

**REQUEST FOR PROPOSALS**

**FOR**

**Click here to enter project name**

**FOR**

**Click here to enter project location**

Click here to enter a brief description of the Project.

**Release Date Click here to select a date**

**Due Date Click here to select a date**

**Click here to enter time**

Choose a Department

Click here to enter Division or Group

Click here to enter street address

Click here to enter City, State & Zip

**Pre-proposal conference Click here to select a date**

**Click here to enter time**

Click here to enter meeting room

Click here to enter building

Click here to enter street address

Click here to enter City, State & Zip

**Deadline to submit all questions Click here to select a date**

**Click here to enter time**

Click here to enter contact email

**RFP Administrator Click here to enter name**

Choose a Department

Click here to enter Division

Click here to enter street address.

Click here to enter City, State, & Zip

Click here to enter email address

**Note:** All communications regarding this Request for Proposals shall be directed in writing to the RFP Administrator listed above. Written communications may be made through email, U.S. mail, or delivery service. Any proposer communicating with Los Angeles World Airports staff other than the RFP Administrator may be disqualified, and their proposal declared non-responsive.

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**SECTION 1: THE OPPORTUNITY**

1. **Objective**

Click here to enter the objective of your project.

1. **Background**

The Los Angeles World Airports (LAWA) is the Department of Airports of the City of Los Angeles (City) established pursuant to Article XXIV, Section 238 of the City Charter. As a financially self-sufficient, proprietary department of the City, LAWA is under the management and control of a seven-member Board of Airport Commissioners (BOAC) appointed by the Los Angeles City Mayor and approved by the Los Angeles City Council. The Executive Director administers LAWA and reports to the BOAC. LAWA operates and maintains Los Angeles International Airport (LAX) and Van Nuys Airport (VNY).

Click here to enter text explaining the background of the problem you wish to address with this RFP.

Click here to enter text detailing your division’s current role with regards to the problem.

Click here to enter text covering previous actions taken to remedy the problem.

1. **Scope of Services**

Click here to enter text providing the scope of work to be done on this project.

1. **Qualifications**

LAWA does not intend to limit the type of entity that may propose. Proposing entities may include individuals, corporations, partnerships, limited liability corporations or joint ventures. The Proposer, i.e., the proposing entity, should be the legal entity that will execute the Agreement. Such entity may be one that is newly created for the purpose of proposing on this opportunity.

The Proposer need not have all the required skills and experience in house, but may assemble a team to provide the necessary skills and experience (“Proposal Team”). The Proposal Team may be assembled in a variety of ways, including through contracting, partnering, joint venturing, etc. It will be the entirety of the proposal team that will be evaluated and scored.

Click here to enter details regarding the type or set of qualifications you are looking for from proposers. Setting “minimum qualifications” is discouraged.

**SECTION 2: THE PROPOSAL**

1. **CONTENTS**

Proposers must:

* Verify that the proposal is complete and the firm has completely responded to all proposal items and administrative documents in the RFP.
* Make sure that the proposal is well organized and easy to read.

Written submittal to this RFP process will be the primary basis on which LAWA will consider its award for the contract; therefore, Proposers should be thorough, detailed and as concise as possible when responding to each proposal item and assembling a proposal. In the written proposal, Proposers must include responses to all proposal items requested. Proposers will not be able to add to or modify their proposals after the proposal due date. LAWA may deem a Proposer non-responsive if the Proposer fails to provide all required documents and copies.

In submitting the proposal, the Proposer agrees the proposal will remain valid for 180 days after the deadline for submission of proposals, and may be extended beyond that time by mutual agreement. Proposals accepted by LAWA in writing constitute a legally binding contract offer.

**Proposals must contain all of the following:**

1. **Cover Letter**

The cover letter, which will be considered an integral part of the proposal, must be on official company letterhead, identify the Proposer’s legal structure (refer to Section 1.4) and be signed by the person or persons who have legal authority to bind the firm in contractual matters with LAWA. It must also contain their contact information. A copy of the Corporate Resolution or other appropriate evidence of authority must be attached to the cover letter. LAWA reserves the right to reject any proposal that contains an unsigned cover letter and/or submits incomplete documentation.

