

**LOS ANGELES UNIFIED SCHOOL DISTRICT
REDISTRICTING COMMISSION**

DATA & MAPPING COMMITTEE

AGENDA MATERIALS

May 12, 2021

2:00pm

All agenda materials are from the 2011-12 or the 2021 Los Angeles City Council Redistricting Commissions and meant for discussion purposes only. Actual drafts of similar documents will be scheduled at a future Data & Mapping Committee meeting for discussion and recommendation to the full Commission.

FINAL - LACCRC Technical Documentation 2011-12

Los Angeles City Council Redistricting Commission
 Official Database
 2011-12 Technical Documentation

Layers

Base Layers

cblk	Data Variables, by 2010 Census Block
cctract	Data Variables, by 2010 Census Tract

Base Plans

Existing Council Base	Base Plan for Use in Redistricting- Includes Current City Council Districts
City Base	Base Plan for Use in Redistricting- Does Not Include Current City Council Districts

Misc City Layers- City of Los Angeles

cdd_sites	Community Development Department Sites, including WorkSource centers, FamilySource centers, BusinessSource Centers. One Stop Centers
cdd_zones	Community Development Department Zones
cdbg_tracts	CDBG Eligible Census Tracts
lahd_nsp_zones	LAHD NSP Zones
city_empower_zones	City Empowerment Zones
ent_c34	Federal Enterprise Communities
ent_zones	State Empowerment Zones
facilities	Facilities, including parks, recreation centers, hospitals, airports, churches, fire stations, police stations, libraries, colleges, cemeteries, etc.
fedempwr	Federal Empowerment Zone
lafd_firstrin_districts	Fire Department Service Areas
lapd_areas	Police Department Service Areas
nc_areas	Neighborhood Council Areas
latimes_neigh	LA Times Neighborhood Areas
zip	Zip Codes

Planning Layers- City of Los Angeles

bids	Business Improvement Districts
cpala	Community Planning Areas
cpd_hpozs	Historic Preservation Overlay Zones
cra	Community Redevelopment Areas
Land Use	Land Use/Zoning Areas
specplan	Community Specific Plan Areas

Political Layers

2011

ad11	2011 State Assembly Districts
cd11	2011 Congressional Districts
sd11	2011 State Senate Districts
sup11	2011 County Supervisor Districts
Voter Reg Precincts	2010 County Voter Registration Precincts

School Layers

attende0102	Elementary School Attendance Areas
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attendh0102	High School Attendance Areas
attndm0102	Middle School Attendance Areas
mini dist2010	LAUSD Mini Districts
new_site	New School Sites
school sal l	All Schools and School Facilities

Transportation Layers

mr_bl_1	Metrorail Blue Line
mr_gl_1	Metrorail Green Line
mr_rl_1	Metrorail Red Line
mr_gl_1	Metrorail Gold Line
mr_el_1	Metrorail Expo Line
mr_cl_1	Metrorail Crenshaw Line
mtalines_2011	Metro 2011 Bus Lines
taz_la	Metro Transportation Attribute Zones
ladot_dash	LADOT Dash Lines

Base Layers Data Totals

Census PL 94-171

POP	Population
UNI FSCHOOL	LAUSD Student Population
LATPOP_D	Lati no/Hi spani c Ori gi n Popul ati on - DOJ
WHI POP_D	Whi te onl y Popul ati on - DOJ
BLAPOP_D	Bl ack onl y and Bl ack+Whi te Popul ati on - DOJ
AMI POP_D	Ameri can Indi an onl y and Ameri can
Indi an+Whi te Popul ati on - DOJ	
ASI POP_D	Asi an onl y and Asi an+Whi te - DOJ
HPI POP_D	Hawai ian, Paci fi c Isl ander onl y and
HPI +Whi te Pop. - DOJ	
OTHPOP_D	Other Race onl y and Other Race + Whi te Pop.
- DOJ	
MMRPOP_D	Any Mul ti Mi nori ty Race Non-Hi spani c
Combi nati on Pop. - DOJ	
VAP	Voti ng Age Popul ati on
LATVAP_D	Lati no/Hi spani c Ori gi n VAP - DOJ
WHI VAP_D	Whi te onl y VAP - DOJ Category
BLAVAP_D	Bl ack onl y and Bl ack+Whi te VAP - DOJ
AMI VAP_D	Ameri can Indi an and Ameri can Indi an+Whi te
VAP - DOJ	
ASI VAP_D	Asi an onl y and Asi an+Whi te VAP - DOJ
HPI VAP_D	Hawai ian, Paci fi c Isl ander onl y and
HPI +Whi te VAP- DOJ	
OTHVAP_D	Other Race onl y and Other Race + Whi te VAP -
DOJ	
MMRVAP_D	Any Mul ti Mi nori ty Race Combi nati on VAP -
DOJ	

Ameri can Communi ty Survey

TCVAP_095E	Ci ti zen Voti ng Age Popul ati on - 2009
LCVAP_095E	Lati no/Hi spani c Ci ti zen Voti ng Age
Popul ati on - 2009	
WCVAP_095E	Whi te Ci ti zen Voti ng Age Popul ati on - 2009
BCVAP_095E	Bl ack Ci ti zen Voti ng Age Popul ati on - 2009
ACVAP_095E	Asi an Ci ti zen Voti ng Age Popul ati on - 2009
AOCVAP_095	All Other Ci ti zen Voti ng Age Popul ati on -
2009	
TOTCVAP_E1	Ci ti zen Voti ng Age Popul ati on - 2010
LATCVAP_E1	Lati no/Hi spani c Ci ti zen Voti ng Age

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Popul ati on - 2010
WHI CVAP_E1 White Ci ti zen Voti ng Age Popul ati on - 2010
BLACVAP_E1 Black Ci ti zen Voti ng Age Popul ati on - 2010
ASI CVAP_E1 Asi an Ci ti zen Voti ng Age Popul ati on - 2010
AOCVAP_E10 All Other Ci ti zen Voti ng Age Popul ati on -
2010

Census SF1

AGE

age0_4 0-4 Years Old
age5_17 5-17 Years Old
age18_34 18-34 Years Old
age35_64 35-64 Years Old
age65pl us 65+ Years Old

Househol d type

hhtot Total Househol ds
hh1persn 1 Person Househol ds
hhm_ki ds Marri ed Househol ds wi th Chi l dren
hhs_ki ds Si ngle Househol ds wi th Chi l dren
hhm_nokd Marri ed Househol ds wi th no Chi l dren
hhs_nokd Si ngle Househol ds wi th no Chi l dren
hhnonfam Non-Fami ly Househol ds

Group Quarters

GQI_CORR Correcti onal faci li ti es for adul ts
GQI_JUVI Juveni le faci li ti es
GQI_NURSE Nursi ng faci li ti es/Ski l led-nursi ng

faci li ti es

GQI_OTHER Other i nsti tuti onal faci li ti es
GQN_STUDENT Col l ege/Uni versi ty student housi ng
GQN_MILITARY Mi li tary quarters
GQN_OTHER Other noni nsti tuti onal faci li ti es

Tenure

OCC_TOT Total Occupancy
OCC_OWN_M Owner Occupied wi th mortgage
OCC_OWN_C Owner Occupied free and clear
OCC_RENT Renter Occupied

Househol d si ze

HH_TOT Total Househol ds
HU_1P 1 Person Househol ds
HU_2P 2 Person Househol ds
HU_3P 3 Person Househol ds
HU_4P 4 Person Househol ds
HU_5P 5 Person Househol ds
HU_6P 6 Person Househol ds
HU_7P 7 Person Househol ds

2011 Regi strati on Data - Los Angel es County Regi star-Recorder/County Cl erk

TOTREG11 Voter Regi strati on
LATREG Lati no/Hi spani c - Spani sh Surname
Regi strati on
AFAMREG Afri can-Ameri can Regi strati on
CHI REG Chi nese Surname Regi strati on
FILREG Fi li pi no Surname Regi strati on
INDREG Asi an Indi an Surname Regi ati on
JPNREG Japanese Surname Regi strati on
KORREG Korean Surname Regi strati on

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VEI TREG	Vietnamese Surname Registration
ARMNREG	Armenian Surname Registration
JWSHREG	Jewish Surname Registration
MALE	Male
FEMALE	Female
DEM	Democratic
REP	Republican
DTS	Decline to State
AI	American Independent
PF	Peace and Freedom
GRN	Green
LIB	Libertarian
OTH	Other

