

LOS ANGELES FIRE DEPARTMENT



BRIAN L. CUMMINGS
FIRE CHIEF

February 13, 2012

BOARD OF FIRE COMMISSIONERS
FILE NO. 12-032

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Fire Chief

SUBJECT: REQUEST FOR PROPOSAL - AERIAL FIREFIGHTING SERVICES

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

Recommendations: That the Board:

1. AUTHORIZE the Fire Chief, or his designee, subject to final review and approval by the City Attorney, to release the attached Draft Request for Proposal (RFP) to identify qualified bidders who can perform Aerial Firefighting Services for the Los Angeles Fire Department during extreme weather periods and high chances of brush fires; and,
2. DIRECT Department staff to return to the Board of Fire Commissioners with its findings and recommendations for award of contract for Aerial Firefighting Services.

Summary:

The Los Angeles Fire Department (LAFD) has, since 2002, contracted with an aerial firefighting services company to provide additional support to the LAFD aviation assets during the wildfire seasons. The wildfire seasons are typically during the months of July through January, but in past years, such seasons have extended well beyond these months. Wildfires can erupt year-round. The greatest likelihood of massive wildfires occurs during the August to December timeframe. It is during this period the LAFD has the greatest need for additional aerial assets (Helitanker) to aid in battling wildfires that can quickly expand beyond the resources available in the Greater Los Angeles area.

The City of Los Angeles is often reimbursed for any assistance the helitanker provides outside of the City limits. During the FY 2009/10 performance period, the Erickson helitanker provided firefighting assistance to other local agencies, resulting in over \$741,000 in cost recovery / reimbursements to the City's Revenue Fund. These reimbursements allow the LAFD to operate the aerial helitanker services at reduced

cost to the City while providing protection beyond the City's boundaries ahead of the dangers reaching City limits.

The attached RFP is designed to identify companies that are able to provide aerial firefighting helitanker aircraft services, have safe operating records, are well experienced and are most able to meet the needs of the LAFD for the periods FY 2012/13 through FY 2017/18.

Background:

The City of Los Angeles has over 135 square miles of densely brush-covered mountainous terrain. Many areas provide limited access for fire engines to provide defensible positions that adequately protect residential communities and structures in wind-driven brush fires. During October and November 2003, Southern California was ravaged by one of the worst set of firestorms in the State's history.

The Department's aircraft resources include three (3) Bell 412 Type II water-dropping helicopters with a capacity of 350 gallons, two (2) AW139 water-dropping helicopters with a capacity of 420 gallons and one (1) Bell 206 command ship with a capacity of 90 gallons. Due to budgetary constraints at all levels of government, regional resources may or may not be available to assist the Department in the event of a major brush fire. Historically, regional assets have included two leased Type I helitanker aircrafts, one by California Department of Forestry and the other by Los Angeles County Fire Department (LACoFD). Additionally, LACoFD, historically, leases two super-scooper aircraft and has an aerial fleet of two Firehawks and several smaller water-dropping helicopters similar to the Department's. Regional resources are not guaranteed, as they are subject to budgetary constraints, conflicting priorities, deployment issues, and periodic grounding for service and maintenance at the time of the request.

In 2009, the fire season proved to be one of the most massive fire seasons in the history of California, consuming an overall area throughout the State that was nearly the size of the City of Los Angeles.

Locally, the Station Fire burned from August 26 through October 16, 2009, consumed over 160,000 acres (>250 sq mi, or over half the size of the City of Los Angeles), destroyed 209 structures (including 89 homes). The fire started in the Angeles National Forest near the U.S. Forest Service ranger station on the Angeles Crest Highway (State Highway 2).

The Station Fire claimed the lives of two Los Angeles County firefighters who were killed when their vehicle left the roadway due to heavy smoke conditions reducing visibility. The two firefighters, assigned to a fire inmate hand crew camp (jointly operated by the Los Angeles County Fire Department and California Department of Corrections), had been searching for a safe escape zone to help evacuate the camp's inmate crews who were being forced to evacuate due to the Station Fire threatening the camp.

Overall, the blaze threatened 12,000 structures in the National Forest and the nearby communities of La Cañada Flintridge, Glendale, Acton, La Crescenta, Littlerock and Altadena, as well as part of the City of Los Angeles in the Sunland and Tujunga neighborhoods.

The Station Fire burned on the slopes of Mount Wilson, threatening numerous television, radio and cellular telephone antennas on the summit, as well as the Mount Wilson Observatory, which includes several historically significant telescopes and multi-million-dollar astronomical facilities operated by UCLA, USC, UC Berkeley and Georgia State University. A 40-mile (64-kilometer) stretch of the Angeles Crest Highway was closed indefinitely due to guardrail and sign damage, although the pavement remained largely intact.

On September 3, 2009 officials announced that the Station Fire was caused by arson, and that a homicide investigation had been initiated. Investigators discovered a substance at the fire's point of origin, which they believe may have accelerated the flames.

As of September 15, 2009, \$93.8 million had been spent fighting the fire at 91% contained with full containment by September 19, 2009. It was 100% contained at 7:00 P.M. PST on Friday, October 16, 2009, due to moderate rainfall.

In comparison, the City of Los Angeles spent an estimated \$3 million for aerial firefighting services that year which was instrumental in the overall battle of the Station Fire, when coupled with other aerial firefighting assets brought on scene by Federal, State and County agencies. The cost benefit of aerial firefighting services and the property protected from the advancing fires far exceeded its cost.

At 160,557 acres (>250 sq miles), the Station Fire is the 10th largest wildland fire in modern California history, and the largest wildfire in the modern history of Los Angeles County, passing the 105,000-acre (164 sq mi; 425 km²) Clampitt Fire of September 1970.

In 2008, major wildland fire/brushfires erupted within the City of Los Angeles, which again threatened lives, structures and property. Aerial firefighting resources were critical in the successful efforts employed, bringing the firestorms and brush fires under control. The Southern California brush fire season traditionally extends from July through December each year. Current variations in climate have resulted in on-again, off-again drought conditions that have fire agencies throughout the region assessing and evaluating wildland fire incident preparedness.

In 2000, the City of Los Angeles became the first large, urban city in the United States to contract for firefighting aircraft services to augment its air attack assets. The Department evaluated numerous aircraft types and identified the Type I Helitanker as the most appropriate vehicle to supplement its current fleet of air assets. The Helitanker has a 2,000-gallon tank capacity and the ability to replenish its tanks in less than 120

seconds from a variety of water sources, such as lakes, the ocean, and open reservoirs. It provides a formidable asset during the critical early stages of wind-driven brush fire control and mitigation.

