

CITY OF LOS ANGELES ENVIRONMENTAL AFFAIRS DEPARTMENT

REQUEST FOR PROPOSALS (RFP)

Pollution Prevention: Business Outreach and Training/ Community to Business Pollution Prevention Funding Program (CBP2)

The Environmental Affairs Department of the City of Los Angeles requests Proposals from qualified bidders for the purposes stated below according to the terms and conditions contained herein.

SUBMITTAL DATE AND LOCATION

The final date to submit your Proposal is **Thursday, December 28, 2006 at 4:00 p.m..** Submissions after that date and time shall be declared non-responsive and shall be rejected. One original and three copies of the Proposal must be submitted. Proposals should be submitted to the following address:

**City of Los Angeles
Environmental Affairs Department
200 N. Spring Street, Room 1905
Mail Stop 177
Los Angeles, CA 90012
Attention: Karin Christie, Director
Environmental Business and Neighborhood Services**

AN INFORMATIONAL MEETING WILL BE HELD ON THURSDAY, NOVEMBER 16, 2006 AT 2:00. IN ROOM 1060. Attendance at the meeting is not required to apply, but all prospective applicants are encouraged to attend.

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This RFP is organized in the following sections:

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SECTION I. INTRODUCTION

The City of Los Angeles Environmental Affairs Department is inviting Proposals from local, non-profit community organizations and educational institutions in response to the Community to Business Pollution Prevention Funding Program (CBP2). Now in its third term, the CBP2 Funding Program was initiated to support community-based projects that raise local businesses' awareness, understanding, and implementation of pollution prevention policies and practices, with a particular focus on stormwater and wastewater pollution. Additional Funding for projects that address air pollution from mobile sources also is available. Any non-profit community/environmental organization or educational institution within the City of Los Angeles can apply for CBP2 funding.

The CBP2 Program will fund Proposals aimed at businesses within the City of Los Angeles and can include such projects as training workshops, roundtables, survey maps, pollutant profiles, videos, brochures, and collection programs. The CBP2 Program is designed to encourage the development of unique pollution prevention partnerships among many diverse groups and will give funding priority to collaborative efforts that best address pollution prevention and reduction of hazardous and toxic materials at local businesses. The CBP2 Program is particularly interested in projects that promote pollution prevention on a community-wide basis through team-based policy and planning. Proposed projects must be completed within one year of contract date.

Specific services required of the consultant(s) are described in **Section IV, Estimated Scope of Work**.

SECTION II. GENERAL INFORMATION

The Environmental Affairs Department (EAD) will be responsible for administering all City contracts associated with this RFP.

The contract services will be provided under a personal service contract with the City of Los Angeles expected to begin in February 2007. It is anticipated that the program would fund several community-proposed projects, ranging from \$15,000 - \$24,000, to achieve measurable pollution prevention at businesses in Los Angeles. Multiple projects awarded to the same proposer may be combined in a single contract. The total value of this award will depend on the availability of funding with additional funding possible in future years. The City may award multiple contracts and/or multiple-year contracts, and all funds awarded may not be expended, depending on actual work performed. Specific work tasks and associated budgets will be assigned through Project Directives on an as-needed basis.

Any revision made to an issued RFP shall be sent to all parties known to have received a copy of the original RFP.

Proposals shall be submitted in accordance with the requirements set forth in this document. Only written Proposals will be considered. All materials submitted shall become a part of the Proposal, and may be incorporated in a subsequent contract between the City and the selected consultant(s).

The City of Los Angeles requires that all submitted Proposals adhere to the following guidelines:

1. All numerical data must be in the dollar-foot-pound-seconds units of measurement.
2. Proposals should be prepared simply and economically, avoiding the use of unnecessary promotional materials.
3. Proposals should not exceed fifteen (15) pages in length (excluding the forms and appendices.)
4. Proposals must be submitted in the following format: on recycled paper, stapled not bound, double-sided, black and white print, no three ring spiral or plastic binders, no card stock or colored paper, and should include one original and three copies. None of these materials will be returned to consultants.
5. Proposals must be enclosed in a single, sealed package plainly marked with the words "Proposal for Pollution Prevention: Business Outreach and Training/Community to Business Pollution Prevention Funding Program (CBP2)".
6. Proposals shall be made as firm offers for a set period of time following the deadline for submittal. It is the City's intent to award a contract, in a form approved by the City Attorney, to the selected Consultant(s). The RFP and the consultant's Proposal or any part thereof may be incorporated into and made a part of the contract.

