

# DEPARTMENT OF AIRPORTS

## INSTRUCTIONS REGARDING DEMONSTRATION OF GOOD FAITH EFFORT

It is the policy of the City of Los Angeles to provide all MBEs, WBEs, and OBEs an equal opportunity to participate in the performance of all City contracts. Bidders must assist the City in implementing this policy by taking all reasonable steps to ensure that all qualified business enterprises including MBEs, WBEs and OBEs have an equal opportunity to compete for and participate in City contracts. A bidder's good faith efforts to reach out to MBEs, WBEs and OBEs will be determined from written documentation of the level of effort put into achieving the indicators. Failure to meet expected MBE/WBE participation levels will not by itself be the basis for disqualification or determination of noncompliance with this policy. **However, failure to submit supporting documentation of a good faith effort within three days upon notification by the department and failure to achieve a minimum of 75 out of 100 Good Faith Effort evaluation points will render the bid non-responsive and will result in its rejection.** Adequacy of a bidder's good faith effort will be determined by the Department after consideration of the indicators of good faith as set forth below.

Indicator	Points
1	0
2	10
3	10
4	9
5	15
6	10
7	5
8	10
9	26
10	5
Total	100

***Each indicator (2-10) is evaluated on a pass/fail basis, i.e., either full or zero points can be achieved for compliance with each item.***

### **1. LEVEL OF ANTICIPATED MBE/WBE PARTICIPATION**

### **NO POINTS**

The bidder has made a good faith effort to obtain sub-bid participation by MBEs, WBEs and OBEs which could be expected to produce a reasonable level of participation by interested business enterprises, including the MBE and WBE percentages set forth for this project.

**Required documentation:** Completed MBE/WBE/DBE Participation Form and attached proof of certification from one of the following agencies, recognized by the City of Los Angeles:

**City of Los Angeles**

Bureau of Contract Administration  
Office of Contract Compliance  
1149 S. Broadway St., 300  
Los Angeles, CA 90015

213 847-1922  
213 847-2777 FAX  
<http://bca.lacity.org>

**Caltrans/CUCP**

State of California, Department of Transportation  
Civil Rights Group  
120 S. Spring Street  
Los Angeles, CA 90012

916 324-1700 directory orders  
Toll free: 866-810-6346  
<http://www.dot.ca.gov/hq/bep/>

**Los Angeles County Metropolitan Transportation Authority**

Equal Opportunity Department  
1 Gateway Plaza  
Los Angeles, CA 90012

213 922-2600  
213 922-7660 FAX

**Southern California Minority Business Development Council**

SCMBDC Headquarters  
800 West 6<sup>th</sup> Street, Ste. 850  
Los Angeles, CA 90017-2711

213 689-6960  
213 689-1707 FAX  
<http://www.scmbdc.org/>  
[info@scmbdc.org](mailto:info@scmbdc.org)

**2. ATTENDED PRE-BID MEETING****10 POINTS**

The bidder has attended the pre-bid meeting scheduled by the Department to inform all bidders of the requirements for the project for which the contract will be awarded. The Department may waive this requirement only if the bidder certifies in writing prior to the pre-bid meeting that it was already informed as to those project requirements.

**Required documentation:** a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to 424 646-9262, or by mail to Contract Administration, 7301 World Way West, 2nd floor, Los Angeles, CA 90045.

**3. SUFFICIENT WORK IDENTIFIED FOR SUBCONTRACTORS****10 POINTS**

The bidder has identified and selected specific work items in the project to be performed by sub-bidders/subcontractors in order to provide an opportunity for participation by MBEs, WBEs and OBEs. Upon making this determination, the bidder subdivided the total contract work requirements into smaller portions or quantities to permit maximum active participation of MBEs, WBEs and OBEs.

**Required documentation:** Proof of this must be demonstrated in either Indicator 4 or 5.

**4. ADVERTISEMENT****9 POINTS**

Not less than ten calendar days prior to the submittal of bids, the bidder advertised for sub-bids from interested business enterprises in one or more daily or weekly newspapers, trade association publications, minority or trade oriented publications, trade journals, or other media specified by the Department

**Required documentation:** A copy of the advertisement and a proof of publication statement or other verification which confirms the date the advertisement was published.

**Note:** The advertisement must be specific to the project, not generic, and may not be a planholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents.

## **5. WRITTEN NOTICES TO SUBCONTRACTORS**

**15 POINTS**

The bidder has provided written notice of its interest in receiving sub-bids on the contract to those business enterprises, including MBEs, WBEs and OBEs having an interest in participation in the selected work items. All notices of interest shall be provided not less than ten calendar days prior to the date the bids are required to be submitted.

**Required documentation:** A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.

\* This written notice can be used to satisfy Indicators 3, 7, and 10.

## **CERTIFICATION AGENCIES**

To obtain current copies of MBE/WBE directories, bidders should contact the certification agencies listed above under Indicator Number 1, pages 1-2:

- City of Los Angeles, Bureau of Contract Administration, Office of Contract Compliance
- Caltrans/CUCCP, State of California, Department of Transportation
- Los Angeles County Metropolitan Transportation Authority
- Southern California Business Development Council

## **6. FOLLOW-UP ON INITIAL SOLICITATION**

**10 POINTS**

The bidder has documented efforts to follow-up initial solicitation of sub-bid interest by contacting the affected business enterprises to determine with certainty whether said enterprises were interested in performing specific portions of the project work.