2010 Registration Data - Statewide Database

TOTREG	Voter Registration
DEM	Democratic
REP	Republican
DCL	Decline to State
OTH	Other
AIP	American Independent
PAF	Peace and Freedom
MSC	Miscellaneous
LIB	Libertarian
NLP	Natural Law Party
GRN	Green
REF	Reform
MALE	Male
FEMALE	Female
LATREG	Latino/Hispanic - Spanish Surname
Registration	
LATDEM	Latino/Hispanic Democratic - Spanish Surname
Registration	
LATREP	Latino/Hispanic Republican - Spanish Surname
Registration	
LATDCL	Latino/Hispanic Decline to State - Spanish
Surname Registration	
LATOTH	Latino/Hispanic Other Party - Spanish
Surname Registration	
ASNREG	Asian Surname Registration
ASNDM	Asian Democratic Surname Registration
ASNREP	Asian Republican Surname Registration
ASNDCL	Asian Decline to State Surname Registration
ASNOTH	Asian Other Party Surname Registration
KSNREG	Korean Surname Registration
JSNREG	Japanese Surname Registration
CSNREG	Chinese Surname Registration
ISNREG	Asian Indian Surname Registration
VSNREG	Vietnamese Surname Registration
FSNREG	Filipino Surname Registration
KORDEM	Korean Democratic Surname Registration
KORREP	Korean Republican Surname Registration
KORDCL	Korean Decline to State Surname Registration
KOROTH	Korean Other Party Surname Registration
JPNDEM	Japanese Democratic Surname Registration
JPNREP	Japanese Republican Surname Registration
JPNDCL	Japanese Decline to State Surname
Registration	
JPNOTH	Japanese Other Party Surname Registration
CHIDEM	Chinese Democratic Surname Registration
CHIREP	Chinese Republican Surname Registration
CHIDCL	Chinese Decline to State Surname

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Registration	
CHIOTH	Chinese Other Party Surname Registration
INDDEM	Asian Indian Democratic Surname Registration
INDREP	Asian Indian Republican Surname Registration
INDDCL	Asian Indian Decline to State Surname
Registration	
INDOTH	Asian Indian Other Party Surname
Registration	
VIETDEM	Vietnamese Democratic Surname Registration
VIETREP	Vietnamese Republican Surname Registration
VIETDCL	Vietnamese Decline to State Surname
Registration	
VIETOTH	Vietnamese Other Party Surname Registration
FILDEM	Filipino Democratic Surname Registration
FILREP	Filipino Republican Surname Registration
FILDCL	Filipino Decline to State Surname
Registration	
FILOTH	Filipino Other Party Surname Registration
JEWDEM	Jewish Democratic Surname Registration
JEWREP	Jewish Republican Surname Registration
JEWDCCL	Jewish Decline to State Surname Registration
JEWOTH	Jewish Other Party Surname Registration

State Election Data - Statewide Database

2010 General Election

	TOTAL_V10G	Total Voter Turnout
	TOTDEM_V10	Democratic Voter Turnout
	TOTREP_V10	Republican Voter Turnout
	TOTDCL_V10	Decline to State Voter Turnout
	TOTOTH_V10	Other Party Voter Turnout
	LATTOT_V10	Lati no/Hi spani c - Spani sh Surname Voter
Turnout	LATDEM_V10	Lati no/Hi spani c Democrati c - Spani sh Surname
Voter Turnout	LATREP_V10	Lati no/Hi spani c Republ i can - Spani sh Surname
Voter Turnout	LATDCL_V10	Lati no/Hi spani c Decl i ne to State - Spani sh
Surname Voter Turnout	LATOTH_V10	Lati no/Hi spani c Other Party - Spani sh
Surname Voter Turnout	ASNTOT_V10	Asi an Surname Voter Turnout
	ASNDDEM_V10	Asi an Democrati c Surname Voter Turnout
	ASNREP_V10	Asi an Republ i can Surname Voter Turnout
	ASNDCL_V10	Asi an Decl i ne to State Surname Voter Turnout
	ASNOTH_V10	Asi an Other Party Surname Voter Turnout
	KSNTOT_V10	Korean Surname Voter Turnout
	JSNTOT_V10	Japanese Surname Voter Turnout
	CSNTOT_V10	Chi nese Surname Voter Turnout
	ISNTOT_V10	Asi an Indi an Surname Voter Turnout
	VSNTOT_V10	Vi etname se Surname Voter Turnout
	FSNTOT_V10	Fi li pi no Surname Voter Turnout
	GOVT_10G	Governor, Total
	GOVD_10G	Jerry Brown
	GOVR_10G	Meg Whi tman
	LTGT_10G	Li eutenant Governor, Total
	LTGD_10G	Gavi n Newsom
	LTGR_10G	Abel Mal donado
	ATGT_10G	Attorney General, Total
	ATGD_10G	Kamal a Harri s
	ATGR_10G	Steve Cooley
	SOST_10G	Secretary of State, Total

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SOSD_10G	Debra Bowen
SOSR_10G	Damon Dunn
TRST_10G	Treasurer, Total
TRSD_10G	Bill Lockyer
TRSR_10G	Mimi Walters
CONT_10G	Controller, Total
COND_10G	John Chiang
CONR_10G	Tony Strickland
INST_10G	Insurance Commissioner, Total
INSD_10G	Dave Jones
INSR_10G	Mike Villines
SENT_10G	State Senate, Total
SEND_10G	State Senate Democratic Candidate
SENR_10G	State Senate Republican Candidate
ASMT_10G	Assembly, Total
ASMD_10G	Assembly Democratic Candidate
ASMR_10G	Assembly Republican Candidate
CNGT_10G	Congress, Total
CNGD_10G	Congress Democratic Candidate
CNGR_10G	Congress Republican Candidate

2008 General Registration - Statewide Database

TOTAL_R08G	Total Registration
TOTDEM_R08	Democratic Registration
TOTREP_R08	Republican Registration
TOTDCL_R08	Decline to State Registration
TOTOTH_R08	Other Registration
LATTOT_R08	Latino/Hispanic - Spanish Surname
Registration LATDEM_R08	Latino/Hispanic Democratic - Spanish Surname
Registration LATREP_R08	Latino/Hispanic Republican - Spanish Surname
Registration LATDCL_R08	Latino/Hispanic Decline to State - Spanish
Surname Registration LATOTH_R08	Latino/Hispanic Other Party - Spanish
Surname Registration ASNTOT_R08	Asian Surname Registration
ASNDEM_R08	Asian Democratic Surname Registration
ASNREP_R08	Asian Republican Surname Registration
ASNDCL_R08	Asian Decline to State Surname Registration
ASNOTH_R08	Asian Other Party Surname Registration
KSNTOT_R08	Korean Surname Registration
JSNTOT_R08	Japanese Surname Registration
CSNTOT_R08	Chinese Surname Registration
ISNTOT_R08	Asian Indian Surname Registration
VSNTOT_R08	Vietnamese Surname Registration
FSNTOT_R08	Filipino Surname Registration

2008 Statewide General Election - Statewide Database

TOTAL_V08G	Total Voter Turnout
TOTDEM_V08	Democratic Voter Turnout
TOTREP_V08	Republican Voter Turnout
TOTDCL_V08	Decline to State Voter Turnout
TOTOTH_V08	Other Party Voter Turnout
LATTOT_V08	Latino/Hispanic - Spanish Surname Voter
Turnout LATDEM_V08	Latino/Hispanic Democratic - Spanish Surname
Voter Turnout LATREP_V08	Latino/Hispanic Republican - Spanish Surname

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Voter Turnout	LATDCL_V08	Latino/Hispanic Decline to State - Spanish
Surname Voter Turnout	LATOTH_V08	Latino/Hispanic Other Party - Spanish
Surname Voter Turnout	ASNTOT_V08	Asian Surname Voter Turnout
	ASNDEM_V08	Asian Democratic Surname Voter Turnout
	ASNREP_V08	Asian Republican Surname Voter Turnout
	ASNDCL_V08	Asian Decline to State Surname Voter Turnout
	ASNOTH_V08	Asian Other Party Surname Voter Turnout
	KSNTOT_V08	Korean Surname Voter Turnout
	JSNTOT_V08	Japanese Surname Voter Turnout
	CSNTOT_V08	Chinese Surname Voter Turnout
	ISNTOT_V08	Asian Indian Surname Voter Turnout
	VSNTOT_V08	Vietnamese Surname Voter Turnout
	FSNTOT_V08	Filipino Surname Voter Turnout
	PRST_08G	Total Presidential Voter Turnout
Barack Obama	PRSD_08G	Presidential Democratic Voter Turnout -
McCain	PRSR_08G	Presidential Republican Voter Turnout - John