Fiscal Impact:

The Department included approximately \$2.6 million in its FY 2012/13 proposed budget request to provide funding for the base performance period of this contract in FY 2012/13.

Conclusion:

Approval by the Board of Fire Commissioners to release the attached RFP, subject to final review and approval by the City Attorney's Office, consistent with the City's Contracting policies is vital to fire protection and mitigation efforts by the LAFD in what has become a year round brush fire season. The benefits aerial firefighting services bring to the Los Angeles basin is a crucial, well-proven asset in achieving the optimum level of response undertaken by the Department to ensure fire/life safety throughout the greater Los Angeles area.

Board report prepared by William R. Jones, Senior Management Analyst II, Administrative Services Bureau in cooperation with Assistant Chief Timothy Manning of the Emergency Services Bureau.

Attachments

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**REQUEST FOR PROPOSALS
RFP NO.**

**FIRE FIGHTING HELITANKER AIRCRAFT SERVICES AND NIGHTTIME FIRE
SUPPRESSION MISSIONS**

PREPARED BY

**CITY OF LOS ANGELES
LOS ANGELES FIRE DEPARTMENT
EMERGENCY SERVICES BUREAU**

MONTH, DAY, YEAR

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Request for Proposals (RFP) No. 2012-038-001

FIRE FIGHTING HELITANKER AIRCRAFT SERVICES

DATE OF ISSUE:

TBD

TITLE: FIRE FIGHTING HELITANKER AIRCRAFT SERVICES

DESCRIPTION:

The purpose of this RFP is to solicit proposals from qualified providers interested in contracting with the City of Los Angeles to provide fire fighting helitanker aircraft services for the Los Angeles Fire Department.

**SUBMISSION DEADLINE: XXX, 2:00 p.m. (Pacific Time)
BY HAND-DELIVERY – NO EXCEPTIONS**

SUBMISSION ADDRESS:

Los Angeles Fire Department
Emergency Services Bureau
200 North Main Street, Room 1660
Los Angeles, California 90012

PRE-PROPOSAL CONFERENCE TIME AND LOCATION:

Date:
Time:
Los Angeles Fire Department
Air Operations Section
16617 Arminta Street
Van Nuys, California 91406

RFP COORDINATOR:

Name
Title
Bureau
Phone No.
Fax No.

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RFP NO. XXX FIRE FIGHTING HELITANKER AIRCRAFT SERVICES FOR THE LOS ANGELES FIRE DEPARTMENT

SECTION 1 - OVERVIEW AND BACKGROUND

1.1 Overview

This Request for Proposal (RFP) is the solicit qualified vendors interested in contracting with the City of Los Angeles Fire Department (Department) to provide Fire-Suppression Helitanker Aircraft Services (Helitanker).

The Department expects to select a contractor(s) to provide fire suppression helitanker services for an initial ***five (5) one-year terms beginning July 1, 2012 and ending June 30, 2017, with the possibility to extend for an additional five (5) one-year terms, subject to the availability of funding by the Mayor and City Council.*** It is anticipated that the City of Los Angeles will allocate an estimated \$2 million per fiscal year for this purpose.

No contract guarantees are made at this time and all future contracts are subject to the availability of funding. With the on-going budgetary constraints within the City, all vendors must provide the Department with an initial five (5) year cost plan as part of this proposal, which includes base costs and any planned increases during the initial five (5) one-year periods a contract may be awarded for. Companies will be held to this plan, and contracts in future years will be awarded subject to the availability of funds in future fiscal years.

Of particular note to all vendors, this RFP includes a night-time services component.

A new requirement for this Request for Proposal is the Department desire to contract with vendors that include a night flight component to their proposals. The Department expects to contract for day-time helitanker activities as it has done so historically. However, the Department also desires to include a separate line item for night-flight fire suppression activities to be able to respond to, or continue, the need for aerial fire suppression activities beyond sunset and/or prior to sunrise. The Department anticipates allocating up to an additional \$500,000 per fiscal year for this component of the contract. Again, all vendors must provide the Department with a five (5) year cost plan covering this component.

The Emergency Services Bureau will administer the RFP and the LAFD Air Operations Commander will administer the resulting contract.

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1.2 Background

Each year, the City faces the effects of a brush fire season in the Very High Fire Hazard Severity Zone and adjacent areas. All properties located in or near the Very High Fire Hazard Severity Zone have the potential of being significantly impacted by wind-driven brush fires. To mount an air assault on these brush fires, the Department has in its inventory three (3) Bell 412 helicopters, each with a 360-gallon water-dropping capacity, two (2) AW 139 helicopters, each with a 420-gallon water dropping tank and one (1) smaller Bell 206 helicopter, with a 100-gallon water-dropping capability. The helitanker that is the subject of this RFP, by comparison, shall have a water-dropping capacity of at least 2,000 gallons.

In 2001, the City authorized the Department to release the original RFP to find a qualified contractor that could provide and operate a helitanker, during the annual brush fire season (approximately July through February) to augment the air attack assets.

During October and November 2003, Southern California was ravaged by one of the worst set of firestorms in the State's history. In subsequent years, 2004 and 2005, major brush fires threatened lives, structures and property although not as destructive. In 2008 and 2009, major brushfires again erupted within the City of Los Angeles, which threatened lives, structures and property. Aerial assault resources were critical in the successful efforts employed in bringing the firestorms under control. Of major concern to the LAFD is the necessity to have at its employ a contractor with appropriate aircraft and who can quickly replace parts and/or aircraft in a time of emergency to minimize the period aircraft are out of service. Quick maintenance turn-around times are extremely important when life and property is under threat from a wildfire.

SECTION 2 – DESCRIPTION/SPECIFICATION/WORK STATEMENT

2.1 Scope of Work

- A. The intent of this RFP is to obtain the services of a standard or limited use helitanker¹ fully operated by qualified personnel and the equipment that meets the specifications for use in the administration and protection of land and structures.
- B. The furnished helitanker will be used primarily for initial attack support and large fire support missions.

¹ Standard Use, consists solely of water dropping activities. Limited Use, may include utility such as cargo lifts, water cannon, or anything other uses outside of those items not covered by "standard use", as certified by the FAA.

