for submission. Firms will have
the right to revise their Response in the event the deadline is extended.

16.4. A firm will not be recommended for a contract award, regardless of the merits of
the Response submitted, if it has a history of contract noncompliance with the City
or other funding source or poor past or current performance with the City or other
funding source.

16.5. Upon completion of all work under the contract, ownership and title of all reports,
documents, plans, drawings, specifications, and estimates produced as part of the
contract will automatically be vested in the City of Los Angeles, and no further
agreement will be necessary to transfer ownership to any City entity. Copies made
for the contractor’s records shall not be furnished to others without written
authorization from the City of Los Angeles, Department of Transportation.

17. LIST OF ATTACHMENTS AND APPENDICES

Appendix A – City Contracting Requirements

Attachment A – Sample On-Call Professional Consultant Services Agreement
Attachment B – On-Call Professional Consultant Service Category Selection Form
Attachment C – On-Call Professional Consultant Project Qualification Form
Attachment D – On-Call Professional Consultant Hourly Rates Form
Protest Letters submitted by the Three Protesting Firms
The Champion Services Group, Inc.
The Soyemi Group and
Sybyte Technologies, Inc.
November 22, 2019

Ms. Angela Berumen
Bureau Head, Budget and Administration
Department of Transportation
100 South Main Street, 10th Floor
Los Angeles, CA 90012

RE: Notice of Non-Qualification for On-Call Professional Consultant Services Request for Qualifications

Dear Ms. Berumen:

First and foremost, thank you and the Los Angeles Department of Transportation for the opportunity to respond to your Request for Qualification for On-Call Professional Consultant Services.

The Champion Services Group, Inc. (CSG) did respond, but was informed by written notice, dated November 21, 2019 that we were disqualified for failing to submit the Iran Contracting Act of 2010 Compliance Affidavit. Our failure to respond was based on a misunderstanding regarding directions provided on the City of Los Angeles’ LABAVN Company Compliance Document Page. As noted in our response package, we completed the information requested on that page and all of the associated forms. However, it was our interpretation that the California Iran Contracting Act of 2010 Compliance Affidavit was not due until The Champion Services Group, Inc. was actually awarded a contract. The Company Compliance Documents’ Page under the term, other documents – California Iran Contracting Act of 2010 and in the information column gave the impression that such information would be requested until an organization was actually awarded a contract. The sentence, “you cannot upload this form online and must submit the completed form directly to the awarding department” made us believe action was not necessary at the time of our response submission.

The Champion Services Group, Inc. is a results-oriented consulting firm with great knowledge and experience in training and professional development, and management consulting. We have a high quality diverse team of consultant facilitators who know and understand the City of Los Angeles by providing services and other support to many City-based organizations. With the aforementioned said, The Champion Services Group, Inc., through this formal appeal respectfully request that our firm’s disqualification be reconsidered, and we become a part of the consulting pool being established by the City of Los Angeles’ Department of Transportation. Attached is our Iran Contracting Act of 2010 Compliance Affidavit response for your review.

Please feel free to contact me directly at 305-871-4866 or email at jchampion@csgway.com with a questions or need for additional clarification. In closing, than you very much for your understanding and consideration.

Sincerely,

[Signature]

James A. Champion
President and CEO.

“Honoring Tradition While Pioneering Change”
12231 SW 129 Court, Miami, FL 33186
Tel: 305-871-4866 Fax: 305-871-9077 E-Mail: hr@csgway.com Web Site: www.csgway.com
IRAN CONTRACTING ACT OF 2010 COMPLIANCE AFFIDAVIT
(California Public Contract Code Sections 2200-2203)

The California Legislature adopted the Iran Contracting Act of 2010 to respond to policies of Iran in a uniform fashion (PCC § 2201(a)). The Iran Contracting Act prohibits bidders engaged in investment activities in Iran from bidding on, submitting proposals for, or entering into or renewing contracts with public entities for goods and services of one million dollars ($1,000,000) or more (PCC § 2203(a)). A bidder who “engages in investment activities in Iran” is defined as either:

1. A bidder providing goods or services of twenty million dollars ($20,000,000) or more in the energy sector of Iran, including provision of oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or

2. A bidder that is a financial institution (as that term is defined in 50 U.S.C. § 1701) that extends twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created by the California Department of General Services (DGS) pursuant to PCC § 2203(b) as a person engaging in the investment activities in Iran.

The bidder shall certify that at the time of submitting a bid for new contract or renewal of an existing contract, the bidder is not identified on the DGS list of ineligible businesses or persons and that the bidder is not engaged in investment activities in Iran in violation of the Iran Contracting Act of 2010.

California law establishes penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts (PCC § 2205).

To comply with the Iran Contracting Act of 2010, the bidder shall provide its vendor or financial institution name, and City Business Tax Registration Certificate (BRTC) if available, in completing ONE of the options shown below.

OPTION #1: CERTIFICATION

I, the official named below, certify that I am duly authorized to execute this certification on behalf of the bidder or financial institution identified below, and that the bidder or financial institution identified below is not on the current DGS list of persons engaged in investment activities in Iran and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person or vendor, for 45 days or more, if that other person or vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current DSG list of persons engaged in investment activities in Iran.

Vendor Name/Financial Institution (printed)                BRTC (or n/a)

By (Authorized Signature)                                   

Print Name and Title of Person Signing

Date Executed        City Approval (Signature)       (Print Name)

OPTION #2: EXEMPTION

Pursuant to PCC § 2203(c) and (d), a public entity may permit a bidder or financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enter into, or renew, a contract for goods and services. If the bidder or financial institution identified below has obtained an exemption from the certification requirement under the Iran Contracting Act of 2010, the bidder or financial institution shall complete and sign below and attach documentation demonstrating the exemption approval.

Vendor Name/Financial Institution (printed)                BRTC (or n/a)

By (Authorized Signature)                                   

Print Name and Title of Person Signing

Date Executed        City Approval (Signature)       (Print Name)
January 3, 2020

Ms. Seleta J. Reynolds  
Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, CA 90012

RE: CONTRACT AWARD PROTEST  
RFQ ON CALL PROFESSIONAL CONSULTANT SERVICES (BAVN 37610)

Dear Ms. Reynolds,

First and foremost, thank you for your notification regarding the above subject matter. The Champion Services Group, Inc. (CSG) fully understands the time constraint associated with our request for qualification consideration. With that said, please let us know the specific date, time and location of the review, and whether there is a need for CSG to have representation at the hearing. If there is a need, we will have one (1) CSG Los Angeles Consultant and me available to speak on behalf our firm.

Again, thank you for your consideration.

Best Regards,

[Signature]

James A. Champion  
President and CEO

JAC/alr

Cc: Angela de la Rosa
January 25, 2020

Ms. Seleta J. Reynolds  
Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, CA 90012

RE: CONTRACT AWARD PROTEST  
RFQ ON CALL PROFESSIONAL CONSULTANT SERVICES (BAVN 37610)

Dear Ms. Reynolds,

We, at The Champion Services Group, Inc. (CSG) understands that the first several weeks of this New Year must have been challenging due to the holiday season. With that said, we fully understand that the review of CSG’s request to be included as a consulting firm under RFQ-On Call Professional Consultant Services requires time. Realizing that I may not be able to attend the review hearing which is due to a variety of factors, such as client responsibility and travel schedules, please take consideration the following information when considering our request. The Champion Services Group, Inc. is a:

- Corporation of California and pay Los Angeles City and State taxes
- Company that is ethical with a strong results-oriented performance track record over twenty-four (24) years
- Company which has successfully provide similar consulting support requested by many California and Los Angeles based organizations

Ms. Reynolds, we absolutely want to work LADOT because our Team can and will make a difference as a partner for success.