1. **Table of Contents**

Include a Table of Contents listing the various sections included in the proposal.

1. **Executive Summary**

The Executive Summary must include a brief statement of how the proposer shall meet the scope requirements as set forth in this RFP document. Proposers must also include information that demonstrates the team’s strengths, the Proposer’s capacity to carry out the type of assignments described in the proposed scope of work, the Proposer’s experience and expertise, and a statement about why the Proposer’s proposal would be the best selection. (Choose a maximum number of pages)

1. **Understanding of the Assignment**

The Understanding of the Assignment should explain the Proposer’s understanding and interpretation of the key goals and objectives of this RFP, including compliance with the various regulatory requirements associated with Click here to enter project name and their understanding of the organizational and logistical needs inherent in the scope of services. Areas not in this RFP, but which the Proposer believes are essential to the effective performance and completion of the required services should also be addressed. (Choose maximum number of pages)

1. **Methodology and Approach**

Click here to enter instructions to proposer on how you would like their approach to this project laid out.

1. **Organization and References**

1. Organizational Chart and Proposal Team Identification (Choose maximum number of pages – Choose a paper size.)

Submit a project organizational chart identifying the Account Representative and key staff and note which area(s) of the scope of work they will be associated with. Include the following information on the chart:

1. Names and titles of individuals who will be involved in this project (with company affiliation).
2. A responsibility matrix indicating the reporting structure and task responsibilities of each member of the project team.
3. Proposal Team Description (Choose maximum number of pages)

Provide resumes of proposed key staff as an appendix. Include everyone required to perform the scope of work.

**Note:** Once the Proposal is submitted, the composition of the Proposal Team cannot be altered without consent of LAWA. Once a contract is awarded and executed, LAWA must approve any change to the key staff assigned to the project. New personnel are required to submit a resume stating qualifications and experience to accomplish the project. LAWA reserves the right to verify each candidate’s experience and education.

1. Company Profile (Choose maximum number of pages)

Provide a description of the Proposer.

1. Identify Proposer’s years of experience, number of staff, location of staff and/or offices (including location of the headquarters office and any local offices), telephone number, fax number, and e-mail address.
2. Identify the names of all general partners or owner(s) of your firm, their titles, office location, telephone number, fax number, and e‑mail address.
3. List key clients and other information relevant to the proposed scope of work.
4. Experience and References

List up to five non-City, non-LAWA, references with which the Proposer has conducted similar services during the past three years using the reference form provided in Section 4.3: Reference Form. References must include:

Company

Company Name

Business Type

Address

Contact Person

The person should be the contract manager or principal individual with direct knowledge of contract and service performance.

Contact Person Name

Title

Address

Telephone Number

Email Address

Project/contract start date

Project/contract end date

Description of the project/contract:

Name of Project

Project Service

Address and location of service provided

Contract Value

If a subcontractor, indicate the total value of the project/contract and the total value of the Proposer’s portion of work on the project.

A list of all current and prior City of Los Angeles contracts, including LAWA contracts, held within the last 10 years shall be provided in accordance with the Administrative Requirements as outlined within Section 4.1: Administrative Requirements of this RFP.

LAWA, in its sole discretion, reserves the right to request additional references, to contact and verify all references, and to request additional supporting information from the Proposer as LAWA deems necessary.

1. **Financial Capability**

This section should provide LAWA with an understanding of the Proposer’s financial capability to provide the services described in this RFP.  LAWA reserves the right to request, at any time during the RFP process, any additional information it deems appropriate to assist in determining whether the Proposer has the requisite financial capacity.

The Proposer must provide:

1. Financial statements for the most recent TWO complete fiscal years audited and certified by a licensed public accountant, or if unaudited, then accompanied by a notarized statement from the Chief Financial Officer certifying the accuracy of the financial information contained in such statements.
2. All financial information for each partner, LLC/LLP member, or joint-venture, respectively, if the Proposer intends to organize as a partnership, LLC, LLP or joint venture.
3. Written statement from any person or entity to indicate the level of commitment together with the financial information detailed in this section as if the guarantor were the Proposer.  LAWA reserves the right to require guarantors’ financial information if the Proposer is an LLC or LLP.
4. **Cost Proposal**

Click here to enter instructions on how the cost proposal should be set up (i.e. Fixed Fee, etc.).