**Required documentation:** A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidders must follow-up with all subcontractors to whom they sent letters.

## **7. PLANS, SPECIFICATIONS AND REQUIREMENTS**

**5 POINTS**

The bidder has provided interested sub-bid enterprises with information about the plans, specifications and requirements for the selected sub-bid/subcontracting work.

**Required documentation:** Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors.

**8. CONTACTED RECRUITMENT/PLACEMENT ORGANIZATIONS      10 POINTS**

The bidder has requested assistance from organizations that provide assistance in the recruitment and placement of MBEs, WBEs and OBEs not less than fifteen calendar days prior to the submission of bids. Any other organizations promoting MBE/WBE/OBE activities not included in the following list which have been contacted, must also be listed in the required documentation.

**Required documentation:** A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.

**RECRUITMENT/PLACEMENT ORGANIZATIONS**

Business and Job Resources Center  
Los Angeles World Airports  
6053 W Century Blvd. Ste 300  
Los Angeles, California 90045  
Rose Cote, Business Outreach Coordinator  
424 646-7300  
424 646-9257 FAX  
Email: [rcote@lawa.org](mailto:rcote@lawa.org)

Minority Business Opportunity Center (MBOC)  
City Hall  
200 N. Main Street, 13<sup>th</sup> Floor  
Los Angeles, CA 90012  
213 978-0671  
213 978-0690 FAX

National Center for American Indian Enterprise Development  
11138 Valley Mall, Suite 200  
El Monte, CA 91731  
626 442-3701  
626 442-7115 FAX  
<http://www.ncaied.org>

The Associated General Contractors of California  
Los Angeles District Office  
1906 W. Garvey Avenue South, Suite 100  
West Covina, CA 91790  
626 608-5800  
626 608-5810 FAX  
<http://www.agc-ca.org>

Latin Business Association (LBA)  
120 S. San Pedro Street, Suite 530  
Los Angeles, CA 90012  
213 628-8510  
213 628-8519 FAX  
<http://www.lbausa.com>

Black Business Association  
Mailing Address: P.O. Box 43159  
Los Angeles, CA 90043  
President: Earl 'Skip' Cooper, II  
323 857-4600  
323 857-4610 FAX  
<http://www.bbala.org>  
E-mail: [bbala@earthlink.net](mailto:bbala@earthlink.net)

The Asian Business Association  
120 S. San Pedro Street, Suite 523  
Los Angeles, CA 90012  
213 628-1ABA  
213 628-3222 FAX  
<http://www.aba-la.org/index.asp>  
Email: [info@aba-la.org](mailto:info@aba-la.org)

Engineering Contractors' Association  
8310 Florence Avenue  
Downey, CA 90240562  
800 293-2240  
923-6179 FAX

National Association of Minority Contractors  
Southern California Chapter  
PO Box 43307  
Los Angeles, CA 90043  
Attn: Kevin Ramsey

310 635 3277  
310 635-0562 FAX  
<http://www.namcsc.net>  
Email: [kramsey@pacbell.net](mailto:kramsey@pacbell.net)

National Association of Women Business Owners – Los Angeles  
900 Wilshire Boulevard, Suite 404  
Los Angeles, CA 90017

213 622-3200  
213 622-6659 FAX  
<http://www.nawbola.org>  
Email: [info@nawbola.org](mailto:info@nawbola.org)

Los Angeles Urban League  
3450 Mount Vernon Drive  
Los Angeles, CA 90008

323 299-9660  
323 299-0618 FAX  
<http://www.laul.org>  
Email: [info@laul.org](mailto:info@laul.org)

Society of Hispanic Professional Engineers  
SHPE National Office  
5400 E. Olympic Blvd., Suite 210  
Los Angeles, CA 90022

323 725-3970  
323 725-0316 FAX  
<http://www.shpe.org>  
Email: [shpenational@shpe.org](mailto:shpenational@shpe.org)

The Asian American Architects/Engineers Association  
(of Southern California)  
P.O. Box 861807  
Los Angeles, CA 90086

213 896-9270  
866 276-1712 FAX  
<http://www.aaesc.com>

## **9. NEGOTIATE IN GOOD FAITH**

**26 POINTS**

The bidder has negotiated in good faith with interested MBEs, WBEs and OBEs and did not unjustifiably reject as unsatisfactory bids or proposals prepared by any enterprise, as determined by the Department.

**Required documentation:** a) Copies of all MBE/WBE/OBE bids or quotes received; b) Proof of certification; and c) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own work forces, they must include a bid that shows their own costs for the work.

## **10. BOND, LINES OF CREDIT, AND INSURANCE ASSISTANCE**

**5 POINTS**

The bidder has documented efforts to advise and assist interested MBEs, WBEs and OBEs in obtaining bonds, lines of credit and insurance required by the Department or contractor.

**Required documentation:** Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance.

The bidders shall submit completed good faith effort documentation within three days upon notification by the Department. The Department in its review of the good faith effort documentation may request additional information to validate and/or clarify that the good faith effort submission was adequate. Such information shall be submitted promptly upon request by the Department.