Best Regards,

[Signature]

James A. Champion  
President and CEO  

JAC/ajr
November 25, 2019

City of Los Angeles
Department of Transportation
Attention: General Manager
100 South Main Street, 10th Floor
Los Angeles, CA 90012

Dear General Manager,

I am writing to protest the notice of Non-Qualification for On-Call Professional Consultant Services for the reason given as “Failed to submit all contract compliance documents and forms”.

The Soyemi Group (TSG) completed and submitted online compliance submission on Los Angeles Assistance Virtual Network (LABAVN) as required. In addition, TSG also submitted contract documents and forms on the proposal due date.

Therefore, The Soyemi Group sought a relief that we complied in submission of all contract documents and forms as required within due dates given to do so by Department of Transportation.

On October 2, 2019 at 4:35pm, I received an email from Alice Yue from the City of Los Angeles Dept. of Building and Safety – Administrative Services Division asking TSG to provide the information below by due date of Friday, October 4, 2019 at 4:00 p.m. [Hard copy of email correspondence provided]

1) RFQ Section 8.7 - Bidder Certification CEC Form 50 and Bidder Certification CEC Form 55 for Municipal Lobbying Ordinance (Attachment 15). Please include page 3 of Form 55. [Hard copy of email correspondence on October 3, 2019 from Sanya Soyemi of The Soyemi Group provided]

2) Wet Signatures on Original Response. All forms requiring signatures must have wet signatures in ink, not digitally signed. The following forms must be re-submitted with wet signatures:

- Request for Qualifications Checklist - Exhibit 1.
- RFP Section 8.12 - Proposer Signature Declaration Page.
- RFP Section 8.4 - Contractor Responsibility Ordinance (Attachment 5).
- RFP Section 4.1.6 - Non-Collusion Affidavit (Attachment 7).
- RFP Section 8.6 - Certification Regarding Compliance with the Americans with Disabilities Act (Attachment 14).
- RFP Section 8.5 - Certification of Compliance with Child Support Obligations (Attachment 13).
- RFP Section 8.7 - Bidder Certification CEC Form 50 and Bidder Certification CEC Form 55 for Municipal Lobbying Ordinance (Attachment 15).

You are hereby requested to provide this information immediately to remedy the deficiencies in your response. Failure to provide the missing information detailed above by Friday, October 4, 2019 at 4:00 p.m. may result in your response being deemed non-response. The proposer must email the completed
and signed (if applicable) forms by the deadline stated, and mail the original[s] and copies to the same address as the response submission.

On 10/3 2019 at 2:31 PM, I responded by email to Ms Alice Yue advising her of the following: [Hard copy of email correspondence, I] page 3 of Form 55 document and II) wet signatures on original responses provided as requested on October 2, 2019 email from Alice Yue]

Hello Alice,

I dropped off the original wet signatures document this afternoon in Suite 760B as noted in your email below this morning. The document was received by Alan Dubious around 12:15pm.

Kindly let me know if you have any questions.

Sanya

Dr. Sanya Soyemi, PMP  
Managing Partner  
The Soyemi Group

California Business Registration from Secretary of State - Issue

On October 3, 2019 in a phone call to Ms Alice Yue to confirm the receipt of all documents requested, she told me that I am missing the business registration certificate from California Secretary of State. I explain to Ms Alice Yue that The Soyemi Group is a sole proprietorship and not required to register with the State Secretary of State. Please see email correspondence as a follow up

On Thu, Oct 3, 2019 at 3:11 PM TSG Corp <tsgcorp@outlook.com> wrote: [Hard copy of email correspondence from Sanya Soyemi of The Soyemi Group provided]

Hello Alice,

The Soyemi Group is a “Sole Proprietorship” business organization (classified as an “Individual” and The Soyemi Group also registered as a “Sole Proprietor” in LAVBN website. Therefore, I have to sign as an individual on Section 8.12 - Proposer Signature Declaration Page.

Hope this helps.

Sanya
Below was the response from Ms Alice Yue to Sanya Soyemi of The Soyemi Group to business registration certificate from California Secretary of State.

On Thu, Oct 3, 2019 at 5:19 PM Alice Yue <alice.yue@lacity.org> wrote:

Hi Sanya,

Thank you for your clarification.

We are all good on this document.

---

In conclusion, The Soyemi Group sought a relief that we complied in submission of all contract documents and forms as required within due dates given to do so by Department of Transportation. I am attaching hard copy email trail and a hard copy of the compliance documents and forms for your review.

Thank you for your consideration and kindly let me know if I can be of further assistance.

Best Regards,

Dr. Sanya Soyemi, PMP

Managing Partner

The Soyemi Group

6185 Magnolia Ave., Ste. 209

Riverside, CA 92506

909-838-8614 – Office

tsgcorp@outlook.com – Office email
November 21, 2019

Sanya A Soyemi
DBA: The Soyemi Group
6185 Magnolia Avenue, Suite 209
Riverside, California 92506

SUBJECT: NOTICE OF NON-QUALIFICATION FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES
REQUEST FOR QUALIFICATIONS

The City of Los Angeles Department of Transportation (LADOT) issued a Request for Qualifications (RFQ) for On-Call Professional Consultant Services on August 9, 2019 (BAVN ID: 37610). The Department has completed its review of RFQ responses received and determined your firm did not submit the required compliance documents as specified in the RFQ, resulting in your firm not qualifying for inclusion on the On-Call Professional Consultant Services for the following service category/categories:

Information Technology
Management Consulting

The following reason resulted to the proposal being deemed non-responsive:

Failed to submit all contract compliance documents and forms

You may review the protest procedures detailed in the RFQ and submit a qualifying protest within the protest submission deadline.

We thank you for the time and effort spent to prepare the response.

Please direct questions to LADOT Contracts Section via email at LADOTcontracts@ladot.org.

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER
Request for Qualifications
On-Call Professional Consultant Services

Regards,

Angela Berumen
Bureau Head, Budget and Administration
Department of Transportation
City of Los Angeles
Hi Sanya,

Thank you for your clarification.

We are all good on this document.

On Thu, Oct 3, 2019 at 3:11 PM TSG Corp <tsgcorp@outlook.com> wrote:

Hello Alice,

The Soyemi Group is a "Sole Proprietorship" business organization (classified as an Individual" and The Soyemi Group also registered as a "Sole Proprietor" in LABAVN website. Therefore, I have to sign as an individual on Section 8.12 - Proposer Signature Declaration Page.

Hope this helps.

Sanya

From: Alice Yue <alice.yue@lacity.org>
Sent: Thursday, October 3, 2019 2:50 PM
To: TSG Corp <tsgcorp@outlook.com>
Cc: Zachary Decorse <zachary.decorse@lacity.org>; RYAN SOLIS <ryan.solis@lacity.org>; Husam Zakharia <husam.zakharia@lacity.org>
Hi Sanya,

Thank you for dropping off the requested documents to us.

LAD85 has determined you did not provide the required information for the following item:

1) Wet Signatures on Original Response. All forms requiring signatures must have wet signatures in ink, not digitally signed. The following forms must be re-submitted with wet signatures:

RFP Section 8.12 - Proposer Signature Declaration Page.

Each proposal must be signed on behalf of the company making the Proposal by an Official(s) authorized to bind the company to the proposal or a company seal or a letter to delegate confirming that you are authorized to bind the company to the proposal in accordance with Section 4.1.5 of this RFP.

1. Please ensure signature that represents the company should be signed at "Sign her if Partnership or Corporation".

2. The initial to verify acknowledgment of Addenda should be in the original ink version.

Please return the original ink version of the document to us.