The City of Los Angeles shall accept no responsibility for the cost of preparing any Proposal.

SECTION III. GENERAL TERMS AND CONDITIONS

Right to Reject Proposals

The City of Los Angeles reserves the right to reject all Proposals. The City shall reserve the right to withdraw the RFP, to extend the deadline for submittal of Proposals, to reject any Proposal for noncompliance with RFP provisions, or not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interests of the City.

Disposition of Proposals

All Proposals submitted in response to this RFP shall become the property of the City of Los Angeles and a matter of public record. Organizations shall identify all copyrighted material, trade secrets, or other proprietary information that the Organizations claim is exempt from the California Public Records Act (California Code Sections 6250 et seq.). In the event an Organization claims such an exemption; the Organization must state that:

"The organization will indemnify the City and hold it harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request therefor."

Failure to include such a statement shall constitute a waiver of the organization's right to exemption from disclosure.

SECTION IV. ESTIMATED SCOPE OF WORK

The scope of work for each selected organization will be the implementation of their proposed pollution prevention project, as approved by the Environmental Affairs Department, and other tasks necessary for the completion of the project. Specific tasks include, but are not limited to:

1. Upon final approval from the Environmental Affairs Department, carry out the agreed-upon pollution prevention project aimed at local businesses, with a focus on stormwater pollution, wastewater pollution, or air pollution from mobile sources and impacts for the City of Los Angeles.
2. Coordinate with staff of the Environmental Affairs Department, appropriate City departments, and other agencies and organizations involved with the planning and approvals as necessary for the completion of this project.
3. Implement the community involvement component of the project, including resident and business outreach, solicitation of volunteers, and special events and necessary preparations.
4. Implement the visibility component of the project, including preparation of press releases, printed materials for distribution, community events, and participation in

special events held by the Environmental Affairs Department to recognize projects in the funding program.

5. Implement the environmental justice component of the project.
6. Provide a narrative description and data showing the measured success of the pollution prevention project.
7. Provide quarterly and final reports, describing all aspects of the project, including obstacles encountered, lessons learned, and recommendations for improvement of future similar projects.
8. Perform other such related tasks as directed by the Environmental Affairs Department.

Specific deliverables and time schedules for task completion will be negotiated during the contract process.

SECTION V. CONTENT OF PROPOSALS

Organizations must demonstrate their capability to fulfill the work to be contracted, provide all information required and adhere to the format requirements.

Failure to comply with the requirements set forth in this RFP may cause a Proposal to be disqualified. If the Organization(s) wishes to present qualifications in addition to the required items, such information should be presented under the heading "Additional Qualifications We Wish To Present." The Organization(s) that does not wish to present such information should state: "There are no additional qualifications we wish to present."

Responses to the RFP must be made in accordance with the format set forth in the RFP. Failure to meet this requirement may be cause for rejection of the Proposal as non-responsive. Organizations should follow the format provided below.

1. Cover Letter

The Organization(s) will submit a one-page letter of introduction, which must include the name, address, and telephone number of the person who will be authorized to represent the Organization(s). An officer authorized to bind the Organization(s) to all commitments made in the Proposal must sign each proposal on behalf of the Organization(s). The letter must also include the following declaration:

"This Proposal is genuine, and not a sham or collusive, nor made in the interest or in behalf of any person not herein named; the Organization(s) has not directly or indirectly induced or solicited any other Organization(s) to put in a sham bid, or any other person, firm or

corporation to refrain from submitting a Proposal; and the Organization(s) has not in any manner sought by collusion to secure for himself an advantage over any other Organization(s)."

2. Table of Contents

A table of contents must be included identifying the contents of the PROPOSAL by section and sequential page number.

3. Previous Experience (Section 1 of PROPOSAL)

An up-to-date listing of all relevant previous experience including a detailed statement of the Organization's area(s) of expertise and specialization related to the areas detailed in the estimated Scope of Work and their proposed project. Include specific references to projects, published works, development and demonstration programs, and other related experience.