1. **Submission Format**

The following number of copies must be provided:

1. Part 1: The Proposal – One (1) original and Click here to enter written number of copies. Number of copies as a minimum should include the number of evaluation panel members (  ) copies of the required information and/or documents as outlined in Section 2 – The Proposal of this RFP.
2. Part 2: Administrative Requirements – One (1) original and one (1) copy of the required administrative forms as outlined in Section 4.1: Administrative Requirements of this RFP.

The original of each Part 1 and Part 2 must be marked “Original” on its front page or cover, must contain the original signatures, and must be signed by a duly authorized representative(s) of the Proposer.

Each bound copy titled “Part 1: The Proposal” should be printed double-sided on 8½” x 11” paper (11x17 page size may be used if folded to fit size requirements.) Minimum font size is 11-point Arial. Each copy should be bound in a three-ring binder with tabbed dividers corresponding to the letters delineating each section as described below.

A separate binder labeled “Part 2: Administrative Requirements” shall contain the materials that demonstrate that the Proposer satisfies the administrative requirements. The forms to be completed to meet these requirements are contained in Section 4.1: Administrative Requirements of this RFP. All required administrative forms and statements must be completed, properly signed, and submitted along with the proposal. Incomplete submission of the required documents, including any that may need to be notarized by Proposer may deem the proposal non-responsive and it may not receive any further consideration.

The original and copies of all parts of the proposal(s) should be enclosed in a single sealed package, with the name and address of the Proposer in the upper left hand corner and marked, “Click here to enter the title of your RFP”.

Proposers must also provide a complete electronic copy of the proposal as an Adobe Portable Document Format (“PDF”) file on a flash drive or CD.

Failure to follow page limits may prevent a proposal from consideration. Proposer may submit supplemental information such as pictures, tables, figures, etc. where indicated as an appendix and are not subject to the page limitations.

1. **PROCESS**
2. **Pre-Proposal Conference**

The purpose of this conference is to discuss the requirements and objectives of the RFP and respond to questions. Attendance at this pre-proposal conference is optional and not required in order to submit a proposal, though attendance is highly recommended.

The pre-proposal conference is scheduled on:

Date: Click here to enter a date

Time: Choose a time frame

Location: Click here to enter meeting room

Click here to enter building name.

Click here to enter address.

Los Angeles, CA 90045

Note: RSVP is required

Contact Click here to enter contact name via email at Click here to enter contact email.

Provide your firm’s name and name/title of all attendees.

Sign Language Interpreters, Communication Access Real-Time Transcription, Assistive Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days’ notice is strongly recommended. For additional information, please contact LAWA’s Americans with Disabilities Act (“ADA”) Coordinators Office at (424) 646‑5005 or by e-mail at [jrolon@lawa.org](mailto:jrolon@lawa.org). You may also contact the ADA Office via the California Relay Service at (800) 735-2929.

1. **Questions and Answers**

Any questions regarding the proposal requirements and any additional proposal criteria, instructions, or corrections, if any, received prior to the pre-proposal conference, may be discussed at the pre-proposal conference. All questions received by the deadline established below will be addressed in an addendum posted to [www.labavn.org](http://www.labavn.org). In addition, should LAWA amend the requirements set forth herein, a written addendum will be issued reflecting any changes and such addendum will also be posted at [*www.labavn.org*](http://www.labavn.org.t/) **Thus, all firms submitting proposals in response to this RFP must register in www.labavn.org.**

All questions or requests for clarification on the RFP must be clearly presented in writing and transmitted by email no later than Click here to enter a date, at Click here to enter due time to Click here to enter contact name via email at Click here to enter contact email.

LAWA will only communicate with one person per proposal. It will be the responsibility of the Proposer to identify in the proposal the correct name and address of the contact person, phone number, fax number, and e-mail address.