Let me know if you have further questions.
On Thu, Oct 3, 2019 at 2:30 PM TSG Corp <tsgcorp@outlook.com> wrote:

Hello Alice,

I dropped off the original wet signatures document this afternoon in Suite 7608 as noted in your email below this morning.
The document was received by Alan Dubious around 12:15pm.

Kindly let me know if you have any questions.

Sanya

Dr. Sanya Soyemi, PMP
Managing Partner
The Soyemi Group

tsgcorp@outlook.com

6185 Magnolia Ave., Ste. 203
Riverside, CA 92506

909-838-8614 – Business Phone
909-687-2029 – Business Fax

http://www.thesoyemigroup.com
Good morning Sanya,

Please kindly note that the drop off location will be the same as RFQ Section 4.5 - Deadline and Address for Submission of Response.

Los Angeles Department of Building and Safety

Administrative Services Division

Attn: Contract Administrator

201 North Figueroa Street, Suite 760B

Los Angeles, CA 90012-4889

If you have further questions, please feel free to let me know.

Thank you.

Alice.Yue@lacity.org

On Wed, Oct 2, 2019 at 7:22 PM TSG Corp <tsgcorp@outlook.com> wrote:
Hello Alice,

As requested, attached are the electronic forms you requested by email.

I can drop off the original documents with wet signatures in ink tomorrow, Thursday, October 3, 2019 at your office.

Please provide your physical office address for the documents drop off and thank you for your cooperation.

Best Regards,

Sanya

Dr. Sanya Soyemi, PMP
Managing Partner
The Soyemi Group

tsgcorp@outlook.com

6185 Magnolia Ave., Ste. 209
Riverside, CA 92506

909-838-8614 – Business Phone
909-687-2029 – Business Fax

http://www.thesoyemigroup.com

From: Alice Yue <alice.yue@lacity.org>
Sent: Wednesday, October 2, 2019 4:35 PM
To: TSG Corp <tsgcorp@outlook.com>
Cc: Zachary Decorse <zachary.decorse@lacity.org>; RYAN SOLIS <ryan.solis@lacity.org>; Husam Zakharia <husam.zakharia@lacity.org>
Subject: The Soyemi Group- Response for RFO 2019SPC011

Good afternoon,
Thank you for your response to the Systems Programmer Contractors RFQ. Upon initial review of your response, LADBS has determined you did not provide the required information for the following items:

1) RFQ Section 8.7 - Bidder Certification CEC Form 50 and Bidder Certification CEC Form 55 for Municipal Lobbying Ordinance (Attachment 15). Please include page 3 of Form 55.

2) Wet Signatures on Original Response. All forms requiring signatures must have wet signatures in ink, not digitally signed. The following forms must be re-submitted with wet signatures:

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RFP Section 8.12 - Proposer Signature Declaration Page.

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RFP Section 8.6 - Certification Regarding Compliance with the Americans with Disabilities Act (Attachment 14).

RFP Section 8.5 - Certification of Compliance with Child Support Obligations (Attachment 13).

RFP Section 8.7 - Bidder Certification CEC Form 50 and Bidder Certification CEC Form 55 for Municipal Lobbying Ordinance (Attachment 15).

You are hereby requested to provide this information immediately to remedy the deficiencies in your response. Failure to provide the missing information detailed above by Friday, October 4, 2019 at 4:00 p.m. may result in your response being deemed non-response. The proposer must email the completed and signed (if applicable) forms by the deadline stated, and mail the original(s) and copies to the same address as the response submission.

If you have any questions regarding this request, please feel free to email us.

Thank you,
Hello Alice,

As requested, attached are the electronic forms you requested by email.
I can drop off the original documents with wet signatures in ink tomorrow, Thursday, October 3, 2019 at your office. Please provide your physical office address for the documents drop off and thank you for your cooperation.

Best Regards,

Sanya

Dr. Sanya Soyemi, PMP
Managing Partner
The Soyemi Group

tsgcorp@outlook.com

6185 Magnolia Ave., Ste. 209
Riverside, CA 92506

909-838-8614 – Business Phone
909-687-2029 – Business Fax

http://www.thesoyemigroup.com

From: Alice Yue <alice.yue@lacity.org>
Sent: Wednesday, October 2, 2019 4:35 PM
To: TSG Corp <tsgcorp@outlook.com>
Cc: Zachary Decorse <zachary.decorse@lacity.org>; RYAN SOLIS <ryan.solis@lacity.org>; Husam Zakaria <husam.zakaria@lacity.org>
Subject: The Soyemi Group- Response for RFQ 2019SPC011

Good afternoon,

Thank you for your response to the Systems Programmer Contractors RFQ. Upon initial review of your response, LADBS has determined you did not provide the required information for the following items:
1) RFQ Section 8.7 - Bidder Certification CEC Form 50 and Bidder Certification CEC Form 55 for Municipal Lobbying Ordinance (Attachment 15). Please include page 3 of Form 55.

2) Wet Signatures on Original Response. All forms requiring signatures must have wet signatures in ink, not digitally signed. The following forms must be re-submitted with wet signatures:

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You are hereby requested to provide this information immediately to remedy the deficiencies in your response. Failure to provide the missing information detailed above by Friday, October 4, 2019 at 4:00 p.m. may result in your response being deemed non-response. The proposer must email the completed and signed (if applicable) forms by the deadline stated, and mail the original(s) and copies to the same address as the response submission.

If you have any questions regarding this request, please feel free to email us.

Thank you,

[Signature]

[Name]

[Title]

[Date]

[Office Address]

[Phone Number] | [Email Address]

[Electronic Signature]

Alice.Yue@lacity.org
<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit 1</td>
<td>Request for Proposal Checklist</td>
</tr>
<tr>
<td>Exhibit 2</td>
<td>Signature Declaration Page</td>
</tr>
<tr>
<td>Exhibit 3</td>
<td>Proposed Fee Schedule</td>
</tr>
<tr>
<td>Exhibit 4</td>
<td>Proposer References Form</td>
</tr>
</tbody>
</table>
### Proposal Cover Letter
**The Soyemi Group - Company Information**

<table>
<thead>
<tr>
<th></th>
<th>Business Legal Name:</th>
<th>The Soyemi Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Year Established:</td>
<td>December 30, 2013</td>
</tr>
<tr>
<td>III</td>
<td>Dunn &amp; Bradstreet Number:</td>
<td>080718584</td>
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<tr>
<td>IV</td>
<td>Metro Certified SBE:</td>
<td>YES - Firm# 7545</td>
</tr>
<tr>
<td>V</td>
<td>Publicly Traded:</td>
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</tr>
<tr>
<td>VI</td>
<td>Legal Address:</td>
<td>6185 Magnolia Ave., Ste. 209</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Riverside, CA 92506</td>
</tr>
<tr>
<td>VII</td>
<td>Phone Contact:</td>
<td>909-838-8614</td>
</tr>
<tr>
<td>VIII</td>
<td>Domiciled State:</td>
<td>California</td>
</tr>
<tr>
<td>IX</td>
<td>Authorized Contact Person:</td>
<td>Sanya A. Soyemi</td>
</tr>
<tr>
<td>X</td>
<td>Title:</td>
<td>Managing Partner</td>
</tr>
<tr>
<td>XI</td>
<td>Address:</td>
<td>6185 Magnolia Ave., Ste. 209</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Riverside, CA 92506</td>
</tr>
<tr>
<td>XII</td>
<td>Contact Phone Contact:</td>
<td>909-838-8614</td>
</tr>
<tr>
<td>XIII</td>
<td>Contact Email:</td>
<td><a href="mailto:tsgcorp@outlook.com">tsgcorp@outlook.com</a></td>
</tr>
<tr>
<td>XIV</td>
<td>Authorized Signature:</td>
<td>Dr. Sanya A. Soyemi, PMP</td>
</tr>
</tbody>
</table>

**Amendment 1 issued 08/16/2019**

**Addendum 1 issued on 8/19/2019**

Signed: [Signature]

Date: 9/5/2017
EXHIBIT 1

REQUEST FOR PROPOSAL
CHECKLIST
REQUEST FOR QUALIFICATIONS (RFQ) CHECKLIST
RFQ NO. 2019SPC011

The purpose of this check list is to provide a quick reference of items that must be included with each response. Omission of any item from this quick reference does not relieve the proposer of his/her responsibility to provide all the information and documentation required and within the time limits specified in the City's RFQ Specification document.