2006 Total Registration - Statewide Database

	TOTAL_R06G	Total Registration
	TOTDEM_R06	Democratic Registration
	TOTREP_R06	Republican Registration
	TOTDCL_R06	Decline to State Registration
	TOTOTH_R06	Other Party Registration
Registration	LATTOT_R06	Latino/Hispanic - Spanish Surname
Registration	LATDEM_R06	Latino/Hispanic Democratic - Spanish Surname
Registration	LATREP_R06	Latino/Hispanic Republican - Spanish Surname
Registration	LATDCL_R06	Latino/Hispanic Decline to State - Spanish
Surname Registration	LATOTH_R06	Latino/Hispanic Other Party - Spanish
Surname Registration	ASNTOT_R06	Asian Surname Registration
	ASNDEM_R06	Asian Democratic Surname Registration
	ASNREP_R06	Asian Republican Surname Registration
	ASNDCL_R06	Asian Decline to State Surname Registration
	ASNOTH_R06	Asian Other Party Surname Registration
	KSNTOT_R06	Korean Surname Registration
	JSNTOT_R06	Japanese Surname Registration
	CSNTOT_R06	Chinese Surname Registration
	ISNTOT_R06	Asian Indian Surname Registration
	VSNTOT_R06	Vietnamese Surname Registration
	FSNTOT_R06	Filipino Surname Registration

2006 Statewide General Election - Statewide Database

	TOTAL_V06G	Total Voter Turnout
	TOTDEM_V06	Democratic Voter Turnout
	TOTREP_V06	Republican Voter Turnout
	TOTDCL_V06	Decline to State Voter Turnout
	TOTOTH_V06	Other Party Voter Turnout
Turnout	LATTOT_V06	Latino/Hispanic - Spanish Surname Voter
Turnout	LATDEM_V06	Latino/Hispanic Democratic - Spanish Surname
Voter Turnout	LATREP_V06	Latino/Hispanic Republican - Spanish Surname

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Voter Turnout	LATDCL_V06	Latino/Hispanic Decline to State - Spanish
Surname Voter Turnout	LATOTH_V06	Latino/Hispanic Other Party - Spanish
Surname Voter Turnout	ASNTOT_V06	Asian Surname Voter Turnout
	ASNDEM_V06	Asian Democratic Surname Voter Turnout
	ASNREP_V06	Asian Republican Surname Voter Turnout
	ASNDCL_V06	Asian Decline to State Surname Voter Turnout
	ASNOTH_V06	Asian Other Party Surname Voter Turnout
	KSNTOT_V06	Korean Surname Voter Turnout
	JSNTOT_V06	Japanese Surname Voter Turnout
	CSNTOT_V06	Chinese Surname Voter Turnout
	ISNTOT_V06	Asian Indian Surname Voter Turnout
	VSNTOT_V06	Vietnamese Surname Voter Turnout
	FSNTOT_V06	Filipino Surname Voter Turnout
	GOVT_06G	Governor, Total
	GOVD_06G	Phil Angelides
	GOVR_06G	Arnold Schwarzenegger
	SOST_06G	Secretary of State, Total
	SOSD_06G	Debra Bowen
	SOSR_06G	Bruce McPherson
	INST_06G	Insurance Commissioner, Total
	INSD_06G	Cruz Bustamante
	INSR_06G	Steve Poizner
	LTGT_06G	Lieutenant Governor, Total
	LTGD_06G	John Garamendi
	LTGR_06G	Tom McClintock
	ATGT_06G	Attorney General, Total
	ATGD_06G	Jerry Brown
	ATGR_06G	Chuck Poochigian
	TRST_06G	Treasurer, Total
	TRSD_06G	Bill Lockyer
	TRSR_06G	Claude Parri sh
	CONT_06G	Controller, Total
	COND_06G	John Chiang
	CONR_06G	Tony Strickland
	SENT_06G	State Senate, Total
	SEND_06G	State Senate Democratic Candidate
	SENR_06G	State Senate Republican Candidate
	ASMT_06G	Assembly, Total
	ASMD_06G	Assembly Democratic Candidate
	ASMR_06G	Assembly Republican Candidate
	CNGT_06G	Congress, Total
	CNGD_06G	Congress Democratic Candidate
	CNGR_06G	Congress Republican Candidate

2003 Statewide Special Election - Statewide Database

GOVT_03S	Replace Governor, Total
GOVS_03S	Arnold Schwarzenegger
GOVB_03S	Cruz Bustamante
RECT_03S	Recall Governor, Total
RECY_03S	Recall Governor, Yes
RECN_03S	Recall Governor, No

1998 Statewide Primary Election - Statewide Database

P227T_98P	Proposition 227, Total
P227Y_98P	Proposition 227, Yes
P227N_98P	Proposition 227, No

1996 Statewide General Election - Statewide Database

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P209T_96G	Proposi ti on 209, Total
P209Y_96G	Proposi ti on 209, Yes
P209N_96G	Proposi ti on 209, No

1994 Statewide General Election - Statewide Database

P187T_94G	Proposi ti on 187, Total
P187Y_94G	Proposi ti on 187, Yes
P187N_94G	Proposi ti on 187, No

**LOS ANGELES CITY COUNCIL
REDISTRICTING COMMISSION**

www.redistricting2011.lacity.org
200 N. Spring Street, Room 275
Los Angeles, CA 90012
email: redistricting.lacity@lacity.org

**COMMENT FORM
ON
COMMUNITIES OF INTEREST**

Input from the public is critical to help inform the Commission about your Community of Interest. The Commission has prepared this Public Comment Form to provide the public with a way of submitting information on characteristics that may define your Community of Interest.. If you would like the Commission to consider a particular Community of Interest, we invite you to complete and submit a Public Comment Form, to speak at this public hearing or to submit your written comments to the Commission. All personal information listed on this form is **voluntary** and will become a part of the Commission's and City of Los Angeles' public record. The public is not required to fill out all of the questions below, but the more information the Commission gathers, the better informed the process of redrawing Council District boundaries will be.

Date:

Name:

Email or phone number:

What is the neighborhood/zipcode where you reside:

Name your community (neighborhood, neighborhood council):

How do you describe your community to someone who hasn't visited?

What streets/boundaries define your community?

Do you have concerns about the current boundaries of your Council District?

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What are the major cultural/recreational/educational/religious institutions in your community?

Does your community have major geographical boundaries/features (freeways, parks, lakes, mountains)?

What languages are spoken in your community?

What are the major race/ethnic groups in your community?

Are there public services (e.g. bus/rail lines, libraries, public schools, police, fire) that help identify your community?

Landscape (coastal, inland, urban/suburban,/rural):

Types of homes (houses, apartments):

What issues matter to your community?

Other Comments:

**City of Los Angeles
City Council Redistricting Commission
TECHNICAL DIRECTOR/SPECIALIST***

Annual Salary: To Be Determined

The Los Angeles City Council Redistricting Commission is seeking an experienced individual to join its team as the Technical Director/Specialist (Director/Specialist). The Director/Specialist must be a hard-working GIS expert capable of immediately implementing a new program. Under the administrative oversight of the Executive Director, the Director/Specialist will need to devote his/her full effort in the support of Commission activities, including the preparation of reports, preparation of draft and final Council District boundary plans and related demographic information, interaction with Commissioners and the public with regard to the Commission redistricting database and online mapping software, work with Commissioners on draft and final Council District boundary plans including alternatives, and analyze a wide range of demographic and geographic data. The Director/Specialist will be required to attend regular Commission meetings and public hearings in the evenings or on weekends as needed. The Director/Specialist should have a strong appreciation and understanding of the demography and unique diversity of the City of Los Angeles.

TECHNICAL DIRECTOR/SPECIALIST DUTIES:

The Technical Director/Specialist directs and participates in the development and implementation of the draft and final recommendations of Council District boundaries for the City Council Redistricting Commission; acts as a liaison with the public to provide cooperative action with regard to the redistricting database and online mapping software with regard to the City Council districts; and does related work.