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- C. The City will identify the annual contract performance period 120-days prior to the commencement of each fiscal year (July 1).
- D. The Helitanker may be dispatched outside the initial attack area at the Department's discretion. The Department has interagency, mutual aid and cooperative agreements with local, State and Federal agencies, and may dispatch the helitanker under this contract for such cooperative use.
- E. The helitanker may be requested to provide water-dropping services beyond the daytime operational hours or during night time fire suppression operations. The Fire Department Lead Pilot or Senior Pilot will normally initiate the request while on duty. The Pilot-in-Command of the Helitanker will make the final determination as to whether the aircraft will be deployed on any nighttime fire suppression activities.

2.2 Certification and Operations

Minimum Aircraft Capabilities

- A. Heavy lift standard category certified aircraft, as required by the Department that is equipped and has the following capabilities:
 - 1. Fixed-water tank and functioning self-filling snorkel pump with the ability to draw no less than 2,000 gallons of either fresh or salt water, within 120 seconds. The Department may require the contractor to operate their aircraft over salt water, during a water pumping cycle, in an effort to reduce the time between water dropping attacks on a brush fire.
 - 2. Lifting 2,000 gallons of water and/or retardant or more, or performance limited load as per temperature and density altitude limitations allow at mean sea level, unless the pilot determines it is unsafe to do so.
- B. The Federal Aviation Administration (FAA) and the National Air Tanker Board approved tank system. The water tank must utilize an on-board Class "A" foam injection system capable of metering foam concentrate to create a foam solution ranging from one-tenth of one percent (0.1%) to three-tenths of one percent (0.3%). A seventy-five (75) gallon retardant concentrate tank must be provided so that a minimum of twenty-eight (28) water drops utilizing a one-tenth of one percent (.1%) "A" foam solution can be made without refilling the concentrate tank.

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- C. The Helitanker and accessories shall be in airworthy and operable condition; and present a neat and clean appearance. All components of the aircraft including, but not limited to, upholstery, paint, fuselage and windshields, shall be in, and maintained in, good, operating condition at all times.

2.3 Pilots, Aircraft, and Aircraft Support – General Requirements

- A. Pilots must possess a current United States Forest Service (USFS) Card, applicable FAA pilot license and have experience fighting brush fires.
- B. The helitanker must be:
 - 1. Equipped and in airworthy condition sufficient to pass all LAFD/USFS aircraft inspections.
 - 2. Certified and listed in the national air tanker system, as applicable.
- C. Aircraft, pilots, mechanical support (including lube oils, hydraulic fluid, filters, parts, etc.), and all other support needs for the aerial fire fighting mission must be provided by the Proposer as a complete stand-alone package with no sub-contractors or third-party providers.
- D. The Proposer must be capable of providing field maintenance support to the Helitanker for extended periods during heavy use.
- E. The Proposer will submit complete documentation of operational safety history for a minimum of the last five (5) years, or since Company inception if the Company is less than five (5) year old.
- F. The Proposer will submit complete documentation on the three most recently completed contracts.
- G. The Proposer will submit the last three (3) years of service records for the primary aircraft identified to fulfill the contract in the event that the proposal is successful.
- H. If, for any reason, the primary aircraft is deemed grounded (Aircraft On Ground "AOG") for a period in excess of 10-hours within a 24-hour period, an approved back-up replacement aircraft may be requested, as determined by the Air Operations Battalion Chief, or his designee at no additional cost to the City. The replacement aircraft must arrive at the Air Operations facility (Van Nuys, CA)

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within 24-hours of the request being made. The proposer will submit the last three (3) years of service records for the back-up replacement aircraft within 24-hours of the aircraft arrival.

1. The proposer must submit proof of the availability of a second aircraft available for deployment, should the primary aircraft become AOG. The proposer may either by submitting proof or by a "letter of agreement" for a back-up aircraft with immediate availability should the primary aircraft become AOG for any reason during the performance period.

NOTE: The intent is to provide uninterrupted aerial fire suppression service to the City during the contract period.

2.3 Night Flight Requirements

Most brushfire operations require a 24-hour operation to ensure life safety and mitigate property damage. The Department historically has not engaged in night flight operations with the contracted aerial fire-suppression services.

With advances in technology and the recent severe fires encountered in the Greater Los Angeles Area, the Department desires to include this functionality into future contracts.

However, due to budget constraints, the Department does not guarantee that night flight operations will be utilized in any future contract terms, and that night flight operations are subject to the availability of funding from the Mayor and City Council. The Department is requesting all vendors provide a separate section dealing with night flight operations and cost component for fire suppression services in their proposal. This section of the proposal will provide the Department with an hourly rate for a night operation option as may be requested by the Department during future contract periods:

A. Pilots

1. Vendor shall stipulate that they ensure that all pilots used to provide nighttime fire suppression duties, are properly licensed by the FAA as being able to safely conduct night time fire suppression operations.

B. Nighttime Flight Equipment

1. The vendor's aircraft must be equipped with the minimum required

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instruments, equipment and lighting specified in Federal Aviation Regulations 91.205(b) & (c) (Day and Night Visual Flight Rules). If Night Vision Goggles (NVG) are intended to be used, the aircraft must be equipped with the required lighting, and pilots must be adequately trained and equipped with the appropriate equipment to safely conduct NVG aided night time fire suppression duties.

2. The proposer shall provide a detailed explanation for how the Proposer will handle a malfunction of any equipment needed for nighttime fire suppression operations.

2.4 Cooperation with Los Angeles World Airports (LAWA) Air Operations

During times of facility construction or repair, the vendor ("Contractor") to whom the contract ("Contract") resulting from this RFP will be awarded is responsible for ascertaining the nature and extent of any simultaneous, collateral, and essential work to be done by others on the work site to which the aircraft is assigned. The Department, its work-personnel and contractors, and others, must have the right to operate within or adjacent to the work site to perform work. The Department, its contractors, work-personnel, the Contractor, and others will coordinate their operations and cooperate to minimize interference.

The Contractor will reflect in its Proposal all costs involved in its part as a result of coordinating its work with others. The Contractor will not be entitled to additional compensation from the Department for damages or delays resulting from such simultaneous, collateral, or essential work. If necessary to avoid or minimize such damage, or delay, the Contractor must redeploy its work force to other parts of the work site.

SECTION 3 - PROPOSER QUALIFICATIONS

3.1 Acceptable Proposals

Proposals will only be accepted from individuals or organizations that meet the following requirements:

- A. The Proposer is qualified and licensed by FAA to provide the aerial fire suppression services called for in this RFP.
- B. The Proposer is qualified and, if applicable, licensed to conduct business in the State of California.