<table>
<thead>
<tr>
<th>Initial (required)</th>
<th>Action Required (Complete &amp; Include in Response, Submit Online, Review &amp; Acknowledge)</th>
<th>RFQ Section</th>
<th>FORM / DOCUMENT – DESCRIPTION / ATTACHMENT NUMBER</th>
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<td>4.2.6</td>
<td>Proposer References Form (Exhibit 4)</td>
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<td>2019SPC011 Scope of Work (Appendix 1)</td>
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<td>SS</td>
<td>Review &amp; Acknowledge</td>
<td>4.5</td>
<td>Vendor Proposal – Due on or before Thursday, September 5, 2019 by 10:00 a.m.</td>
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<td>Response Submission Requirements</td>
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<td>4.2.1-16</td>
<td>Response Format Requirements</td>
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<td>SS</td>
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<td>Pre-Conference Questions and Notification of Intent to Attend Proposer Conference due Tuesday, August 6, 2019 by 10:00 a.m.</td>
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<td>Insurance Requirements (Attachment 2)</td>
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<td>SS</td>
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<td>Equal Benefits Ordinance (Attachment 4) and First Source Hiring Ordinance (Attachment 17)</td>
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<td>Contractor Responsibility Ordinance (Attachment 5)</td>
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<td>Complete &amp; Include in Response</td>
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<td>Living Wage Ordinance and Service Contractor Worker Retention Ordinance (Attachment 6)</td>
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<td>Complete &amp; Include in Response</td>
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<td>City of Los Angeles Contract History (Attachment 11)</td>
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</tr>
<tr>
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<td>--------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>----------------------------------------------------------------------------------</td>
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<tr>
<td>$S$</td>
<td>Complete &amp; Include in Response</td>
<td>6.11</td>
<td>City of Los Angeles Residence Information (Attachment 12)</td>
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<tr>
<td>$S$</td>
<td>Complete &amp; Include in Response</td>
<td>8.5</td>
<td>Certification of Compliance with Child Support Obligations (Attachment 13)</td>
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<tr>
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<td>Business Inclusion Program (BIP) Requirements (Attachment 16)</td>
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<td>Complete &amp; Include in Response (if applicable)</td>
<td>4.2.7</td>
<td>BIP Schedule A – Subcontractor Information Form (Attachment 16)</td>
</tr>
<tr>
<td>$S$</td>
<td>Complete &amp; Include in Response (if applicable)</td>
<td>7.20.1</td>
<td>Local Business Preference Program (Attachment 18)</td>
</tr>
<tr>
<td>$S$</td>
<td>Complete &amp; Include in Response (if applicable)</td>
<td>7.20.2</td>
<td>Small and Local Business Program (Attachment 18)</td>
</tr>
<tr>
<td>$S$</td>
<td>Complete &amp; Include in Response (if applicable)</td>
<td>8.9</td>
<td>California Iran Contracting Act of 2010 Compliance Affidavit (Attachment 19)</td>
</tr>
</tbody>
</table>
SIGNATURE DECLARATION PAGE
RFQ NO. 2019SPC011

***All proposals shall remain effective for 180 calendar days after the proposal opening date***

The undersigned hereby offers and agrees to furnish the services in compliance with the service level requirements, instructions, specifications, and any amendments contained in this RFQ document and any written exceptions in the offer accepted by the City.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and I agree to the terms and conditions of this proposal.

Proposers making a false affidavit may be excluded from future bidding.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>The Soeyemi Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Officer:</td>
<td>Sanya Soeyemi</td>
</tr>
<tr>
<td>Company Mailing Address:</td>
<td>6185 Magnolias Ave, Ste 209</td>
</tr>
<tr>
<td>City and Zip Code:</td>
<td>Riverside, CA 92506</td>
</tr>
<tr>
<td>Company Email Address:</td>
<td><a href="mailto:tsgcorp@outlook.com">tsgcorp@outlook.com</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>909-838-8514</td>
</tr>
<tr>
<td>Cellular Phone:</td>
<td></td>
</tr>
<tr>
<td>Business Tax Registration Certificate (STRC) Number:</td>
<td>000306819-0001-2</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
</tbody>
</table>

Sign here if Individual:

| Print Name: | Sanya Soeyemi |
| Title: | Managing Partner |
| Signature: | [Signature] |
| Date: | 9/5/2019 |

Sign here if Partnership or Corporation:

| Print Name: | Title: |
| Address: | City: | State, Zip Code: |
| Signature: | Date: |

| Print Name: | Title: |
| Address: | City: | State, Zip Code: |
| Signature: | Date: |

Addenda (Initial below to verify acknowledgement):

Addenda No. 1: [Signature]
Addenda No. 2: [Signature]
Addenda No. 3: [Signature]

(Place Corporate Seal Here if Applicable)

If not submitting a proposal, please state reason below.
ATTACHMENT 5

CONTRACTOR RESPONSIBILITY ORDINANCE
CITY OF LOS ANGELES  
RESPONSIBILITY QUESTIONNAIRE

RESPONSES TO THE QUESTIONS CONTAINED IN THIS QUESTIONNAIRE MUST BE SUBMITTED ON THIS FORM. In responding to the Questionnaire, neither the City form, nor any of the questions contained therein, may be retyped, recreated, modified, altered, or changed in any way, in whole or in part. Bidders or Proposers that submit responses on a form that has been retyped, recreated, modified, altered, or changed in any way shall be deemed non-responsive.

The signatory of this Questionnaire guarantees the truth and accuracy of all statements and answers to the questions herein. Failure to complete and return this questionnaire, any false statements, or failure to answer (a) question(s) when required, may render the bid/proposal non-responsive. All responses must be typewritten or printed in ink. Where an explanation is required or where additional space is needed to explain an answer, use the Responsibility Questionnaire Attachments. Submit the completed form and all attachments to the awarding authority. Retain a copy of this completed form for future reference. Contractors must submit updated information to the awarding authority if changes have occurred that would render any of the responses inaccurate in any way. Updates must be submitted to the awarding authority within 30 days of the change(s).

A. CONTACT INFORMATION

CITY DEPARTMENT INFORMATION

<table>
<thead>
<tr>
<th>City Department/Division Awarding Contract</th>
<th>City Contact Person</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Building and Safety (LADBS)</td>
<td>Alice Yue</td>
<td>213-482-6776</td>
</tr>
</tbody>
</table>

City Bid or Contract Number (if applicable) and Project Title  
2019SPC011 - Systems Programmer Contractors

BIDDER/CONTRACTOR INFORMATION

<table>
<thead>
<tr>
<th>Bidder/Proposer Business Name</th>
<th>Riverside</th>
<th>CA</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Soyemi Group</td>
<td></td>
<td>92506</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>5185 Magnolia Ave., Ste. 209,</td>
<td></td>
<td></td>
<td></td>
<td>909-836-8614</td>
<td>502-687-2029</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person, Title</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanya Soyemi - Managing Partner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TYPE OF SUBMISSION:

The Questionnaire being submitted is:

☐ An initial submission of a completed Questionnaire.