The Technical Director/Specialist will also be responsible for the following:

- Oversight and maintenance of the official Commission redistricting database in coordination with the Chief Legislative Analyst's (CLA) office and the Information Technology Agency (ITA);
- Oversight and maintenance of the Maptitude for Redistricting online software and desktop software in coordination with the CLA and ITA;
- Coordinate and develop the preparation of draft and final map recommendations, including alternatives, and accompanying demographic data in consultation with Commissioners;
- Liaison with members of the public involved in public map submissions to the Commission;
- Conduct research and prepare reports and materials related to redistricting;

MINIMUM QUALIFICATIONS

*This is a full-time, exempt position or contract position with a limited duration. Candidates must be available to begin immediately, and should expect that the position will expire between March 1, 2012 and April 14, 2012.

- Three years experience in a GIS technical position
- Three years experience with Maptitude for Redistricting; Maptitude; ESRI ArcView GIS; or ESRI ArcInfo.

Knowledge of redistricting processes and legal requirements; demographic trends in the City of Los Angeles; communities of interest in the City of Los Angeles; general research methods; and geographic characteristics of the City of Los Angeles would be helpful.

NOTE: In order to avoid any appearance of conflict of interest, individuals who are currently employed, or have been employed, by or in the office of an elected official or the campaign of an elected official shall disclose such affiliation.

DESIRED CHARACTERISTICS

The Technical Director/Specialist must have the ability to:

- Organize and conduct meetings with Commissioners on the drafting of draft and final map recommendations of City Council district boundaries, including alternatives and accompanying demographic data;
- Prepare and direct the preparation of clear, concise, and comprehensive reports;
- Deal tactfully with elected officials, Commissioners, representatives of community organizations, and employees;
- Demonstrated ability to analyze and interpret a diverse set of data;
- Make effective oral presentations to the Commissioners and public during a public meeting.

LICENSES

A valid California Driver's license and vehicle may be required.

HOW TO APPLY:

Interested candidates should immediately submit a cover letter of interest and a resume to:

Los Angeles City Council Redistricting Commission
Andrew Westall, Executive Director
200 N. Spring Street, City Hall Room 275
Los Angeles, CA 90012
Email: andrew.westall@lacity.org
FAX: (213) 620-9869

Application Deadline:
December 7, 2011, 12:00 PM

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.

*This is a full-time, exempt position or contract position with a limited duration. Candidates must be available to begin immediately, and should expect that the position will expire between March 1, 2012 and April 14, 2012.



REQUEST FOR PROPOSALS

FOR

LINE DRAWING AND MAPPING SERVICES

FOR THE

LOS ANGELES CITY COUNCIL REDISTRICTING COMMISSION

ISSUED BY

LOS ANGELES CITY COUNCIL REDISTRICTING COMMISSION

Request for Proposals
Line Drawing and Mapping Services
for the
Los Angeles City Council Redistricting Commission

DATE ISSUED: May 6, 2021

TITLE: Line Drawing and Mapping Services

DESCRIPTION: Line Drawing and Mapping Services using GIS tools and database structures constructed of multiple data sets such as population, physical/geographical and demographic data in the development of static and dynamic maps.

**DEADLINE FOR
SUBMITTING**

PROPOSAL: May 20, 2021
5:00 P.M. (Pacific Time)

**PROPOSAL
DELIVERY**

ADDRESS: Los Angeles City Hall
200 N. Spring Street, Room 275
Los Angeles, CA 90012
Frank Cardenas

Attention:

**TELEPHONIC
ASSISTANCE:** _____

**REQUEST FOR PROPOSALS
FOR
LINE DRAWING AND MAPPING SERVICES
FOR THE
LOS ANGELES CITY COUNCIL REDISTRICTING COMMISSION**

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LOS ANGELES CITY COUNCIL REDISTRICTING COMMISSION
REQUEST FOR PROPOSALS
FOR
LINE DRAWING AND MAPPING SERVICES

1. **INTRODUCTION**

The City of Los Angeles (“City”) wishes to engage the services of several qualified contractors to provide Line Drawing and Mapping Consulting Services for the Los Angeles City Council Redistricting Commission (“Commission”). Respondents to this Request for Proposals (“Proposers”) should demonstrate a history of successful service to other clients, preferably with experience in providing this service to other government entities.

The City’s intent is to enter into a contract with one or more selected Proposers for a term of five months, with additional one month options. **Even those contractors having current contracts with the City must respond to this Request for Proposals (“RFP”), and be selected, in order to continue their work for the City beyond the termination date of their current contracts.**

This RFP specifies the need for each Proposer to provide background information such as experience and qualifications. Proposers must submit written proposals in accordance with the requirements set forth in this document. Otherwise, a proposal may be judged non-responsive and removed from further consideration.

The primary location of the Commission is at Los Angeles City Hall, 200 N. Spring Street, Room 275, Los Angeles, CA 90012.

All forms referred to in this RFP are available at www.labavn.org. Please go to www.labavn.org to register and to complete the necessary forms for replying to this RFP.

Questions regarding this RFP shall be submitted by e-mail only and directed to Frank Cardenas at: frank.cardenas@lacity.org.

Proposers must register on the City of Los Angeles Business Assistance Virtual Network (LABAVN) at www.labavn.org in order to complete the proposal process and receive changes to the RFP.

1.A Request for Proposal (RFP) Schedule

This schedule indicates estimated dates for the RFP and contracting process. The City reserves the right to adjust this schedule as necessary.

Date	Event
May 6, 2021	Release RFP to potential Proposers
May 20, 2021	RFP RESPONSES DUE
May 21, 2021	RFP evaluations
May 24, 2021	Interviews, if any
May 27, 2021	Execute contract(s)

1.B Pre-Award Negotiations

Prior to award of the contract(s), the successful vendor(s) may be required to attend negotiation meetings. The purpose of the meeting(s) will be to discuss and negotiate contract requirements, prices, service level agreements, detailed scope of work specifications, ordering, invoicing, delivery, receiving and payment procedures, etc., in order to insure successful administration of the contract.

1.C Contractor Evaluation Program

When the initial term of the contract has concluded pursuant to this RFP, the City will conduct an evaluation of the contractor's performance. The City may also conduct evaluations of the contractor's performance during the term of the contract. As required

by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the contractor assigns to the contract. A contractor who receives a “Marginal” or “Unsatisfactory” rating will be provided with a copy of the final City evaluations and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the contractor, to evaluate proposals and to conduct reference checks when awarding other service contracts.

2. SERVICES TO BE PROVIDED

The Contractor will provide professional and technical services to the Commission, the Commission’s staff, and other contractors as directed by the Commission.

The Commission seeks proposals from qualified redistricting line drawers that demonstrate their skills, experience, and qualifications as well as their approach, methods, and procedures to meet the demands of the responsibilities and deliverables in this RFP.

In the era of COVID-19, with the need to practice social distancing and uphold state and local guidelines while getting and incorporating public input, the Commission requests that Proposers, as part of responding to this RFP, prepare a Plan describing how to conduct line drawing and mapping services detailed in this Section 2 under these new and uncertain circumstances (the “Plan”).

The purpose of this Plan is to draw on the Proposers’ expertise to identify creative solutions during a pandemic to meet the demands of this RFP as well as lessons learned from previous redistricting experience. The Plan is intended to be short, and not more than 10 (ten) pages in length. A full description of the requirements for this submission may be found at Section 5.

1. Contractor Responsibilities

Proposers must provide information that enables the Commission to substantiate that the Proposer has the minimum skills, experience, and resources as outlined in Section 4.A below, to successfully accomplish the services required by this Section 2 on an as-needed basis.

- a. **Software Capability:** The Proposer must be able to utilize Maptitude for Redistricting and Maptitude for Redistricting Online on the Commission's website and incorporate maps and related data submitted via Maptitude for Redistricting into the City's database for redistricting. The Proposer must be able to automatically show the results of any proposed change in a district by re-tabulating and presenting on screen the resulting map and the corresponding changes in total population and population sub-groups associated with the proposed change to a district.

In addition to the Maptitude for Redistricting software, the Proposer must have the capability of taking files as submitted by the public and other consultants, including CSV, SHP, RDP, DRF, JSON, CDF, and other common vector, raster and tabular data files, and developing shape file equivalents to incorporate into the line drawing work.