1. **Submission Requirements**

Potential Proposers should read, review and understand this RFP, all the attachments and any addenda issued. The Proposer should submit a proposal in accordance with the instructions given in this RFP. The proposal should be prepared as specified as to form, content, and sequence.

The proposal must be received by LAWA by Click here to enter time on Click here to select a date.

Please use the address below to submit your proposal:

Los Angeles World Airports

Click here to enter division

Click here to enter address

Los Angeles, CA 90045

Attention: Click here to enter text

LAWA will not consider any proposals received at the wrong location or after the due date and time.

1. **Evaluation and Selection Procedure**
2. Evaluation Criteria

LAWA has established specific evaluation criteria to assist in the evaluation of proposals. The criteria are as follows:

|  |  |  |
| --- | --- | --- |
| **Item** | **Evaluation Criteria** | **Points** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
|  | Total Points | 100 |

1. Interviews and Short-Listing

LAWA reserves the right to conduct interviews or to proceed without conducting interviews. The purpose of interviews, if conducted, would be to allow Proposers the opportunity to clarify and expand upon aspects of their proposal. They also present an opportunity to evaluate key personnel and discuss issues of experience, performance, financials, qualifications and quality assurance. Proposer(s) (either all or a short list) may be subsequently re-interviewed for final evaluation. Proposers may bring presentation boards or use on-screen PowerPoint presentations.

Furthermore, LAWA reserves the right to interview only a short list of Proposers or to establish a short list of proposals without conducting interviews. If a short list is used, it will be based on the evaluation panel using all the evaluation criteria listed above and by applying the same relative weights assigned to these criteria as listed. If LAWA elects to establish a short list among the Proposers, LAWA reserves the right for the Proposal Evaluation Panel to determine the number of short-listed proposals during the evaluation process. Scores arising from any short-listing process will not be carried forward to subsequent rounds or final scoring of the proposal/interview process.

1. Scoring and Ranking

Scoring will be accomplished by using a “Must” system. Under this system, after evaluating all proposals, each member of the evaluation panel must award the maximum potential points designated for each criterion above to at least one proposal that best meets the requirements of that criterion. Each evaluation panel member, however, may also award the maximum potential points to other proposer(s) that, in the opinion of the evaluation panel member, demonstrate(s) comparable quality in the criterion.

Once each evaluation panel member has completed scoring, the evaluation panel members’ scores will be converted to rankings (i.e. 1st, 2nd, 3rd, etc.). These rankings among evaluation panel members will then be added to determine the overall ranking by the evaluation panel.

1. Approval of Selection and Award of Contract(s)

Once contract negotiations are completed, the selected Proposer(s) will be required to enter into a contract agreement with LAWA. Any such contract(s) will be subject to award by the Choose an authority and approval as to form by the City Attorney. LAWA reserves the right to award a contract(s) based on all or only a portion of the scope of work outlined in this RFP.

LAWA reserves the right to award all or portions of a Proposer’s proposal and/or require that one Proposer collaborate with another for the provision of specific services, either prior to execution of a contract or at any point during the life of the contract.

1. **Additional Terms, Conditions, Disclaimers, and Requirements**

Proposers are expected to read and understand all terms, conditions, disclaimers, and requirements associated with this RFP. You will find the Additional Terms, Conditions, Disclaimers, and Requirements in *Appendix 4.6* of this document.

**SECTION 3: THE CONTRACT**

1. **Contracting with LAWA**

It is the intent of LAWA to negotiate a contract with the selected proposer(s)**.**

The contract for the Click here to enter project name will be awarded by the Choose an authority to the Proposer that best meet the requirements specified in this RFP. Degree of responsiveness to the RFP and qualifications to successfully implement the proposed program will be determined by LAWA from the information furnished by the Proposer in the submittals; the interview committee session, if held; and any other sources determined to be valid by Executive Management or the BOAC. An award will not be made until after LAWA has verified information regarding the demonstrated experience and responsibility of the Proposer. Each Proposer consents to LAWA obtaining such verification by submitting its proposal. LAWA reserves the right to reject all proposals.