☐ An update of a prior Questionnaire dated ________/_______/______.

☐ No change. I certify under penalty of perjury under the laws of the State of California that there has been no change to any of the responses since the last Responsibility Questionnaire dated ________/_______/______ was submitted by the firm. Attach a copy of that Questionnaire and sign below.

Sanya Soyemi - Managing Partner

Print Name, Title  
Signature  
Date  
9/5/2019

TOTAL NUMBER OF PAGES SUBMITTED, INCLUDING ALL ATTACHMENTS: _____________
B. BUSINESS ORGANIZATION/STRUCTURE

Indicate the organizational structure of your firm. "Firm" includes a sole proprietorship, corporation, joint venture, consortium, association, or any combination thereof.

☐ Corporation: Date incorporated: ______/_____/______ State of incorporation: ________________
List the corporation's current officers.

President: __________________________________________________________
Vice President: ______________________________________________________
Secretary: __________________________________________________________
Treasurer: __________________________________________________________

☐ Check the box only if your firm is a publicly traded corporation
List those who own 5% or more of the corporation's stocks. Use Attachment A if more space is needed. Publicly traded corporations need not list the owners of 5% or more of the corporation's stocks.

☐ Limited Liability Company: Date of formation: ______/_____/______ State of formation: ________________
List members who own 5% or more of the company. Use Attachment A if more space is needed.

☐ Partnership: Date formed: ______/_____/______ State of formation: ________________
List all partners in your firm. Use Attachment A if more space is needed.

☑ Sole Proprietorship: Date started: 12/30/2013
List any firm(s) that you have been associated with as an owner, partner, or officer for the last five years. Use Attachment A if more space is needed. Do not include ownership of stock in a publicly traded company in your response to this question.
The Soyemi Group

☐ Joint Venture: Date formed: ______/_____/______
List: (1) each firm that is a member of the joint venture and (2) the percentage of ownership the firm will have in the joint venture. Use Attachment A if more space is needed. Each member of the Joint Venture must complete a separate Questionnaire for the Joint Venture's submission to be considered as responsive to the invitation.
C. OWNERSHIP AND NAME CHANGES

1. Is your firm a subsidiary, parent, holding company, or affiliate of another firm?
   □ Yes  ☑ No

   If Yes, explain on Attachment A the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm.

2. Has any of the firm's owners, partners, or officers operated a similar business in the past five years?
   □ Yes  ☑ No

   If Yes, list on Attachment A the names and addresses of all such businesses, and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds a similar position in another firm.

3. Has the firm changed names in the past five years?
   □ Yes  ☑ No

   If Yes, list on Attachment A all prior names, addresses, and the dates they were used. Explain the reason for each name change in the last five years.

4. Are any of your firm's licenses held in the name of a corporation or partnership?
   □ Yes  ☑ No

   If Yes, list on Attachment A the name of the corporation or partnership that actually holds the license.

Bidders/Contractors must continue on to Section D and answer all remaining questions contained in this Questionnaire.

The responses in this Questionnaire will not be made available to the public for review. This is not a public document. [ CPCC §20101(a) ]
D. FINANCIAL RESOURCES AND RESPONSIBILITY

5. Is your firm now, or has it ever been at any time in the last five years, the debtor in a bankruptcy case?
   ☑ Yes  ☐ No

   If Yes, explain on Attachment B the circumstances surrounding each instance.

6. Is your company in the process of, or in negotiations toward, being sold?
   ☐ Yes  ☑ No

   If Yes, explain the circumstances on Attachment B.

E. PERFORMANCE HISTORY

7. How many years has your firm been in business?  5 1/2  Years.

8. Has your firm ever held any contracts with the City of Los Angeles or any of its departments?
   ☑ Yes  ☐ No

   If Yes, list on an Attachment B all contracts your firm has had with the City of Los Angeles for the last 10 years. For each contract listed in response to this question, include: (a) entity name; (b) purpose of contract; (c) total cost; (d) starting date; and (e) ending date.

9. List on Attachment B all contracts your firm has had with any private or governmental entity (other than the City of Los Angeles) over the last five years that are similar to the work to be performed on the contract for which you are bidding or proposing. For each contract listed in response to this question, include: (a) entity name; (b) purpose of contract; (c) total cost; (d) starting date; and (e) ending date.

   ☑ Check the box if you have not had any similar contracts in the last five years.

10. In the past five years, has a governmental or private entity or individual terminated your firm’s contract prior to completion of the contract?
    ☑ Yes  ☐ No

    If Yes, explain on Attachment B the circumstances surrounding each instance.

11. In the past five years, has your firm used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity?
    ☑ Yes  ☐ No

    If Yes, explain on Attachment B the circumstances surrounding each instance.

12. In the past five years, has your firm been debarred or determined to be a non-responsible bidder or contractor?
    ☑ Yes  ☐ No

    If Yes, explain on Attachment B the circumstances surrounding each instance.
F. DISPUTES

13. In the past five years, has your firm been the defendant in court on a matter related to any of the following issues? For parts (a) and (b) below, check Yes even if the matter proceeded to arbitration without court litigation. For part (c), check Yes only if the matter proceeded to court litigation. If you answer Yes to any of the questions below, explain the circumstances surrounding each instance on Attachment B. You must include the following in your response: the name of the plaintiffs in each court case, the specific causes of action in each case; the date each case was filed; and the disposition/current status of each case.

(a) Payment to subcontractors?
   □ Yes  ☑ No

(b) Work performance on a contract?
   □ Yes  ☑ No

(c) Employment-related litigation brought by an employee?
   □ Yes  ☑ No

14. Does your firm have any outstanding judgements pending against it?
   □ Yes  ☑ No
   If Yes, explain on Attachment B the circumstances surrounding each instance.

15. In the past five years, has your firm been assessed liquidated damages on a contract?
   □ Yes  ☑ No
   If Yes, explain on Attachment B the circumstances surrounding each instance and identify all such projects, the amount assessed and paid, and the name and address of the project owner.

G. COMPLIANCE

16. In the past five years, has your firm or any of its owners, partners or officers, ever been investigated, cited, assessed any penalties, or been found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed on Attachment C (Page 9)? For this question, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.
   □ Yes  ☑ No
   If Yes, explain on Attachment B the circumstances surrounding each instance, including the entity that was involved, the dates of such instances, and the outcome.

17. If a license is required to perform any services provided by your firm, in the past five years, has your firm, or any person employed by your firm, been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or found to have violated any licensing laws?
   □ Yes  ☑ No
   If Yes, explain on Attachment B the circumstances surrounding each instance in the last five years.
18. In the past five years, has your firm, any of its owners, partners, or officers, ever been penalized or given a letter of warning by the City of Los Angeles for failing to obtain authorization from the City for the substitution of a Minority-owned (MBE), Woman-owned (WBE), or Other (OBE) business enterprise?

☐ Yes ☐ No

If Yes, explain on Attachment B the circumstances surrounding each instance in the last five years.

H. BUSINESS INTEGRITY

19. For questions (a), (b), and (c) below, check Yes if the situation applies to your firm. For these questions, the term “firm” includes any owners, partners, or officers in the firm. The term “owner” does not include owners of stock in your firm if the firm is a publicly traded corporation. If you check Yes to any of the questions below, explain on Attachment B the circumstances surrounding each instance.

(a) Is a governmental entity or public utility currently investigating your firm for making (a) false claim(s) or material misrepresentation(s)?

☐ Yes ☐ No

(b) In the past five years, has a governmental entity or public utility alleged or determined that your firm made (a) false claim(s) or material misrepresentation(s)?