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- C. If the Proposer is a corporation or limited liability company, the Proposer must be in good standing with the California Secretary of State or the State of registration.
- D. The Proposer has not been determined to be non-responsive or been debarred by the City.
- E. The Proposer is not currently debarred by the federal government, any state government, including the State of California, or local government.
- F. If the Proposer has contracted with the State of California or the City, it must not have an outstanding debt, which has not been repaid or for which a repayment agreement plan has not been implemented. If the Proposer has contracted with the Los Angeles Fire Department, it must not have a current disputed cost.
- G. The Proposer will submit complete documentation of the company's operational safety history covering a minimum period of the past five (5) years.

3.2 Company and Key Personnel

The Proposer must provide sufficient qualified, competent staff to fulfill the terms of the Contract resulting from this RFP, and perform the services at the quality level outlined in this RFP. The Proposer must assure continued provision of services to the City, even in the event of an employee shortage or strike. The number of assigned personnel for the duration of the contract and a brief work description should be included with the bid proposal.

SECTION 4 – GENERAL PROPOSAL CONDITIONS

4.1 Acceptance of Terms and Conditions

The submission of a proposal pursuant to this RFP will constitute acknowledgement and acceptance of all the terms and conditions set forth in this RFP.

4.2 Financial Responsibility

The Proposer understands and agrees that the City is not responsible for any costs incurred by the Proposer in responding to this RFP. Proposers who respond to this RFP, including attendance at the pre-proposal conference, post-submission interview of

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the Proposer, etc., do so solely at their own expense. The Proposer will not include any such expenses as a part of the price proposed in response to this RFP.

4.3 City's Right of Withdrawal and Rejection of Proposals

Notwithstanding any other provisions of this RFP, the City reserves the right to withdraw and/or terminate this RFP at any time, during the process. The City also reserves the right to reject any and all proposals submitted, or to waive any minor administrative irregularities or informality contained in any proposal, when to do so would be to the advantage of the City or its taxpayers.

4.4 Proposer's Right to Withdraw Proposal

The Proposer may withdraw a submitted proposal in writing at any time, prior to the specified due date and time. Faxed withdrawals will be accepted. A written request to withdraw, signed by an authorized representative of the Proposer, must be submitted to the Department at the address specified herein for submittal of proposals. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time, up to the specified submission deadline. All proposals submitted and not withdrawn prior to the end of the submission deadline, will be firm and may not be withdrawn after the submission deadline for a period of one hundred and eighty (180) calendar days following the deadline for submission of proposals specified in this RFP.

4.5 Disposition of Proposals and Disclosure of Information

All proposals submitted in response to this RFP will become the property of the City and will be a matter of public record subject to the State of California Public Records Act (California Government Code Section 6250 *et seq.*). (A copy of this Act may be accessed on the Internet at <http://www.leginfo.ca.gov>.) Proposers must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that the Proposer claims is exempt from disclosure under the California Public Records Act. Any Proposer claiming such an exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the Proposer claims is not subject to disclosure under said Act.

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4.6 Requests for Technical Assistance During the Proposal Preparation Process

As of the issuance date of this RFP, and continuing until the time for submitting written questions has expired, proposers will address all questions regarding the RFP and their proposals to the following:

NAME

Los Angeles Fire Department
Bureau of Emergency Services
200 North Main Street, 16th Floor
Los Angeles, California 90012

Questions submitted prior to the Pre-Proposal conference will be answered during the Question-and-Answer portion of the conference agenda.

4.7 Conferences During the Evaluation Period

After submittal of proposals, and continuing until the Contract is awarded, all City personnel and agents of the City involved in the RFP process will be specifically directed against holding any meetings, conferences, or technical discussions with any proposer, except as provided in this RFP. Proposers will not communicate in any manner with City personnel, or their agents, regarding this RFP or any responding proposals during this period of time, unless the communication relates solely to the scheduling of interviews, if applicable, or unless otherwise authorized in writing by the RFP Coordinator. Failure to comply with this requirement will automatically terminate further consideration of that firm's or individual's proposal.

4.8 Proposal Conditions and Limitations

Proposals that set forth conditions or limitations conflicting with those set forth in this RFP may be considered non-responsive and rejected.

4.9 Proposal Interpretations and Addenda

Any change to, supplemental, or interpretation of, this RFP will be sent by the Department to each firm or individual to whom an RFP has been distributed. Any such changes, supplemental, or interpretations will become a part of said RFP and may be incorporated into any contract awarded pursuant thereto.

4.10 Workspace/Support Services Not Provided by the City

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1. The City will not provide parking, clerical, e-mail, telephone, or document reproduction services or workspace to Proposers for the purpose of preparing their proposal.

2. Charges for the off-site housing of the Proposer's flight and maintenance personnel will be at the Proposer's expense.

SECTION 5 – CONTENTS OF PROPOSAL

The response to this RFP must be made in accordance with the format and the order set forth herein. Failure to adhere to this format may be considered non-responsive and, therefore, be cause for rejection of the proposal. It is requested that proposals be prepared simply and economically, avoiding the use of unnecessary promotional material. It is the City's intent to award a contract, in a form approved by the City Attorney, to the selected proposer. This RFP and the Proposal submitted, or any part thereof, may be incorporated into and made a part of the Contract. Proposals accepted by the City constitute a legally binding contract offer by the Proposer.

5.1 In Writing

All proposals must be submitted in writing. The Proposer must complete and return all applicable documents, including forms and supporting documents. The City may deem a proposer non-responsive if the Proposer fails to provide all required documentation and copies.

5.2 Response Requirements to the RFP Specifications

Proposers must provide a paragraph by paragraph (also bullet by bullet, as appropriate) response to those sections and related appendices, attachments, and exhibits of this RFP that require Proposer responses.

The Proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation will not be considered. Falsification of any information will result in disqualification from this selection process, or in termination of the contract, if discovered in the future. If the Proposer knowingly and willfully submits false performance or other data, the City reserves the right to reject the Proposal. If it is determined that a contract was awarded as a result of false performance or other false data submitted in response to this RFP, the City reserves the right to terminate the contract. The Proposer must answer this RFP as it is written. Additional information may be provided in separate additional annexes.

Unnecessarily elaborate, lengthy proposals, or other presentations beyond those

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needed to give a sufficient, clear response to all the RFP requirements are not desired.