- b. **Information Security:** Proposer must employ Information Security Measures compliant with industry standards (ISO/IEC 27002 and California State Administrative Manual (SAM) Chapter 5300, for example) and any security measures adopted by the Commission, that will be maintained throughout the term of the contract, in critical areas, such as, but not limited to, the following:
 - i. Secure data transmission
 - ii. Data monitoring and verification
 - iii. Data storage and back-up
 - iv. Confidentiality practices regarding staff and data handling

- c. **Geographic Database for Redistricting**

Redistricting Database: In addition to the City's database of selected demographic, administrative, Community of Interest (COI) and physical data (the "City Database"), the Proposer will use certified population data from the 2020 US Census for the State of California, including the population subgroups of California as enumerated by the 2020 US Census data. Such 2020 Census Data used will consist both of "legacy" or "traditional" data anticipated to be released in August 2021, as well as a new format for Census data scheduled to be released by September 30, 2021.

Data Requirements:

The population data will consist of the certified 2020 US Census data for the State of California, including the population subgroups of California as enumerated by the 2020 US Census data. The population data will also include state adult correctional inmate information. In addition, as referenced in this section (I.B.1.c), the Commission may also use adjusted 2020 census data that will incorporate State-adjusted Census data relating to incarcerated individuals.

The geographic data will include digitized maps showing the boundaries of the census geographic units for which the population statistics are available (i.e., census block through county level), as well as the physical geography and relevant built environment (city boundaries, streets and highways, or other elements as requested by the Commission, etc.) throughout the City.

Voting and elections data associated with the district(s) will be included in the database so it is available, if required by the Commission, to demonstrate compliance with the Federal Voting Rights Act of 1965.

All GIS-compatible files of Communities of Interest (COIs) submitted to the Commission's office, including those submitted using a web-enabled tool to be integrated with the City Database (the "COI Tool"), and other GIS-compatible files must be processed for retrieval and use in compiling maps both before and during the line drawing process. If requested by the Commission, the Proposer will participate in the development of the data coding used to pair the public testimony with the respective geographic data (neighborhoods, economic districts, etc.) collected by the Commission's tools and/or other consultants. This data coding will be used to pair public testimony and any related maps drawn by the line drawer during the Commission's meetings.

The receipt, collection, coding, storage and retrieval of COI information is essential to the Commission's redistricting efforts. All COI data received in any form, i.e., paper, public testimony in written, audio or video recorded form, electronic data file, or via the

COI Tool, must be incorporated into the City Database to be used by the Proposer and the Commission in line drawing.

d. Professional and Technical Services:

i. Prior to Beginning Map Drawing

Before the district line drawing begins, the Proposer, if requested by the Commission, may be required to create initial visual representations for public viewing of the Communities of Interest maps (as submitted to the COI Tool, or otherwise as submitted to the Commission); and thereafter, an all-encompassing map that may include, but is not limited to, all COI's from public testimony or submittal, non-testimonial geographical data (such as official city-designated neighborhoods, transportation corridors, etc.), and VRA-compliant areas.

ii. Prior to Approval of Final Maps

At the sole discretion of the Commission, the Proposer may be required to provide technical services to Commissioners and/or the Commission's legal counsel, other contractors or staff outside of scheduled Commission meetings, as related to the maps meeting VRA and other pertinent legal requirements.

Proposer's technical services shall include, but are not limited to, technical education and/or consultation, providing census and district information, and/or production of alternate maps or visualizations as required by the Commission or Commission' staff.

iii. ~~After Approval of Final Maps [HOLD FOR DISCUSSION W/ CITY ATTORNEY]~~

~~Additional technical services may be required of the Proposer in the event of any legal action arising from, and/or relating to, the redistricting maps developed with Proposer's assistance. Proposer's technical support may include consultation, line drawing services, and/or testimony for any litigation resulting from this agreement in state and/or federal court. At the City Attorney's request, the Proposer and the City will determine the scope of services required and enter into a separate agreement for the provision and payment of these services.~~

- e. Public Meeting Participation: The Proposer will provide line drawing services during public meetings including, but not limited to, the following:
 - i. Document the Commission's instructions throughout the development of the maps sufficient to allow the Commission to identify the basis for any map, and to track changes and draw comparisons between iterations of the same location developed by the Commission during the process of line drawing.
 - ii. Document the public testimony related to any map drawn as a result of the testimony, sufficient to allow the line drawer to synthesize all maps related to a given area and for the Commission to track the comments related to the map iterations of the same location.
 - iii. Produce, digitally store, project the maps and the line drawing on-screen (for in-person viewing), transmit a clear image of the maps and line drawing (for remote audience viewing) in real time, via the Commission's webcasting staff, as requested by the Commission.
 - iv. Provide the map file(s), and PDFs of the maps, and the related Commissioner instructions and/or public testimony leading to the drawing of the map, for the Commission to be able to print the map and its corresponding instructions and/or public testimony.
- f. Remote Meeting Participation: Due to the COVID-19 public health pandemic and applicable California Governor's Orders, the Proposer must be prepared to remotely participate in and to provide all meeting services outlined in this RFP should any or all meetings require remote attendance.
 - i. The commission may elect to conduct/hold virtual (or remote) public meetings for any reason.
 - ii. The Proposer must be able to actively participate and provide all meeting services remotely, including public input meetings and

Commission meetings.

- iii. The requirements include the ability to reliably hear and document the Commission's instructions and public testimony related to any resulting map, and the ability to transmit the line drawing occurring at the Proposer's worksite with sufficient clarity to allow the Commission and the public to view the effects of changes on their personal viewing devices, in real time, via the Commission's webcasting staff.
- iv. Should the Commission desire, there may be occasions when simultaneous meetings will occur at different locations around the City. The Proposer must have the capacity to accommodate simultaneous meetings whether in person or remotely.
- g. Professionalism and Collaboration: Proposer, Proposer's staff, and subcontractors (if any), must comport themselves at all times in a professional and respectful manner when interacting with the Commission (individually or collectively), their staff, the public, and the Commission's legal counsel and other contractors. Proposer and Proposer's staff and subcontractors (if any) will work collaboratively with the Commission, its staff, and the Commission's other contractors.
- h. Staff Support: It is the responsibility of the Proposer to ensure sufficient staffing to support the Commission's redistricting effort and to meet the objectives of the RFP.
- i. Work Plans: Work plans will be required throughout the term of the contract and will be developed in collaboration between the Proposer and the Commission. The course of work and deliverables are required to be provided as mutually agreed upon in writing by the Proposer and the Commission.
- j. Progress Reports: The Contractor shall provide progress reports on a scheduled or as-needed basis as determined by the Commission. This may be in the form of a progress schedule of reports, meetings on a regular basis, and/or a Final Summary Report once the project is completed. Any request for a written or verbal report must be acknowledged within twenty-four (24) hours of the request.

- k. Final Map Report: As requested by the Commission, the Proposer will assist the Commission in issuing a report for the final maps that explains the basis for the decisions for achieving compliance with the criteria required by the Charter and applicable state and federal laws and requirements.
 - i. The Proposer will provide any maps and map iterations required for the report including the Commission instructions and/or public testimony that led to the drawing of the maps developed during the Commission Meetings.
 - ii. Assist the Commission with the Commission instructions and/or public testimony that led to the drawing of the draft and final maps, including communicating to the Commission how these integrations can be reflected in the draft and final maps, and into the final report.
- l. Timely Invoices for Services: Accounting staff shall be available during regular business hours to discuss the progress of invoices, assist in resolving invoice issues, and to provide documentation regarding billable services.
- m. Proposer's Statements of Responsibilities: Proposer's responses to all items under this Section 2 shall be included within the executed agreement.

2. Commission Responsibilities

- a. Commission Oversight. The Commission's Executive Director, with oversight by the Commission, will be assigned to this project and, along with other key Commission personnel, will directly supervise and work with the Proposer as active participants to provide project continuity at the operating level.
- b. In-Process Review. The Commission may, at its sole discretion, assign an individual, individuals, or entity to provide an independent evaluation of any map and/or report being submitted by the Proposer to the Commission for its consideration and approval. The individual, individuals, or entity will be considered a separate consultant to the Commission and the Proposer must provide

unfettered access to any completed map and/or report and their respective supporting documentation during any phase of the redistricting process. This includes any and all data at any level being used by Proposer to construct a district boundary.