☐ Yes ☐ No

(c) In the past five years, has your firm been convicted or found liable in a civil suit for, making (a) false claim(s) or material misrepresentation(s) to any governmental entity or public utility?

☐ Yes ☐ No

20. In the past five years, has your firm or any of its owners or officers been convicted of a crime involving the bidding of a government contract, the awarding of a government contract, the performance of a government contract, or the crime of fraud, theft, embezzlement, perjury, bribery? For this question, the term “owner” does not include those who own stock in a publicly traded corporation.

☐ Yes ☐ No

If Yes, explain on Attachment B the circumstances surrounding each instance.

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury under the laws of the State of California that I have read and understand the questions contained in this questionnaire and the responses contained on all Attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this Questionnaire is true and accurate to the best of my knowledge and belief.

Sanya Soyemi, Managing Partner

Print Name, Title

Signature

Date

9/5/2019
ATTACHMENT A FOR SECTIONS A THROUGH C

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

Page ______

N/A
ATTACHMENT B FOR SECTIONS D THROUGH H

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

Page

County of San Bernardino
Health Services Administration
Purpose: Provided Training
Total Cost: $375,000.00
July 1, 2013 to June 30, 2016

Orange County Transportation Agency
Purpose: Document transit bus incident
Occurrence Tracking System, conduct JAD sessions with multiple system stakeholders to identify "as is" and "to be" solution. Conduct systems analysis as it relate to industry best practice, and make presentation to the management.
Total Cost: $119,500.00
July 2019 to January 2, 2020

INGOWETT
Purpose: I. Project management and process improvement recommendations Enterprise Applications Support department. The Soyemi Group instituted formal SDLC processes and change management that resulted into new procedures that reduced redundancies, saves time, and resulted in overall department efficiency. II. Facility Asset Management Software Implementation for the Facility Services.
Total Cost: $125,000.00
June 2018 to February 2019
ATTACHMENT C: GOVERNMENTAL ENTITIES FOR QUESTION NO. 16

Check Yes in response to Question No. 16 if your firm or any of its owners, partners or officers, have ever been investigated, cited, assessed any penalties, or found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed below (or any of its subdivisions), including but not limited to those examples specified below. The term “owner” does not include owners of stock in your firm if your firm is a publicly traded corporation. If you answered Yes, provide an explanation on Attachment B of the circumstances surrounding each instance, including the entity involved, the dates of such instances, and the outcome.

FEDERAL ENTITIES

Federal Department of Labor
- American with Disabilities Act
- Immigration Reform and Control Act
- Family Medical Leave Act
- Fair Labor Standards Act
- Davis-Bacon and laws covering wage requirements for federal government contract workers
- Migrant and Seasonal Agricultural Workers Protection Act
- Immigration and Naturalization Act
- Occupational Safety and Health Act
- Anti-discrimination provisions applicable to government contractors and subcontractors
- Whistleblower protection laws

Federal Department of Justice
- Civil Rights Act
- American with Disabilities Act
- Immigration Reform and Control Act of 1986
- Bankruptcy fraud and abuse

Federal Department of Housing and Urban Development (HUD)
- Anti-discrimination provisions in federally subsidized/assisted/sponsored housing programs
- Prevailing wage requirements applicable to HUD related programs

Federal Environmental Protection Agency
- Environmental Protection Act

National Labor Relations Board
- National Labor Relations Act

Federal Equal Employment Opportunity Commission
- Civil Rights Act
- Equal Pay Act
- Age Discrimination in Employment Act
- Rehabilitation Act
- Americans with Disabilities Act

STATE ENTITIES

California’s Department of Industrial Relations
- Wage and labor standards, and licensing and registration
- Occupational safety and health standards
- Workers’ compensation self insurance plans
- Workers’ Compensation Act
- Wage, hour, and working standards for apprentices
- Any provision of the California Labor Code

California’s Department of Fair Employment and Housing
- California Fair Employment and Housing Act
- Unruh Civil Rights Act
- Ralph Civil Rights Act

California Department of Consumer Affairs
- Licensing, registration, and certification requirements
- Occupational licensing requirements administered and/or enforced by any of the Department’s boards, including the Contractors’ State Licensing Board

California’s Department of Justice

LOCAL ENTITIES

City of Los Angeles or any of its subdivisions for violations of any law, ordinance, code, rule, or regulation administered and/or enforced by the City, including any letters of warning or sanctions issued by the City of Los Angeles for an unauthorized substitution of subcontractors, or unauthorized reductions in dollar amounts subcontracted.

OTHERS

Any other federal, state, local governmental entity for violation of any other federal, state, or local law or regulation relating to wages, labor, or other terms and conditions of employment.
ATTACHMENT 7

NON-COLLUSION AFFIDAVIT FORM
NON-COLLUSION AFFIDAVIT

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

I, ________________________________, depose and say that I am

Managing Partner ___________________________ of The Soyemi Group, 6185 Magnolia Ave., Ste. 209 Riverside, CA 92506

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

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

Date: ________________________________ at ________________________________

(Month, Day, Year) (City, State)

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

(Signature)
ATTACHMENT 11

CITY OF LOS ANGELES
CONTRACT HISTORY
CITY OF LOS ANGELES CONTRACT HISTORY

The City Council passed a resolution (CF 98-1331) on July 21, 1998 requiring that all proposed vendors supply in their proposal or bid a list of all City of Los Angeles contracts held by the bidder or any affiliated entity during the preceding ten (10) years. Use the space below to list all such contracts. Include the dates of the contract(s), the service or goods provided, the amount of the contract(s), and the contract number(s). If the bidder or any affiliated entity has held no City of Los Angeles contracts during the preceding ten (10) years, state so in the space below. Use the back of the page and additional pages as needed.

Were any contracts held with the City of Los Angeles in the last ten (10) years?

☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>Department with which Contract Held</th>
<th>Contract Dates</th>
<th>Services/Goods Provided</th>
<th>Contract Amount</th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
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</table>

The Soyemi Group
Name of Organization
Sanya Soyemi
Print Name
September 5, 2019
Date

Signature of Bidder
Managing Partner
Title
ATTACHMENT 12

CITY OF LOS ANGELES
RESIDENCE INFORMATION
LOS ANGELES RESIDENCE INFORMATION

The City Council, in consideration of the importance of preserving and enhancing the economic base and well-being of the City, encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate, and for the business taxes they remit. The City Council adopted a Motion (CF 92-0021) on January 7, 1992 that requires proposers/bidders to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles. In order to comply with this Motion, please provide the following information:

Organization: The Soyemi Group

Corporate or Main Office Address: 6185 Magnolia Ave., Ste. 209, Riverside, CA 92506

Total Number of Employees Employed by Company or Organization: 10

Percentage of the Total Workforce Residing in the City of Los Angeles: 0

Percentage of the Total Workforce Employed in the City of Los Angeles: 0

The Address of Any Branch Office(s) within the City of Los Angeles: n/a

Workforce in Each City of Los Angeles Branch Office:

Percentage of Workforce in Each City of Los Angeles Branch Office residing in the City of Los Angeles:

Percentage of Workforce in Each Los Angeles Branch Office employed in the City of Los Angeles: 0
ATTACHMENT 13

CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS
CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS

This document must be returned with the Proposal/Bid Response

The undersigned hereby agrees that _______________ will:

Name of Business/Borrower:

1. Fully comply with all applicable State and Federal employment reporting requirements for its employees.

2. Fully comply with and implement all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment.

3. Certify that the principal owner(s) of the business/the Borrower are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally.

4. Certify that the business/Borrower will maintain such compliance throughout the term of the contract.

5. This certification is a material representation of fact upon which reliance was placed when the parties entered into this transaction.

6. The undersigned shall require that the language of this Certification be included in all subcontracts and that all subcontractors shall certify and disclose accordingly.