The Proposal format must meet the following standard using Microsoft Word, version 2007 or earlier:

- A. Font – Arial.
- B. Font size – 12 points.
- C. Margins – at least one inch on all sides.
- D. Line spacing – single-spaced between sentences, double-spaced between paragraphs.
- E. Single-sided print on plain white paper.
- F. Each page, (excluding that section of the Proposal devoted to City forms) including attachments, must be numbered sequentially in the lower right corner of the page as a footer to indicate, "Page ____ of ____."
- G. Use the indicative mood in the narrative (must, will, etc.).

RFP responses must be made in accordance with the format and order set forth herein. Failure to adhere to this format and order may be cause for rejection of the Proposal as non-responsive.

5.3 Cover Letter

Each proposal must be accompanied by a cover letter that identifies the company name, legal business status (e.g., individual, partnership, corporation, etc.), the State in which the business is incorporated or registered, address, telephone number, fax number, and if applicable, the Proposer's e-mail address. The cover letter must contain a general statement of the purpose for submission and must indicate the name, title, address, and telephone number of the person or persons authorized to represent the Proposer in order to enter into negotiations with the City with respect to this RFP and any subsequently awarded contract. The cover letter must also indicate any limitation of authority for any person named.

A representative or officer of the Proposer, who has been authorized to bind the firm to all provisions of the RFP, any subsequent changes, and to the Contract, if an award is made, must sign the cover letter. If the Proposer is a partnership, a general manager must sign the Proposal in the name of the partnership thereof. If the Proposer is a corporation, the Proposal must be signed on behalf of the corporation by two (2) authorized officers (a Chairperson of the Board, President or Vice President, and a Secretary, Treasurer, or Chief Financial Officer) or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation. **The corporate seal must be affixed.** If the Proposer is a joint venture, duly authorized representatives

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from each corporation must sign the Proposal or partnership as described above. **All above signatures must be original ("wet") and written in blue ink.**

Proposals submitted by consortiums, joint ventures, or teams will not be considered responsive unless it is established in the Proposal that all contractual responsibility rests solely with one member of the group or one legal entity. The Proposal must identify the responsible entity.

5.4 Work Plan of Services to be Provided

The Work Plan must describe in detail the Proposer's understanding of the services required under this RFP. The Proposal must demonstrate that the Proposer can provide enough competent staff to provide the required services at the quality level outlined in this RFP and have complete flexibility for establishing an effective management and organization structure.

- A. Provide a complete inventory of the spare parts that will be in place at the Van Nuys Airport in support of your operations during the service period of the contract.
- B. Present a detailed narrative explaining the proposer's process for ordering and delivery of replacement parts. This must include the proposer's best realistic estimates from the time the part(s) are ordered until delivery at the Van Nuys Airport.
- C. Describe what maintenance personnel will be assigned on-site at the Van Nuys Airport for the duration of the service portion of the contract.
- D. Give a detailed explanation of how the Proposer will handle a major breakdown (replacement of an engine, transmission, rotor blades, etc.) of the contracted helitanker. The Proposer must provide a good faith estimate of the length of time it would take to get the contracted helitanker back in service through repairs. This scenario is based on the helitanker being grounded (AOG) during a major brushfire incident and must consist of an alternate plan to locate and substitute an aircraft to comply with the 'Scope of work' included within the RFP until the original aircraft is air worthy.

5.5 Cost Breakdown

A. General Information

Proposers must explain what their experience has shown to be the costs associated with the services delineated in this RFP.

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A comprehensive and detailed pricing section is required in response to this RFP. The City will accept the Proposal that appears to be in its best interest. Matters other than price will be considered in determining the award. No binding contract will exist between the selected Proposer and the City, until the City executes a written service contract. The City reserves the right to select the performance period on an annual basis.

B. Basic Requirements – Firefighting Helitanker Aircraft Services Only

1. The three base prices are 'stand-alone' price structures. The Proposer must provide cost breakdowns that reflects three specific base prices for the following performance periods:
 - a. 170-day performance period and 70-hours pre-paid flight time per performance period;
 - b. 200-day performance period and 60-hours pre-paid flight time per performance period, and,
 - c. 230-day performance period and 50-hours pre-paid flight time per performance period.
2. The Proposer must provide standby service for a minimum of ten (10) hours per day, seven-days a week throughout the performance period. The base price must include helitanker, pilots, mechanical support, and other necessary support functions identified in the Proposal. Costs associated with each of these items must be itemized in the Proposal.
3. The Proposal must include an "hourly flight rate" charge for flight time exceeding the pre-paid flight hours outlined in the three base prices (a, b and c) listed above. Billable "hourly flight rates" will be calculated based on incident dispatched flight time and will not include pilot orientation, proficiency, maintenance flights, or training time. The "hourly flight rate" will not be charged until the annual Contract base price flight time minimums have been exceeded.
4. The Proposal must include a "daily and weekly extension" charge for time exceeding the three performance periods.
5. Emergency operations may be conducted from dawn to dusk. Extended-phase fires may require operations during daylight hours that exceed the 10-hour standby time.
6. The successful Proposer may be called upon to support water-dropping operations outside the City's boundaries based upon mutual aid agreements between the City and other jurisdictions. The Department will compensate

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the Proposer for flight time exceeding the pre-paid flight hours at the "hourly flight rate." Operation outside of the City will be at the discretion of the Department. The Department reserves the right to suspend outside operations by the Proposer to address the Department's immediate needs within the City.

7. The following items will be provided by the Department and will not be included in any cost estimates provided by the Proposer:
 - a. The Department will provide aircraft fuel, whether through repayment or by fuel dispensed; at the heliport where the helitanker will be based any deviation must be documented. The Proposer is responsible for providing a fuel tender vehicle and driver for incident needs and must make all arrangements necessary to dispense fuel to the helitanker.
 - b. The LAFD will provide all Class "A" foam.
 - c. The daily standby facility will be located at the Van Nuys Airport adjacent to the Department's Air Operations Section, with the Air Operations Section Commander providing day-to-day supervision. The Department will provide an area within Air Operations Section to helitanker personnel, during standby hours. The Department will provide water, telephone, fax, and other incidentals, as needed and as approved by the Department.

C. Nighttime Fire Suppression Missions (Equipment included)

1. The nighttime flight and fire suppression mission requirement will include all the pricing requirements stated in Section 5.5 (Cost Breakdown) as well as all costs associated in providing 'Nighttime Fire Suppression Flight Missions' which occur during the performance period.
2. The Proposal must include a "daily and weekly extension" charge for time exceeding each of the performance periods quoted.