3. EVALUATION CRITERIA

The retention by the Commission of any entity submitting a proposal shall be based upon the following criteria. Each proposal will be reviewed, evaluated and assigned a score under the criteria below. The highest scoring applicants, based on their scores from criteria 3.A, 3.B, 3.C and 3.E, may be invited to interview.

3.A Record of Past Experience - 25%

3.B Capacity to Perform (meets or exceeds Minimum Requirements and Desirable Qualifications described in Section 4.A Qualifications of the Proposer.) - 35%

3.C Pricing - 20%

3.D Interview - 15%

3.E References – 5%

The appropriate Commission staff will review all submitted proposals. Thereafter, Commission staff may schedule interviews with selected Proposers. Interviews are typically conducted in person at our Office. Interviews may be conducted telephonically or synchronous video, if necessary.

4. QUALIFICATIONS OF THE PROPOSER

4.A Minimum Qualifications

Proposers must provide information that enables the Commission to substantiate that the Proposer has the minimum skills, experience and resources to successfully accomplish the services required by this RFP. Proposers must have demonstrated knowledge and experience using GIS tools and database structures constructed of multiple data sets such as population, physical/geographical and demographic data in the development of static and dynamic maps.

4.B Desirable Qualifications

The Proposer would ideally have demonstrated knowledge and experience:

1. Drawing district lines for state legislative, congressional, city council, or other electoral districts.
2. Drawing district lines during public, open meetings, taking direction from commissioners or other public officials, and responding to public testimony to draw maps.
3. If applicable, the Proposer should select three (3) of their projects from 4.B.1 and/or 4.B.2 above, and provide further information for these three “reference” projects. For each reference project the Proposer should provide:
 - a. A contact name, address, and phone number for a principal member of the reference project. (The contact person must be an individual in a senior capacity who was directly involved in drawing the lines and must be available by phone for two business days after the Proposal opening).
 - b. How population size and racial/ethnic diversity were addressed during the line drawing and the Proposer’s contribution to resolving any issues resulting from the prospective boundary lines, including whether Voting Rights Act Section 2 or 5 criteria impacted the line drawing and if so, the involvement of the Proposer in determining where the line should be drawn.
 - c. A description of whether litigation occurred and its outcome

5. CONTENT OF RESPONSE

5.A Cover Letter

Each response to this RFP must be accompanied by a cover letter that contains a general statement of the purposes for submission and include the following information:

- 5.A.1** Name, address, telephone number, and legal business status (individual, limited liability partnership, corporation, etc.) of the Proposer.

5.A.2 Name, title, address and telephone number of the person or persons authorized to represent the Proposer in contract negotiations with the Commission with respect to the RFP and any subsequently awarded contract. The cover letter shall also indicate any limitation of authority for the person named.

5.A.3 A representative or officer of the Proposer must sign the cover letter.

5.A.4 That representative shall have been authorized to bind the candidate to all provisions of the RFP, any subsequent changes and to the contract, if an award is made.

5.A.5 All of the signatures referenced above must be submitted as originals and signed in black or blue ink.

5.B Additional Content

5.B.1 A list of current references that includes:

- Client's name and address;
- Contact person;
- Title of contact person;
- Telephone number;
- Dates of services provided;
- Brief description of work completed for the client; and
- A statement of express permission for the City to contact identified previous customer and request information on the performance of the Proposer.

5.B.2 Number of qualified employees who will be performing the work. Explanation of qualifications.

5.B.3 Length of tenure of each qualified employee who will be performing the work.

5.B.4 Disclose whether the firm, or individuals with the firm, have received a suspension, revocation, or disciplinary action from any government entity, which would affect a license to perform court reporters services.

5.C Project Personnel

5.C.1 Resumés

A completed resumé is required for each contract participant, including subcontractors, who will exercise a major administrative role or major policy or consultant role (i.e., data analysis or interpretation of results, data security, GIS software technician, etc.), as identified by the contractor. The resumés shall be attached to the contract for public record and made a part of the contract as Exhibit ___. The Commission, in its sole discretion, reserves the right to reject any individual proposed to be assigned to the engagement.

5.C.2 Relevance of Contribution

Resumés must specify project experience illustrating that the Proposer, Proposer's staff and/or Proposer's sub-contractor (if any) have knowledge and/or expertise in the following areas:

- The Federal Voting Rights Act of 1965.
- Los Angeles City Charter provisions regarding redistricting.
- The geography of the City as related to redistricting.
- The population diversity of the City as related to redistricting.
- Census data as related to redistricting.
- The application of GIS-related databases to the problems of redistricting.
- Assigned Role of Personnel

Include a list of all personnel and their assigned role and responsibility as related to participating in this engagement.

5.C.3 The Proposer should list any prospective subcontractors it plans to use in performing the work, including a listing of the individuals the subcontractor proposes to assign to the engagement and the location where the work will be performed. The Commission, in its sole discretion, reserves the right to reject subcontractors proposed by the Proposer. Subcontractors, if used, shall be subject to all terms, conditions, and qualifications required by this RFP.

5.D Cost Breakdown

- The proposal must include a fee schedule for all Line Drawing and Mapping services and an explanation of such fees. Any service costs, such as research work time, travel expenses, copy fees, obtaining case files, etc., shall be specified. Proposers are encouraged to provide a detailed fee schedule for all services they provide. Proposals may not include hourly rates for travel time.
- Upon award of contract, invoices which contain charges or services not authorized under the contracted fee schedule attached to the executed contract will be disapproved.

5.E City Contracts Held Within the Last 10 Years:

Please list all of the City contracts held by the respondent within the last 10 years. In addition, please specify the following information:

- The City entity or department that administered the contract;
- The contract number;
- The dollar amount of the contract;
- Date and periods during which the contract was in effect; and
- A short description of the services provided.

6. MANDATORY CITY CONTRACTING REQUIREMENTS

6.A Sections 6.A.1 through 6.A.19 describe mandatory requirements for contracting with the City of Los Angeles. Please access more detailed Information and forms which must be completed by the Proposer at www.labavn.org. Please note that, in addition to being completed and submitted with your proposal, several of these documents must also be completed and uploaded to labavn.org.

6.A.1 Business Inclusion Program Outreach

It is the policy of the City to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran Business Enterprises (DVBES), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the contractual process. All respondents are strongly encouraged to

make an effort to include members of these groups in any subcontracting work to be performed if awarded the contract.

6.A.2 Local Business Preference Program

The Local Business Preference Program Ordinance (Los Angeles Administrative Code Section 10.47) establishing the Local Business Preference Program for the City's procurement of goods, equipment and services, including construction, when the contract involves an expenditure in excess of \$150,000.00 is available alongside this Request For Proposals on www.labavn.org. If you are qualified or can be provisionally qualified as a Local Business please indicate that in your proposal.

Participation Criteria for Local Business Preference Program

To be eligible for participation in this program, the Bureau of Contract Administration ("BCA") requires that the prospective local business submit an affidavit attesting as such on the LABAVN website. An affidavit form is available to be

downloaded on the LABAVN website at www.labavn.org. Determination of qualification as a local business by any other entities, other than BCA, or by any other means other than submission of an affidavit on LABAVN shall not be accepted for purposes of participation in the LBPP. Affidavit forms are prioritized according to the date they are received. The local business must be listed on LABAVN as such prior to the proposal deadline in order to participate in the LBPP. In cases where the affidavit was submitted prior to the proposal deadline but has not been verified by BCA and the local business designation would result in a change of award recommendation, status as a local business will be based on the date it was submitted.

6.A.3 Information on Business Locations and Workforce

It is the policy of the City of Los Angeles to encourage businesses to locate or remain in the City. Therefore, the Los Angeles 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 (Council File No.92-0021). The following information is to be included in each proposal:

The headquarters address of respondent's firm and the total number of people employed by the firm, regardless of work location;

The percentage of the respondent's total work force employed within the City of Los Angeles and the percentage residing within the City; and

The address of any branch offices located within the City of Los Angeles and the total number employed in each Los Angeles branch office, the percentage of the work force in each Los Angeles branch office that is employed within the City, and the percentage residing within the City.

