# DEPARTMENT OF PUBLIC WORKS

Print Form

**Master RFQ/RFP Contract Checklist**

## Proposal Format and Submission Requirements

 In writing  Cover Letter

 Authorized signatures

 Number of copies required  Who and Where

## Pre-Submittal Meeting

 When, Where, Why

 Walk-through of site, if applicable

 Questions, Submission and Responses

## General Terms

 Definitions

 Material becomes property of the City of Los Angeles  Subconsultants/Joint Ventures

## Statement of Work/Scope of Work/Tasks/Goals

 Establish Scope of Work

 Define Assignment of Work if applicable

## Specific Terms and Conditions

 Length of Contract/Options to renew

 Request subconsultant anticipated participation levels from PAC  Payment Terms/Conditions/Invoices

 Sales Tax and Permits (City, State and Federal), if applicable  Standards of material (testing), if applicable

 Liaison responsibilities with other agencies, if applicable  Obtain necessary permits

## Boilerplate Clauses/Standard City Contractual Requirements

 Contractor Responsibility Ordinance  Business Tax Registration Certificate

 Mandatory Provisions Pertaining to Nondiscrimination in Employment  Insurance Requirements

 Business Inclusion Program, or

 DBE program for federally funded projects by the Department of Transportation  Title VI Language for Federal Contracts

 Child Support Obligations Policy

 Service Contractor Worker Retention Ordinance  Living Wage Ordinance

 Best Terms

 Access and Accomodations

 Contractor Performance Evaluation Program  Disclosure Ordinances

 Restrictions on Campaign Contributions in City Elections  Non-Collusion

 Equal Benefits Ordinance/First Source Hiring Ordinance  Iran Contracting Act

 Proposer Checklist of Items to be Submitted

## Proposal Evaluation

 Responsive and Responsible

 Criteria - Pass/Fail and/or weighted factors

Selection/Award of Contract - “Best overall value to the City”

## RFQ/RFP Schedule of Events

 Release RFQ/RFP to potential Respondents  Pre-Submittal Meeting

 Issue Addendum in response to Pre-Submittal Meeting, if applicable  Proposals due by 2:00 p.m.

 Begin Proposal evaluations

 Conduct interviews/oral presentations  Negotiate with selected Proposer

 Board Authorization to Award  Execute Contract

## Proposer Checklist of What's to be Submitted

1. **List of Attachments for the RFQ/RFP (Attachments to be provided by PAC)**

 Contractor Responsibility Ordinance  Business Tax Registration Certificate

 Equal Benefits Ordinance/First Source Hiring Ordinance (To be completed on RAMP)  Insurance Requirements

Business Inclusion Program, or

 DBE Program for projects funded by the federal Department of Transportation  Child Support Obligations

 Service Contractor Worker Retention and Living Wage Ordinances  Americans with Disabilities Act

Slavery/Border Wall Disclosure Ordinances (To be completed on RAMP)  Bidder Certification CEC Form 50

 Bidder Contributions CEC Form 55

 Non-Collusion Affidavit

 Los Angeles Residence Information

 Iran Contracting Act of 2010 Compliance Affidavit  Local Business Preference Program

## Proposal Evaluation

 Received Proposals and Attachments (Date: )  Contractor Responsibility Ordinance - Questionnaire

 Submit to Bureau of Contract Administration (BCA)

 Equal Benefits Ordinance (submitted on RAMP). BCA reviews upon Consultant selection.  Summary Sheet (from RAMP)

 Submit to BCA

 Schedule A and List of Potential Subconsultants  Submit to BCA

 Slavery/Border Wall Disclosure Ordinances Affidavit (uploaded on RAMP). BCA reviews upon Consultant selection.

 First Source Hiring Ordinance Affidavit (submitted on RAMP). BCA reviews upon Consultant selection.

 Child Support Obligations

 Americans with Disabilities Act

 Living Wage Ordinance OCC Non-Coverage Exemption Application (LW-10) if applicable  Submit to BCA

 Non-Collusion Affidavit (RFPs only)

 Iran Contracting Act of 2010 Compliance Affidavit  Bidder Certification CEC Form 50

 Bidder Contributions CEC Form 55  Los Angeles Residence Information

 Local Business Certification Affidavit of Eligibility (uploaded on RAMP) if applicable  Evaluate RFQ/RFPs

 Technical Evaluation (Date Completed: )

 Short-list Firms, if necessary (Date Completed: )

 Written Invitation to Interview Issued to Applicable Firms (Date: )  Conduct Interviews (Dates: )

 Office of Contract Compliance (OCC – Reviews BIP, SDO, DBWCO, FSHO, EBO, CRO Questionnaire) (Date Completed: )

## Proposal Selection and Contract Negotiations

 Rank Proposals

 Select tentative Consultant  Request Attachments

 Contractor Responsibility Ordinance - Pledge of Compliance  Business Tax Registration Certificate

 Proof of Insurance (RFPs only)

 Submit to Board of Public Works (BPW)

 Memo to BPW notifying them of Consultant selection and when negotiations are to begin (Date: ) \*

 Written notification to non-selected firms (Date: )

 Boilerplate Clauses/Standard City Contractual Regulations - See VI of this Checklist.

Standard contracts on BOE Intranet at <http://eng.lacity.org/permits/tools-and-references> or ask PAC for boilerplate.

 Negotiate Contract (Date: )

## Contract Completion

 Finalize written Contract by the Division

 Submittal to BPW as attachment to “Authority to Execute” Board Report

\* Keep Bureau’s Liaison Commissioner updated regularly.

## Board Report to Execute Contract

 Authorized signatures for Board Report

 Administration Division initial(s) (Date: )

 Project Award and Control Division initial(s) (Date: )

 City Attorney approval of contracts as to form (Date: )  Assistant Bureau Head initials (Date: )

 Bureau Head signature (Date: )  OCC signature (Date: )

 Contract Administration signature (Date: )

 Send contracts to Consultants for signature (Date: )  Office of Accounting signature (if applicable) (Date: )

 ”Authority to Execute” Board Report (Date Adopted: )

## Contract Execution

 Council Motion (if length of contract greater than 5 years) (Date: )  Staff Report prepared by Chief Legislative Analyst (CLA) (Date: )

 Mayor’s Office approval

 Mayoral letter of approval (Date: )  Final authorized signatures for Contract

 BPW President or 2 Commissioner's signatures (Date: )  City Clerk attestation (Date: )

 City Clerk issues Contract No. \*\*

## Notice to Proceed (RFP Only)

 Issue “Notice to Proceed” letter (Date: )  Kick-off meeting (Date: )

\*\* List Contract No. assigned