5.6 Qualifications of the Proposer

The Proposal must describe the proposer's qualifications. The Proposal must provide details as to the types of services provided in the past under contracts that were similar in scope as contemplated in this RFP, name(s) and contact information of client(s) for whom the services were provided, and the extent and exact nature of the service(s)

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provided. This section must also contain a statement of express permission for the City to contact any identified previous customers and request information on the performance of the Proposer. The Proposer must provide a minimum of at least one (1) reference of a Proposer project.

The Proposal must contain sufficient documentation on the organizational and financial status of the Proposer to substantiate that the Proposer has the organizational and financial stability to continue in business throughout the period of the contract (e.g., annual corporate statement, balance sheets, profit and loss statements, cash forecasts, financial history, etc.).

The Proposal must contain evidence of a demonstrated safety system by providing documented operational safety history for a minimum of the past ten (10) years or since the Proposer's inception.

5.7 Qualifications of Key Personnel

The Proposer must include the names of all key personnel who are employed by the Proposer who will be assigned to perform services pursuant to the Contract. The Proposal must designate a Project Director with full authority to administer the Contract for the Proposer's work, if awarded. The following information must be provided in the Proposal for each person listed, including the Project Director:

- Description of the work he/she will perform.
- Amount of time he/she will be assigned to work on the project.
- Vendor shall maintain current certifications, as required by law.

The City reserves the right to approve any changes in personnel assigned by the selected proposer to the project.

Proposers must provide an organizational chart of the Proposer's company, depicting its parent company, subsidiaries, and subdivisions, if any, plus relationships to these companies. The chart must also illustrate the chain of command from the head of the company through to the Proposer's Project Director, plus all non-clerical employee positions that are assigned to implement the proposal.

Aircraft, pilots, mechanical support (including lube oils, hydraulic fluid, filters, parts, etc.), and all other support needs for the aerial fire fighting mission must be provided by the Proposer as a complete stand-alone package with no sub-contractors or third-party providers.

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5.8 Additional Data Proposer Wishes to Present

Any other data the Proposer considers essential to the evaluation of its proposal must be clearly stated in this section. If there is no additional data the Proposer wishes to present, the Proposal must state the following: "There is no additional data we wish to present."

5.9 Verification of Prior City Contracts

Each proposal must include an executed Statement of Non-Collusion, Attachment A, of this RFP. If the Proposer is a joint venture or other collaboration of separate entities, each member of the joint venture or collaboration must submit an executed statement. Corporations must affix their corporate seal

5.10 Information on Business Location and Workforce

The City Council requires all City departments to gather information on the headquarters address and certain information on the employees of the firms contracting with the City. Attachment A, Los Angeles Residence Information of this RFP.

5.11 Nondiscrimination/Equal Employment Practices/Affirmative Action

The Proposer agrees not to discriminate during the performance of the Contract against any employee or applicant for employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, age, sexual orientation, disability, marital status, domestic partner status, or medical condition.

The Los Angeles Administrative Code Section 10.8 establishes an Affirmative Action Program for Proposers doing business with the City. (A copy of the City Charter and Administrative Codes may be viewed on the Internet at <http://lacodes.lacity.org>.) As a condition of contract award, the selected Proposer will be required to comply with the provisions of the City's Affirmative Action Program. Proposers must refer to Attachment A, Nondiscrimination, Equal Employment Practices, and Affirmative Action, of the RFP for additional information and instructions. Corporations must affix their corporate seal.

5.12 Child Support Obligations

Proposers are advised that any contract awarded pursuant to this RFP will be subject to

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the applicable provisions of Los Angeles Administrative Code, Section 10.10, Child Support Obligations. City policy also requires that all contractors performing work for the City comply with all applicable state and federal reporting requirements relative to legally mandated child support.

Proposers must refer to Attachment A, Child Support Obligations, of this RFP for further information and instructions and must submit the required declarations at the time proposals are submitted. Corporations must affix their corporate seal.

5.13 Living Wage Ordinance (LWO) and Service Contractor Worker Retention Ordinance (SCWRO)

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licenses of City property, and certain receipts of City financial assistance, must comply with the provisions of the Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Proposers shall refer to Attachment A, Living Wage Ordinance and Service Contractor Worker Retention Ordinance, for further information regarding the requirement of the Ordinances.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions must apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption. The List of Statutory Exemptions and the Application for Non-Coverage or Exemption are included in Attachment A.

5.14 Equal Benefits Ordinance (EBO)

Proposers are advised that any contract awarded pursuant to this RFP process will be subject to the applicable provisions of the Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). Proposers must refer to Attachment A, Equal Benefits Ordinance, for further information regarding the requirements of the Ordinance. Corporations must affix their corporate seal.

All Proposers must complete and return, with their proposal, the Equal Benefits Ordinance Compliance Form [three (3) pages] contained in Attachment A. The Application for Reasonable Measures Determination (one (1) page) and Application for Provisional Compliance [two (2) pages] has been included in Attachment A but should be submitted only if applicable. Unless otherwise specified in this RFP, Proposers do not need to submit supporting documentation with their proposals. However, supporting

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documentation verifying that the benefits are provided equally will be required of the Proposer that is selected for award of a contract.

5.15 Slavery Disclosure Ordinance

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

<http://lacity.org/bca/index.htm>

The Proposer that is eventually selected for the award of the Agreement will be required to submit the Affidavit contained in Attachment A to the Department before the Agreement can be executed. Only the Proposer selected for award of the contract must submit an Affidavit.

5.16 Contractor Responsibility Ordinance (CRO)

Proposers are advised that any contract awarded as a result of this RFP process will be subject to the provisions of the Los Angeles Administrative Code Section 10.40 *et seq.*, Contractor Responsibility Ordinance (CRO). Proposers must refer to Attachment A, Contractor Responsibility Ordinance for further information regarding the requirements of the Ordinance.

All Proposers must complete and return, with their proposal, the Responsibility Questionnaire (Rev. 05/10/02) included in Attachment A.

Corporations must affix their corporate seal to all pages in the Questionnaire that requires a signature. Failure to return the completed Questionnaire may result in a Proposer being deemed non-responsive.

5.17 Contractor Evaluation Ordinance

Proposers are advised that any contract awarded as a result of this RFP process will be subject to the provisions of the Contractor Evaluation Ordinance (Los Angeles Administrative Code, Section 10.39 *et seq.*). In accordance with this Ordinance, the City must conduct an evaluation of a contractor's performance at the end of the Contract.