6.A.4 Statement of Non-Collusion

With each response, Non-Collusion Affidavit shall be submitted and signed by the respondent under penalty of

perjury stating that:

- The response is genuine, not a sham or collusive;
- The response is not made in the interest or on behalf of any person not named therein;
- The respondent has not directly or indirectly induced or solicited any person to submit a false or sham response or to refrain from responding; and
- The respondent has not in any manner sought by collusion to secure an advantage over any other respondent.

6.A.5 Non-Discrimination, Equal Employment Practices and Affirmative Action Policies

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

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

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

6.A.6 Child Support Assignment Orders

Respondents are advised that any contract awarded pursuant to this RFP will be subject to the applicable provisions of Los Angeles Administrative Code Section 10.10., Child Support Assignment Orders.

6.A.7 Service Contract Worker Retention and Living Wage Ordinances

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 \$25,000.00 and a contract term of at least three months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 *et seq.*, Living Wage Ordinance (LWO) and 10.36 *et seq.*, Service Contractor Worker Retention Ordinance (SCWRO). Bidders/Proposers shall refer to attached "SCWRO/LWO.pdf" for further information regarding the requirements of the Ordinances.

Bidders/Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption (Form OCC/LW-10), or the Non-Profit/One-Person Contractor Certification of Exemption (OCC/LW-13).

Please direct any questions about compliance forms and Social Policy Ordinances to the City's Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

6.A.8 Equal Benefits Ordinance and First Source Hiring Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Bidders/Proposers shall complete and **upload** the Equal Benefits Ordinance Affidavit (EBO/FSHO Compliance) available on the LABAVN website at www.labavn.org prior to award of a City contract valued at \$5,000.00. The Equal

Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the LABAVN website. Bidders/Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Bidders/Proposers seeking a waiver from the requirements of EBO shall visit the Bureau of Contract Administration's web site a www.bca.lacity.org and download the form. The EBO Waiver Request Form must be returned with the bid/proposal.

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which is in excess of \$25,000.00 and a contract term of at least three months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 *et seq.*, First Source Hiring Ordinance (FSHO). The First Source Hiring Ordinance Compliance Affidavit (EBO/FSHO Compliance), shall only be required of the Bidder/Proposer that is selected for award of a contract. If required, Contractors shall complete and upload the First Source Hiring Ordinance Affidavit available on the LABAVN website at www.labavn.org prior to execution of a contract.

Please direct any questions about compliance forms and Social Policy Ordinances to the City's Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

6.A.9 Americans with Disabilities Act

The City is a covered entity under Title II of the Americans with Disabilities Act, 42 U.S.C.A. Section 12131 *et seq.* Respondents awarded a contract through this RFP must comply with the Americans with Disabilities Act and execute a certification regarding compliance with the Americans with Disabilities Act prior to the execution of a contract.

Please direct any questions about compliance forms and Social Policy Ordinances to the City's Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

6.A.10 Contractor Responsibility Ordinance

Every Request for Proposal, Request for Bid, Request for Qualifications or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 *et seq.*, of Article 14, Chapter 1 of Division 10 of the Los Angeles

Administrative Code, unless exempt pursuant to the provisions of the Contractor Responsibility Ordinance.

This Contractor Responsibility Ordinance requires that all respondents complete and return, with their response, the responsibility questionnaire for service contracts. Failure to return the completed questionnaire may result in the response being deemed non-responsive. The Contractor Responsibility Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within 30 calendar days, after any changes to the responses previously provided if such change would affect contractor's fitness and ability to continue performing the contract. Pursuant to the Contractor Responsibility Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Contractor Responsibility Ordinance requires each contractor to: (1) notify the awarding authority within 30 calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor is not in compliance with Section 10.40.3 (a) of the Contractor Responsibility

Ordinance; and (2) notify the awarding authority within 30 calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Contractor Responsibility Ordinance.

Please direct any questions about compliance forms and Social Policy Ordinances to the City's Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

6.A.11 Slavery Disclosure Ordinance

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

All Bidders/Proposers shall complete and **upload** the Slavery Disclosure Ordinance Affidavit available on the LABAVN website at www.labavn.org prior to award of a City Contract.

Bidders/Proposers seeking a waiver from the requirements of the SDO shall visit the Bureau of Contract Administration's web site at www.bca.lacity.org and download the form. The SDO Exemption Form (OCC/SDO-2) must be returned with the bid/proposal.

Please direct any questions about compliance forms and Social Policy Ordinances to the City's Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

6.A.12 Bidder Certification – CEC Form 50

A bidder who submits a response to this solicitation (bidders) must submit with its proposal a completed CEC Form 50 acknowledging that the bidder agrees to comply with the disclosure requirements and prohibitions established in the Municipal Lobbying Ordinance, attached, if the bidder

qualifies as a lobbying entity under Los Angeles Municipal Code Section 48.02 (exemptions in Los Angeles Municipal Code Section 48.03 and Los Angeles Administrative Code Section 10.40.4 do not apply). A response submitted without a completed CEC Form 50 shall be deemed nonresponsive.

6.A.13 Bidder Contributions - CEC Form 55 - City Charter Sections 470(c)(12)

A person who submits a response to this solicitation (bidders) is subject to Charter section 470(c)(12) and related ordinances. As a result, a bidder may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time the bidder submits the response until either the contract is approved or, for a successful bidder, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000.00 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing \$100,000.00 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

6.A.14 Iran Contracting Act of 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into,

or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000.00 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit".

Please direct any questions about compliance forms and Social Policy Ordinances to the City's Bureau of Contract Administration by phone at (213) 847-2625 or by email at bca.eeoe@lacity.org.

6.A.15 Government and Business Taxation Forms

The selected Proposer(s) will be required to demonstrate compliance with the City's business tax laws by acquiring/maintaining one of the following: Business Tax Registration Certificate; Vendor Registration Number; or Certificate of Exemption. The Certificate or Registration Number must remain in force during the entire period of the contract.

Proposers must submit the following documents at the same time the proposal is submitted:

- Form W-9: IRS Request for Taxpayer Identification and Certificate
- Evidence of having applied for or obtained a tax registration account number (City of L.A. Tax Registration Certificate number and/or Vendor Registration number)
- Form 590: State of California Withholding Exemption Certificate or Form 587: Non-resident Withholding Certification

6.A.16 Insurance

The respondent will furnish the City evidence of insurance coverage as follows: \$1,000,000.00 for General Liability, \$1,000,000.00 for Automobile Liability and statutory coverage

for Workers' Compensation. Please submit an ACORD 25 Certificate of Liability insurance form with your bid proposal delineating the required coverage. Furthermore, have your insurance agent or broker access Track4LA® at <http://track4la.lacity.org> and follow the instructions to register and submit the appropriate proof of insurance on your behalf. If a contractor has no employees and decides not to cover himself/herself for worker's compensation, please complete the form titled "Request for Waiver of Worker' Compensation Insurance Requirement" located at: <http://cao.lacity.org/risk/waivewc.pdf>

6.A.17 Standard Provisions City Contracts

If awarded a contract, Proposer agrees to comply with the **Standard Provisions for City Contracts (Rev. 10/17 [v.3])**, attached hereto as Attachment A and made a part hereof.

6.A.18 Record Retention Practices

Proposer must provide a detailed description of its record and invoice retention practices. This section shall include information pertaining to the nature of documentation utilized by the Proposer (electronic, logs, files, etc.), the type of information retained in each file, the procedures for physically maintaining all active and closed files, and a description of long term storage practices.

Upon selection for interview, Proposers may be requested to provide sample documentation reflecting record retention practices utilized by the firm in their standard course of providing service. Sample documentation should reflect matters which took place at least one year prior to the date of interview, and be properly redacted to preserve any confidentiality with existing/prior clients.

6.A.19 Recycled Paper

Contractor shall submit all written documents on paper with a minimum of 30% post-consumer recycled content. Existing

Contractor letterhead or stationery that accompanies these documents is exempt from this requirement. Pages should be double-sided. Neon or fluorescent paper shall not be used in any written documents submitted.

6.A.20 Additional Data

Proposer must provide suggestions and possible solutions to increase the efficiency and cost effectiveness for the Los Angeles City Attorney's Office service of process needs.

Any other relevant information the Proposer believes essential to assist in the evaluation of the proposal shall be clearly stated. If there is no additional data the Proposer wishes to present, this section will consist of the statement, "There is no other data we wish to present."