**Note:** No contract or portion thereof may be assigned without consent of the Executive Director within his/her authority or the BOAC. The Contractor will not permit any subcontractor to be voluntarily assigned or transferred or allow the contract to be performed by anyone other than the original subcontractor(s) listed on the original response to the RFP without written consent of the Executive Director within his/her authority or the BOAC.

1. **Payment for Services Rendered**

The selected Contractor will submit invoices requesting payment for the services completed on the scheduled agreed upon in the contract. The contract will also determine how additional charges (if allowed) such as, City-approved reimbursable expenses incurred and labor hours incurred by personnel during the billing period will be invoiced. The selected Contractor will attach to each billing a status report specifying and itemizing in detail the tasks and deliverables, total monthly fees and expenses, and cumulative fees and expenses incurred to-date. Certain definitive tasks or deliverables may be paid on a task-fee basis if the contract stipulates. Other specific billing instructions will be described in the contract language.

1. **City Held Harmless**

**The contract to be awarded will contain a Hold Harmless provision, as follows:**

* + 1. In addition to the requirements of Section \_\_\_, Insurance herein, Contractor shall, to the fullest extent permitted by law, defend, indemnify and hold harmless City and any and all of City’s Boards, officers, agents, employees, assigns and successors in interest from and against any and all suits, claims, causes of action, liability, losses, damages, demands or expenses (including, but not limited to, attorney’s fees and costs of litigation), claimed by anyone (including Contractor and/or Contractor’s agents or employees) by reason of injury to, or death of, any person(s) (including Contractor and/or Contractor’s agents or employees), or for damage to, or destruction of, any property (including property of Contractor and/or Contractor’s agents or employees) or for any and all other losses, founded upon or alleged to arise out of, pertain to, or relate to the Contractor’s (and/or its employees’ or agents’) and/or Sub-Contractor’s (and/or its employees’ or agents’) performance of the Contract, whether or not contributed to by any act or omission of City, or of any of City’s Boards, officers, agents or employees***.*** If applicable, (a) where such suits, claims, causes of action, liability, losses, damages, demands or expenses arise from or relate to Contractor’s performance of a “Construction Contract” as defined by California Civil Code section 2783, this paragraph shall not be construed to require Contractor to indemnify or hold City harmless to the extent such suits, causes of action, claims, losses, demands and expenses are caused by the City’s sole negligence, willful misconduct or active negligence; and/or (b) where such suits, claims, causes of action, liability, losses, damages, demands or expenses arise from Contractor’s design professional services as defined by California Civil Code section 2782.8, Contractor’s indemnity obligations shall be limited to allegations, suits, claims, causes of action, liability, losses, damages, demands or expenses arising out of, pertaining to, or relating to the Contractor’s negligence, recklessness or willful misconduct in the performance of the Contract**.**
    2. In addition, Contractor agrees to protect, defend, indemnify, keep and hold harmless City, including its Boards, Departments and City’s officers, agents, servants and employees, from and against any and all claims, damages, liabilities, losses and expenses arising out of any threatened, alleged or actual claim that the end product provided to LAWA by Contractor violates any patent, copyright, trade secret, proprietary right, intellectual property right, moral right, privacy, or similar right, or any other rights of any third party anywhere in the world. Contractor agrees to, and shall, pay all damages, settlements, expenses and costs, including costs of investigation, court costs and attorney’s fees, and all other costs and damages sustained or incurred by City arising out of, or relating to, the matters set forth above in this paragraph of the City’s “Hold Harmless” agreement.
    3. In Contractor’s defense of the City under this Section, negotiation, compromise, and settlement of any action, the City shall retain discretion in and control of the litigation, negotiation, compromise, settlement, and appeals there from, as required by the Los Angeles City Charter, particularly Article II, Sections 271, 272 and 273 thereof.
    4. Survival of Indemnities. The provisions of this Section shall survive the termination of this Contract.

**SECTION 4: APPENDICES**

**SECTION 5: ATTACHMENTS**