The City may also conduct evaluations of the contractor's performance, during the term of the Contract. Evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the Contract. Information from the evaluations will be kept in a centralized database, and City

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departments will consider that information, when awarding future contracts.

5.18 Insurance Certificates

Contractors will be required to carry insurance coverage at a level to be determined by the City's Risk Manager, with the City named as an additional insured. The anticipated types and levels of insurance coverage are specified in Attachment A, *Standard Provisions for City Contracts (Rev. 03/09)*, of this RFP. Contractors will be required to provide proof of insurance at the time of contract execution. Proposers must consider these insurance requirements in preparing their proposal. However, proof of insurance is not required with the Proposal.

5.19 Americans with Disabilities Act

Proposers are advised that any contract awarded pursuant to this RFP must comply with the Americans with Disabilities Act, 42 U.S.C., Section 12101 et seq.

5.20 Minority, Women, and Other Business Outreach Program

It is the policy of the City to provide Minority, Women, and Other Business Enterprise firms an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises have an equal opportunity to compete for and participate in City contracts. It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, DBEs, and OBEs, have an equal opportunity to compete for and participate in City contracts. Equal opportunity will be determined by the Proposer's good faith efforts to comply with the City's outreach program, as described in Attachment A, MBE/WBE/DBE/OBE Subcontractor Outreach Program, of this RFP. Participation of MBEs, WBEs, DBEs, and OBEs may be in the form of subcontracting, in whole or in part, and may include work other than that for which is the main focus of this RFP (i.e. accounting, office work, janitorial services, etc.), or joint venture. Proposers must refer to Attachment A, MBE/WBE/DBE/OBE Subcontractor Outreach Program, of this RFP for additional information and instructions, **and must submit documentation of good faith outreach efforts and the required forms at the time proposals are submitted.**

5.21 City Business Tax Registration

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Proposers are advised that all contractors will be required to submit one copy of their City of Los Angeles Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN), prior to execution of the contract. To obtain a BTRC or VRN call the Tax and Permit Division at (213) 473-5901 or visit www.lacity.org/finance. Possession of a BTRC or VRN is not required for the submission of a proposal, but will be required prior to execution of the contract.

5.22 Los Angeles Municipal Lobbying Ordinance

The Proposer must complete and return with its proposal Bidder Certification CEC Form 50, included in Attachment _____. The Proposer agrees to comply with the Los Angeles Municipal Lobbying Ordinance if it qualifies as a lobbying entity under Los Angeles Municipal Code Section 48.02. A copy of the Municipal Lobbying Ordinance and CEC Form 50 are attached, and may also be found at <http://ethics.lacity.org/forms.cfm>.

SECTION 6 – PRE-PROPOSAL CONFERENCE

6.1 Pre-Proposal Conference Schedule

A Pre-Proposal Conference will be held at the date and time specified on the cover page of this RFP. **Attendance at the Pre-Proposal Conference is not mandatory, but is highly recommended**

The Pre-Proposal Conference will include a panel of City representatives available to reply, within the scope of their knowledge, to any relevant question from prospective Proposers concerning this RFP. In order to facilitate answering questions, it is requested that Proposers submit questions in advance of the Pre-Proposal Conference to provide sufficient time to prepare responses. Proposers should submit questions in writing, at least three (3) calendar days prior to the Pre-Proposal Conference. All questions related to this RFP should be submitted in writing via e-mail to michael.prendergast@lacity.org. Responses to questions that cannot be answered during the conference will be provided in writing following the Pre-Proposal Conference.

Questions and responses posed at the Pre-Proposal Conference will not be disseminated back to the audience either on the Department web site or in writing. Attendees at the Pre-Proposal Conference will be responsible for taking their own notes and must bring a copy of the RFP with them for reference. Additional copies of the RFP will not be available at the conference.

6.2 Reasonable Accommodations for Persons with Disabilities

As covered under Title II of the Americans with Disabilities Act, the City does not

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discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. If an individual with a disability requires accommodations to attend a Pre-Proposal Conference or other on-site visits, please contact the RFP Coordinator at least five (5) business days prior to the scheduled event.

SECTION 7 – DEADLINE FOR SUBMISSION OF PROPOSALS

7.1 Deadline and Address for Submittal of Proposal

Proposals must be delivered in person or by courier service and must be received by TIME. (Pacific Time), DATE. Proposals must be addressed to:

NAME
Los Angeles Fire Department
Emergency Services Bureau
200 North Main Street, Room 1660
Los Angeles, California 90012

The sealed container ledger, envelopes, boxes, etc. containing the Proposal must clearly identify the RFP for which the Proposal is being submitted with the following statement:

Los Angeles Fire Department, "RFP No. XXX – Fire Fighting Helitanker Aircraft and Nighttime Flight Suppression Missions"

Persons who deliver a Proposal in person will be issued a "Notice of Receipt of Proposal." The original copy of the submitted Proposal will be marked with a time and date stamp. Timely submission of the Proposal is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. All proposals delivered after the stated deadlines will not be accepted and will be returned unopened to the Proposer.

Proposals submitted via facsimile or e-mail will not be accepted.

7.2 Number of Copies Required

The Proposer must submit one original proposal and ten (10) consecutively numbered hard copies, with each copy contained in its own 3-ring binder. The original must be marked "**ORIGINAL**" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. Signatures must be made in blue ink. Corporations must affix their corporate seal. The copies must be numbered on the

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upper right hand side of the cover to indicate "Copy No. ____."

Proposers must also submit one (1) copy on a CD-ROM disk or flash drive that contains all of the contents of their proposal. The Department standard for electronic documents is Microsoft Office (Word, Excel, PowerPoint), version 2007 or earlier. All non-Microsoft Office documents will be provided in Adobe PDF format. The following information will be clearly and neatly completed on the label of the disk:

- A. Name of RFP.
- B. RFP Number: XXXX-038-XXX
- C. Name of Proposer submitting the disk.

SECTION 8 – EVALUATION PROCESS AND CRITERIA

8.1 Evaluation Process

An Evaluation Committee comprised of representatives from the Department and other entities, as needed, will evaluate the proposals. In addition, the Evaluation Committee may utilize the services of appropriate experts to assist in the evaluation process.

Using the evaluation criteria described in Section 8.2, the Evaluation Committee will determine which Proposer, if any will be placed on a short list for further consideration.

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8.2 Evaluation Criteria

Proposals will be evaluated based on the criteria set forth below.