To the best of my knowledge, I declare under penalty of perjury that the foregoing is true and was executed at:

Riverside, Riverside, CA

City/County/State

Date 9/5/2019

The Soyemi Group 6185 Magnolia Ave., Ste 209, Riverside, CA 92506

Name of Business Address

________________________

Signature of Authorized Officer or Representative Print Name

Managing Partner 909-838-8614

Title Telephone Number
ATTACHMENT 14

CERTIFICATION REGARDING COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT
CERTIFICATION REGARDING COMPLIANCE WITH THE
AMERICANS WITH DISABILITIES ACT

The undersigned certifies, that to the best of his/her knowledge and belief, that:

1. The Contractor/Borrower/Agency (hereafter Contractor) is in compliance with and will continue to comply with the Americans with Disabilities Act 42 U.S.C. 12101 et seq. and it implementing regulations.

2. The Contractor will provide for reasonable accommodations to allow qualified individuals with disabilities to have access to and participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act.

3. The Contractor will not discriminate against persons with disabilities nor against persons due to their relationship or association with a person with a disability.

4. The Contractor will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative Contracts) and that all subrecipients shall certify and disclose accordingly.

5. This certification is a material representation of fact upon which reliance was placed when the parties entered into this transaction.

Contract Number 2019 SPC011

CONTRACTOR/BORROWER/AGENCY
The Soyemi Group

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE
Sanya Soyemi Title Managing Partner

SIGNATURE

DATE 9/5/2019
ATTACHMENT 15

MUNICIPAL LOBBYING ORDINANCE
Bidder Certification
CEC Form 50

This form must be submitted to the awarding authority with your bid or proposal for the contract noted below. Please write legibly.

- Original filing
- Amended filing (original signed on ___________; last amendment signed on ___________)

<table>
<thead>
<tr>
<th>Bid/Contract/BAVN Number: 2019 SPC011 - BAVN37364</th>
<th>Awarding Authority (Department): Department of Building and Safety (LADBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Bidder: The Soyemi Group</td>
<td>Phone: 909-838-8614</td>
</tr>
<tr>
<td>Address: 6185 Magnolia Ave., Ste. 209, Riverside, CA 92506</td>
<td>Email: <a href="mailto:tsgcorp@outlook.com">tsgcorp@outlook.com</a></td>
</tr>
</tbody>
</table>

CERTIFICATION

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

A. I am a person or entity that is applying for a contract with the City of Los Angeles.

B. The contract for which I am applying is an agreement for one of the following:
   1. The performance of work or service to the City or the public;
   2. The provision of goods, equipment, materials, or supplies;
   3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h); or
   4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(b):
      a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and those services:
         i. Are provided on premises that are visited frequently by substantial numbers of the public; or
         ii. Could be provided by City employees if the awarding authority had the resources; or
      iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
   b. I am not eligible for exemption from the City's living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37.1(f)(b).

C. The value and duration of the contract for which I am applying is one of the following:
   1. For goods or services contracts—a value of more than $25,000 and a term of at least three months;
   2. For financial assistance contracts—a value of at least $100,000 and a term of any duration; or
   3. For construction contracts, public leases, or licenses—any value and duration.

D. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

Date: 9/5/2019

Signature: [Signature]

Name: Sanya Soyemi

Title: Managing Partner
Prohibited Contributors (Bidders)
CEC Form 55

This form must be completed in its entirety and submitted to the awarding authority with your bid or proposal for the contract noted below. A bid or proposal that does not include a completed form will be deemed nonresponsive. Please write legibly.

Original filing □ Amended filing (original signed on __________, last amendment signed on __________)

Bid/Contract/BAVN Number (or other identifying information if no number): 2019SPC011
Date Bid Submitted: 9/5/2019

Description of Contract:
Systems Programme Contractors

Awarding Authority (Department):
Building and Safety

BIDDER
Name: The Soyemi Group
Address: 6185 Magnolia Ave., Ste.209, Riverside, CA 92506
Email (optional): isgcorp@outlook.com
Phone: 909-838-8614
State Contractor ID:

State ID must be disclosed for identification purposes, even if not performing work on this contract under that license. If the bidder does not have a state contractor ID, indicate “not applicable”.

PRINCIPALS

Please identify the names and titles of all principals (attach additional sheets if necessary). Principals include a bidder’s board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

Name: Sanya Soyemi  Title: Managing Partner
Address: 6185 Magnolia Ave., Ste.209, Riverside, CA 92506

Name:  Title:
Address:

Name:  Title:
Address:

Name:  Title:
Address:

☐ Additional sheets are attached.  ☐ Bidder is an individual and no other principals exist.
SUBCONTRACTORS

Please identify all subcontractors whose subcontracts are worth $100,000 or more (attach additional sheets if necessary). If the subcontractor has a state contractor license, the ID must be disclosed for identification purposes, even if the subcontractor is not performing work on this contract under that license.

Subcontractor: N/A

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

Subcontractor:

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

Subcontractor:

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

Subcontractor:

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

Subcontractor:

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

Subcontractor:

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

Subcontractor:

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

Subcontractor:

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

Subcontractor:

Address:

State Contractor ID (for identification purposes, if none, indicate "not applicable"): 

☑ Additional sheets are attached. ☐ Bidder has no subcontractors on this bid or proposal whose subcontracts are worth $100,000 or more.
Prohibited Contributors (Bidders)

CEC Form 55

PRINCIPALS OF SUBCONTRACTORS

Please identify the names and titles of all principals for each subcontractor identified on page 2 (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

Name: ____________________________________ Title: ____________________________________
Address: ____________________________________
Subcontractor: ____________________________________

Name: ____________________________________ Title: ____________________________________
Address: ____________________________________
Subcontractor: ____________________________________

Name: ____________________________________ Title: ____________________________________
Address: ____________________________________
Subcontractor: ____________________________________

Name: ____________________________________ Title: ____________________________________
Address: ____________________________________
Subcontractor: ____________________________________

☐ Of the subcontractors identified on page 2, the following are individuals and no other principals exist (attach additional sheets if necessary):

Subcontractor: ____________________________________
Subcontractor: ____________________________________

☐ _____ additional sheets are attached. ☐ Bidder has no subcontractors on this bid or proposal whose subcontractors are worth $100,000 or more.

CERTIFICATION

I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 476(c)(12) and any related ordinances. I understand that I must amend this form within ten business days if the information above changes. I certify under penalty of perjury under the laws of the City of Los Angeles and the State of California that the information provided above is true and complete.

Date: 9/5/2019
Signature: ____________________________
Name: ________________________________
Title: ________________________________

Under Los Angeles City Charter § 476(c)(12), this form must be submitted to the awarding authority with your bid or proposal. A bid or proposal that does not include a completed Form 55 will be deemed non-responsive.
ATTACHMENT 16

BUSINESS INCLUSION PROGRAM (BIP) REQUIREMENTS
SCHEDULE A
LIST OF POTENTIAL MBE/WBE/SBE/EBE/DVBE/OBE SUBCONSULTANTS (NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN ALL SHEETS)

Name of Consultant/Contractor: The Soyemi Group

<table>
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<tr>
<th>No.</th>
<th>Subconsultant/Company Name</th>
<th>Address</th>
<th>Telephone/Contact Person</th>
<th>License No. (if applicable)</th>
<th>MBE/WBE/SBE/EBE/DVBE/OBE</th>
<th>Description of work to be performed</th>
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NOTE: I hereby declare that I will be utilizing this list to solicit proposals from these subconsultants before responding to (a specific project/individual Task Work Orders) under the RFQ.