7. ADMINISTRATIVE GUIDELINES FOR SUBMITTAL

The City of Los Angeles requires that all contractual proposals adhere to the following guidelines:

7.A Acceptance of Terms and Conditions:

The submission of a proposal pursuant to this RFP shall constitute acknowledgment and acceptance of all terms and conditions set forth herein.

7.B Proposals must be in writing and in English.

7.C Proposals should use recycled paper, be stapled not bound, be double-sided with black and white print, without three-ring spiral or plastic binders, without card stock or colored paper and include **one (1) original, four (4) copies, and one (1) CD Rom version or USB flash drive**. If received by the filing deadline, none of these materials will be returned to the sender. If received after the filing deadline, the proposal will be returned to the sender unopened.

7.D Proposals must contain firm offers for all services to be performed for the duration of the proposed contract. The RFP and the resulting proposals, or any part thereof, may be incorporated into and made a

part of the contract. The City reserves the right to further negotiate the terms and conditions of the contract with the selected Proposer(s). The City also reserves the right to withdraw this RFP at any time, to reject all proposals, to reject any proposal for noncompliance with RFP provisions, or to choose not to award a contract if such action is determined to be in the best interest of the City and to waive any informality in the process when to do so is in the interests of the City.

7.E Submission Deadline

The original proposal, four (4) complete copies, and one (1) CD Rom or USB flash drive version must be hand or courier delivered by **May 20, 2021 at 5:00 p.m. (Pacific Time)** to the following address:

Los Angeles City Hall

200 N. Spring Street, Room 275
Los Angeles, CA 90012
Attention: Frank Cardenas

The outside of the sealed package containing material regarding this RFP must contain the following designation:

“Proposal for Line Drawing and Mapping Consulting Services for the Los Angeles City Council Redistricting Commission”

7.F Responsibility for Timely Submittal of Proposal

Persons who hand deliver proposals will be issued a “Notice of Receipt of Proposal.” All proposals submitted will be marked with a time and date stamped. Timely submission of proposal is the sole responsibility of the Proposer. **No fax or e-mail proposals will be accepted.**

Late proposals will not be considered for contract award. **All proposals hand delivered after 4:00 p.m. on the due date will not be accepted.** The City reserves the right to determine the timeliness of all proposal submissions.

8. PROHIBITION OF COMMUNICATION DURING RFP EVALUATION PERIOD

After the submittal of proposals and continuing until a contract has been awarded, all City personnel involved in the project will be specifically directed against holding any meetings, conferences or technical discussions with any Proposer except as provided in the RFP. Proposers shall not initiate communication in any manner with City personnel regarding this RFP or the proposals during this period of time, unless authorized by this RFP. **Failure to comply with this requirement will automatically terminate further consideration of that firm's or individual's proposal. This is not intended to prevent current contractors from conducting on-going business under existing contracts.**

9. CONFLICTS OF INTEREST

Provide information on whether your firm represents any interests that may constitute a conflict of interest in your contracting with the City, the Port of Los Angeles, Los Angeles World Airports, the Los Angeles Department of Water and Power, or any other City agency or affiliated entity.

Provide information on whether you or your firm are currently a party to an active claim or lawsuit against the City of Los Angeles or any of its related public or proprietary agencies.

10. GENERAL CITY RESERVATIONS

10.A City reserves the right to verify the information in the response.

10.B If a firm knowingly and willfully submits false information or other data, the City reserves the right to reject that response. If a contract was awarded as a result of false statements or other data submitted in response to this RFP, the City reserves the right to terminate that contract.

10.C Submission of a response to this RFP shall constitute acknowledgment and acceptance of the terms and conditions set forth herein. Responses and the offers contained therein shall remain valid for a period of 120 days from the date set for receipt of

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responses. Firms awarded a contract pursuant to this RFP will be required to enter into a written contract with the City approved as to form by the City Attorney. This RFP and response, or any parts thereof, may be incorporated into and made a part of the final contract. The City reserves the right to further negotiate the terms and conditions of the contract. The final contract offer of the City may contain additional terms or terms different from those set forth herein.

- 10.D** The City reserves the right to waive any informality in the process when to do so is in the best interest of the City.
- 10.E** The City reserves the right to withdraw this RFP 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 RFP. 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.
- 10.F** A Proposer may withdraw its response prior to the specified due date and time. A written request to withdraw, signed by an authorized representative of the Proposer, and must be submitted to the City Attorney's Office at the address specified herein for submittal of proposal. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time prior to the specified submission deadline.
- 10.G** All costs of response preparation shall be borne by the Proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposer in the preparation and/or submission of the response.
- 10.H** Unnecessarily elaborate or lengthy responses or other presentations beyond those needed to give sufficient and clear response to all of the RFP requirements are not desired. The response must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award.

- 10.I** Responses shall be reviewed and rated by the City as submitted. Firms may make no changes or additions after the deadline for receipt.
- 10.J** 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.
- 10.K** The City reserves the right to retain all responses submitted and the responses shall become the property of the City. Any department or agency of the City has the right to use any of the ideas presented in the responses submitted in response to this RFP. All responses received by the City will be considered public records subject to disclosure under the Public Records Act. (California Government Code Section 6250 *et seq.*) Applicants must identify any material they claim is exempt from disclosure under the Public Records Act. In the event such exemption is claimed, the applicant may be required to seek a protective order if the City determines that the subject material must be disclosed.
- 10.L** In the event that one or more contracts are awarded, 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.
- 10.M** Any contract awarded pursuant to this RFP is subject to the Contractor Evaluation Ordinance, Los Angeles Administrative Code Section 10.39, which requires awarding authorities to evaluate contractor's performance and retain such evaluative information in a data bank for future reference.
- 10.N** The City may award a contract on the basis of proposals submitted, without discussions, or may negotiate further with those Proposers within a competitive range. Proposals should be submitted on the most favorable terms the Proposer can provide.

11. ATTORNEYS' FEES

If City shall be made a party to any litigation commenced by or against

Proposer arising out of Proposer's operations and as a result of which Proposer is held liable, in whole or in part, by settlement, adjudication, or otherwise, then Proposer shall pay all costs and reasonable attorneys' fees incurred by or imposed upon City in connection with such litigation. Each party shall give prompt notice to the other of any claim or suit instituted against it that may affect the other party.

12. AWARD OF CONTRACT

The Proposers to whom a contract is awarded, if any, shall be required to enter into a written contract with the City of Los Angeles in a form approved by the City Attorney. This RFP and the 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, include fixed prices to be paid by the City for the Proposer to perform the services as provided herein under "Services Required."

The "Standard Provisions for City Contracts" (Rev. 10/17 [v3]), will be incorporated and made part of the final contract. Proposer should review the Standard Provisions for City Contracts which can be downloaded from www.labavn.org as part of this RFP.

All contractors must additionally comply with the "Municipal Lobbying Ordinance" (Los Angeles Municipal Code §§ 48.09 (H)). Proposer should review the Municipal Lobbying Ordinance, which can be download at the following Los Angeles City Ethics Commission link: http://ethics.lacity.org/pdf/laws/law_mlo.pdf

13. PROPOSAL CHECK LIST

All documents listed must be included with your proposal. Please indicate non-applicable (N/A) on any documents that do not apply to your company.

Form/Document Description

- One (1) Original, four (4) Copies of the Original Proposal, one (1) CD Rom Version or USB flash drive, and Related Documents, including, but not limited to:
- Qualifications of the Proposer—Include all referenced information;

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- Cover Letter with Appropriate Signatures;
- Cost Breakdown;
- City Contracts Held Within the last 10 Years;
- Information on Business Locations and Workforce Information;
- Statement of Non-Collusion with Appropriate Signatures;
- Certification of Compliance with Child Support Obligations;
- Service Contractor Worker Retention Ordinance (SCWRO) and Living Wage Ordinance Documents;
- Equal Benefits Ordinance Documents and First Source Hiring Ordinance Compliance Affidavit;
- Certification of Compliance with ADA;
- Contractor Responsibility Ordinance Documents;
- Slavery Affidavit;
- Bidder Certification Form – CEC Form 50;
- Bidder Contributions Form – CEC form 55;
- Iran Contracting Act of 2010 Compliance Affidavit;
- Government and Business Taxation Forms;
- Insurance Forms;
- Record Retention Practices;
- Recycled Paper; and
- Statement Regarding Additional Data.