EVALUATION CRITERIA		MAXIMUM POINTS
Achieves Department's General Requirements		25
1.	Meet minimum aircraft capabilities.	
2.	Aircraft is available per Department needs.	
3.	Pilots' aircraft support is sufficient.	
4.	Pilots possess current certifications.	
5.	Ground support (mechanical support, lube oils, hydraulic fluids, filters, parts, etc.) meets the Department's need for a "stand-alone."	
Competence in Providing Services		35
1.	Complete documentation of operational safety history for the last ten (10) year period or since proposer inception.	
2.	Aircraft Safety Records - last three-years	
3.	Back-up aircraft service records or 'Letter of Agreement'	
4.	Complete documentation of three most recently completed contracts	
5.	Comprehensive response to the AOG scenario	
6.	Documentation of customer satisfaction with and the successful performance of previous contract(s) of similar scope	
7.	Quality & completeness of services provided	
8.	Financial stability and ongoing ability to provide services	
9.	Value added benefits or services.???	
Cost Reasonableness		40
1.	Appropriateness and feasibility.	
2.	Comparison with other proposals.	
3.	Comparison with prevailing costs in the helitanker aircraft services industry.	

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SECTION 9 – NOTIFYING UNSUCCESSFUL PROPOSERS

After the evaluation of the proposals has been completed, all Proposers will be notified in writing by mail of the name of the successful Proposer. A debriefing session will be held fifteen (15) calendar days after the mailing of the notices to the unsuccessful Proposers.

If a Proposer wishes to file a protest of the selection made by the Evaluation Committee, they must follow the instructions outlined in SECTION 11, PROPOSAL PROTEST, of this RFP.

SECTION 10 – PROPOSAL PROTEST

Protests concerning this RFP process will be accepted by the Department based on either the RFP content (terms and conditions as set forth in the RFP) or the staff recommendation for contract award.

A protest based on the content (terms and conditions as set forth in the RFP) of the RFP must be filed within fifteen (15) calendar days after the RFP is first advertised. The Department will respond in writing by mail to protestor(s) within fifteen (15) calendar days of receipt of the protest. Should the Department determine that a revision to the RFP is appropriate, the Department will notify in writing by mail all firms in attendance at the Pre-Proposal Conference of any revisions to the RFP process. The Department's final written report on the Department's RFP process and staff recommendation of the contract award will contain an account of all protest(s) filed based on the RFP content, and shall also include the Department's response(s) to the protest(s). The Department's report shall be forwarded to the Mayor and City Council, and/or the City's Board of Fire Commissioners (as appropriate), for their consideration.

A protest based on the specific selection process must be filed with the Department within fifteen (15) calendar days after staff recommendation for contract award has been made available to the public. The Department will notify Proposers in writing by mail of the Department's staff recommendation of contract award. Upon receipt of any protests on the specific selection process, a review of the protest(s) shall be conducted by the Protest Review Committee. A protest hearing will be convened at a publicly noticed meeting. Protesting parties will be notified of the specific date, time and location that the protest will be discussed, and will be given the opportunity to present their arguments at the public session. The Department will conduct the hearing within thirty (30) calendar days of the protest submission deadline. The findings of the Committee

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will be presented to the City's Board of Fire Commissioners for consideration at one of its scheduled public meetings. If the protest submission deadline falls on a weekend or a holiday, then the deadline will be extended to the next business day. All protests regarding this RFP must be in writing and sent by certified mail with return receipt to:

Department Contract Coordinator
Los Angeles Fire Department
Administrative Services Bureau, Contracts Unit
200 N. Main St., 16th Floor, Room 1630
Los Angeles, CA 90012

All protests must include the following information:

1. Name, address, and telephone number of the protester.
2. Name and number of this RFP.
3. A full and complete written statement specifying in detail the legal and factual grounds of the protest, including copies of relevant documents.
4. Statement as to the form of relief requested.
5. Request that the Protest Review Committee make a recommendation regarding the protest to the Board of Fire Commissioners.

SECTION 11 – CONTRACT TERMS

The Proposer to whom the Contract is awarded will be required to enter into a written agreement with the City in a form approved by the City Attorney. This RFP and the selected proposal, 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 proposer. The Contract will, in any event, provide a firm fixed price to be paid by the City for the services to be provided under the Contract.

Proposers are advised that the City's Minority, Women, and Other Business Enterprise Subcontractor Outreach Program as referenced in Section PSC-34 of Attachment A and Section 5.20 of this RFP, **does not** apply to any contract resulting from this RFP

Contract documentation will begin immediately following the final decision by the City. It is the Department's intent to enter into a contract on an as needed basis for the term of five (5) years, subject to Department needs, availability of funds, and the Contractor's satisfactory performance. The Department reserves the right and option to renew the contract for up to five (5) years additional one-year periods. Options will begin at the date of expiration of the current contractual period.

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The document titled *Standard Provisions for City Contracts* (Rev. 03/09) is attached hereto included in Attachment A of this RFP and will be incorporated into and made a part of the final contract.

SECTION 12 – PROPOSER CHECKLIST

12.1 General Information

_____ One (1) original proposal, seven (7) complete copies in 3-ring binders and one (1) CD-ROM disk containing a copy of the Proposal and related documents

12.2 Required Content of Proposal

_____ Cover Letter with Appropriate Signatures and corporate seal, if required (See Section 5.3 for instructions)
_____ Work Plan for Service to be Provided (See Section 5.4 for instructions)
_____ Cost Breakdown (See Section 5.5 for instructions)
_____ Qualifications of the Proposer, Including List of References, Financial Data, and evidence of a demonstrated safety system by providing a documented operational safety history, up to a maximum of the past ten years. (See Section 5.6 for instructions)
_____ Qualifications of Key Personnel (See Section 5.7 for instructions)
_____ Additional Data Proposer Wishes to Present (See Section 5.8 for instructions)
_____ Verification of Prior City Contracts (See Section 5.9 for instructions)

12.3 Required Related Documents

_____ Los Angeles Residence Information (See Section 5.10)
_____ Nondiscrimination/Equal Employment Practices/Affirmative Action Form(s) (See Section 5.11)
_____ Child Support Obligations Form(s) (See Section 5.12)
_____ Living Wage Ordinance (LWO) and Service Contract Worker Retention Ordinance (SCWRO) Form(s) (See Section 5.13)
_____ Equal Benefits Ordinance (EBO) Form(s) (See Section 5.14)
_____ Slavery Disclosure Ordinance (SDO) Affidavit (See Section 5.15)
_____ Contractor Responsibility Ordinance (CRO) Form(s) (See Section 5.16)
_____ (See Section 5.9)