Signature of Person Completing this Form: [Signature]

Printed Name of Person Completing this Form: Sanya Soyemi

Managing Partner: [Name]

Title: [Title]

Date: 9/5/2019

MUST BE SUBMITTED WITH BID

Rev 04/17/2019 (Caweide On-Call RFQ - BAVN BID)
ATTACHMENT 18

SMALL AND LOCAL BUSINESS PREFERENCE PROGRAMS
City of Los Angeles
Small & Local Business Program

Thank you for applying for all Small & Local Business (SLB) Program with the City of Los Angeles.

Qualifications to obtain SLB status are listed below:

1. Your principal office must be located within the County of Los Angeles.
2. Your firm must have a City of Los Angeles Business Tax Registration Certificate. For information on obtaining a City of Los Angeles Business Tax Registration Certificate, please call the Office of Finance, Tax and Permits Division at (213) 626-9271.
3. Gross receipts for your business (including affiliates) must total less than $3 million for the previous fiscal year.

Companies certified as a Small & Local Business with the City of Los Angeles are given a preference applied to bid contracts of $100,000 or less. A 10% preference (discount) is given to the bids of SLB certified companies. The preference is determined by taking 10% of the lowest bid that proposed by a non-certified SLB company, and subtracting that amount from the bid of the SLB certified company. If after the preference the SLB's bid is less than or equal to the lowest non-certified company's bid, the SLB will be awarded the contract.

In order to be given the bid preference as a certified SLB, your SLB application must be submitted to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section no later the five (5) calendar days prior to the bid or proposal deadline and approved prior to the award date.

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section is located at:

1149 S. Broadway, Suite 300
Los Angeles, CA 90015

Certification as a Small & Local Business is valid for two calendar years from the date of approval. Applicant firms must be recertified every two years with the Office of Contract Compliance, Centralized Certification Section. For questions concerning the Small & Local business Program, contact the office of Contract Compliance, Centralized Certification Section at (213) 847-2641.
Small and Local Business Program

Certified SLB by the City of LA:

__Yes  X No

Companies certified as a Small Local Business with the City of Los Angeles are given a preference applied to bid contracts of one-hundred-thousand dollars ($100,000) or less. A ten percent (10%) preference (discount) is given to the bids of SLB certified companies. The preference is determined by subtracting ten percent (10%) of the amount bid that is proposed by a non-certified SLB company, and subtracting that amount from the bid of the SLB certified company. If after the preference the SLB’s bid is less than or equal to the lowest non-certified company’s bid, the SLB shall be awarded the Contract.

In order to be given the bid preference as a certified SLB, your SLB application must be received at the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section no later than five (5) calendar days prior to the last day for submission of the bid or bid and approved prior to the award date as stated on the RFB.

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section is Located at:

600 South Spring Street, Suite 1300
Los Angeles, CA 90014

Certification as a Small and Local Business is valid for one (1) calendar year from the date of approval. Applicant firms must be re-certified on an annual basis with the Office of Contract Compliance, Centralized Certification Section. For questions concerning the Small Local Business Program, Contact the Office of Contract Compliance, Centralized Certification Section at (213) 847-6478.
ATTACHMENT 19

IRAN CONTRACTING ACT OF 2010 COMPLIANCE AFFIDAVIT
IRAN CONTRACTING ACT OF 2010 COMPLIANCE AFFIDAVIT
(California Public Contract Code Sections 2200-2208)

The California Legislature adopted the Iran Contracting Act of 2010 to respond to policies of Iran in a uniform fashion (PCC § 2201(a)). The Iran Contracting Act prohibits proposers engaged in investment activities in Iran from submitting proposals for, or entering into or renewing contracts with public entities for goods and services of one million dollars ($1,000,000) or more (PCC § 2203(a)). A proposer who “engages in investment activities in Iran” is defined as either

- A proposer providing goods or services of twenty million dollars ($20,000,000) or more in the energy sector of Iran, including provision of oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, or

- A proposer that is a financial institution (as that term is defined in 50 U.S.C. § 1701) that extends twenty million dollars ($20,000,000) or more in credit to another person for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created by the California Department of General Services (DGS) pursuant to PCC § 2203(b) as a person engaging in the investment activities in Iran.

The proposer shall certify that at the time of submitting a proposal for a new contract or for the renewal of an existing contract, he or she is not identified on the DGS list of ineligible businesses or persons and that the proposer is not engaged in investment activities in Iran in violation of the Iran Contracting Act of 2010.

California law establishes penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts (PCC § 2205).

To comply with the Iran Contracting Act of 2010, the proposer shall complete and sign ONE of the options shown below

OPTION #1: CERTIFICATION

I, the official named below, certify that I am duly authorized to execute this certification on behalf of the proposer or financial institution identified below, and that the proposer or financial institution identified below is not on the current DGS list of persons engaged in investment activities in Iran and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person or vendor, for 45 days or more, if that other person or vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current DGS list of persons engaged in investment activities in Iran.

Name of Proposer/Financial Institution (Printed): The Soyemi Group
Signed by: Sanya Soyemi (Authorized Signature)
(Signed)
(Printed Name)
Managing Partner (Title of Person Signing)

OPTION #2: EXEMPTION

Pursuant to PCC § 2203(c) and (d), a public entity may permit a proposer or financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to submit a proposal for, or enter into, or renew, a contract for services. If the proposer or financial institution identified below has obtained an exemption from the certification requirement under the Iran Contracting Act of 2010, the proposer or financial institution shall complete and sign below and attach documentation demonstrating the exemption approval.

Name of Proposer/Financial Institution (Printed):
Signed by: (Authorized Signature)
(Printed Name)
(Title of Person Signing)
Date: 11/26/2019

Protest Document

Subject- Contest and re-evaluation

X Name, Address, and Telephone number of the protesting party and/or person
Representing the protesting party.

Company Name: Sybyte Technologies Inc
Company Representative: Ash Khamkar, President
Telephone: 818 357 5459
Email: ash@cytemlogic.com
Address: 9420 Topanga Canyon Blvd Suite #208, Chatsworth, CA 91311-5759

Name and number of the solicitation.

Name: RFO ON CALL PROFESSIONAL CONSULTANT SERVICES, LADOT

Detailed statement specifying the legal and factual grounds of the protest and the copies of all relevant documents supporting the argument.

With reference to the letter that we received on 11-21-2019 for non-section of Sybyte Technologies Inc, we would like to contest the decision made by LADOT’s selection team on our proposal. It is our understanding that our RFO response was not selected due to misunderstanding of LADOT IT Selection Committee on our brief summary that we have written in our proposal. It was very unclear in RFO that a detailed summary of each position in the interest of a specific role was to be mentioned.

However, it was also not clear as to how many lines or how detailed the summary should have been written leaving the area of concern which was improperly defined in RFO.

Our experience in IT staffing and specific to the areas we have mentioned in our proposal goes for over 15 years serving several client in the public and private sector. Our CEO, Mr. Ash Khamkar has been in the business of staffing positions mentioned in the proposal for over 22 years. We believe that our proposal should be re-evaluated and we are more than happy to present the resumes for the positions of interest mentioned in the proposal and can provide a detailed summary of the interested roles Sybyte is willing to service.

With all due sincerity, Sybyte is interested in serving LADOT and I am hoping a fair decision will be awarded to Sybyte based on fair evaluation of RFO.

X Statement as to the form of relief sought.

Sybyte Technologies expects a re-evaluation for the response submitted to the RFO.

Sincerely,
Ash Khamkar
President - Sybyte Technologies Inc

CC: Attorney Navneet S. Chugh – Attorney at Law
Chugh LLP
15925 Carmimia Road
Conites, CA 90703

9420 Topanga Canyon Blvd, #208, Chatsworth, CA 91311