4. Project Description (Section 2 of PROPOSAL)

The Proposal must describe the pollution prevention project proposed by the Organization(s). This should address the key issues involved in the proposed tasks and the general approach to completing the types of assignments proposed. Sufficient information should be provided to ensure that it is evident that the Organization(s) understand and could complete the proposed tasks.

5. Assigned Personnel (Section 3 of PROPOSAL)

Proposals must include the names of the key personnel, whom the Organization(s) employs or plans to employ or hire through subcontract, to perform the requested services. For each person listed, the following information should be provided:

- Description of the type work he or she will perform as relates to the Scope of Work
- Availability of the person to work on tasks related to the project
- Academic achievements, including all college under-graduate and graduate education
- Relevant work experience in years and level of responsibility

Proposals must also include an organization chart depicting the lines of authority, the project team, the relationships of the organizational units and the names of the key personnel who will be doing the work. The project manager must be clearly identified. The City must approve in advance any changes in project team members or levels of commitment to the project. The City will reserve the right to have the consultant(s) replace any project team personnel. Full-length resumes should be included only in the appendices.

6. References (Section 4 of PROPOSAL)

Organization(s) must submit a listing of successfully completed projects that resemble the work to be done and the dates of completion. Organization(s) must provide the name, title, address, and phone numbers of a contact for each project

listed. Three (3) to five (5) references should be provided for each organization and subcontractor, if possible.

Organization(s) must also submit one work sample resembling the work to be done, such as a final project report or outreach materials created. Work samples may be submitted in electronic format (e.g., CD-ROM) and will not be returned.

7. Project Cost (Section 5 of PROPOSAL)
Organization(s) must specify hourly labor rates for all assigned personnel. Billable expenses include labor, travel, and other justifiable expenses directly attributable to work detailed in the contract Statement of Work. Travel and other justifiable expenses shall be billed at cost. All expenditures must comply with all requirements of the City of Los Angeles. All expenses will be subject to audit. Organization(s) shall provide adequate documentation on the financial status of their firm, which will permit the City to evaluate the organization's ability to complete the work.
8. Contract Requirements (Section 6 of PROPOSAL)
Contract requirements of the City of Los Angeles require all consultants to comply with the provisions set forth in **Section VI**, Specific Terms and Conditions and to provide all necessary documentation.
9. Appendices (Section 7 of PROPOSAL)
Consultant(s) may include any information deemed appropriate such as resumes of staff involved in the project.

SECTION VI. SPECIFIC TERMS AND CONDITIONS

1. **Standard Provisions for City Contracts - Attachment 1**
All contracts entered into as a result of this RFP are subject to the Standard Provisions for City Contracts. **Non-compliance with any of the standard provision requirements will render the Proposal non-responsive.**
 - a. **Nondiscrimination and Affirmative Action - Attachment 2 (A1-A7)**
To be submitted with PROPOSAL.

Proposers with a current Affirmative Action Plan approved by the Office of Contract Compliance on file may indicate the date of approval in lieu of submitting the required documents.
 - b. **Business Tax Registration Certificate (BTRC)**
Any person, other than a municipal employee, who conducts business within the City of Los Angeles is required to obtain a Business Tax Registration Certificate from the Office of Finance at (213) 626-9271 and pay respective

business taxes. The contractor will not be paid until a City BTRC number has been obtained.

c. Insurance – Attachment 1, Exhibit 1

As specified on the Insurance Requirements Sheet.

d. Minority/ Women/ Other Business Enterprises Subcontractor Outreach

It is the policy of the City of Los Angeles to provide Minority-owned Business Enterprises (MBE's), Women-owned Business Enterprises (WBE's) and all other business enterprises an equal opportunity to participate in the performance of all City contracts. Organization(s) responding to this RFP shall assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBE's and WBE's, have an equal opportunity to compete for and participate in City contracts.

e. Equal Benefits Ordinance (EBO) – Attachment 3

As required by Section 10.8.2.1 of the Los Angeles Administrative Code.

1. Certification of Compliance with EBO

or

2. Reasonable Measures Application for EBO

or

3. Provisional Compliance with EBO

To be submitted with PROPOSAL.

f. Slavery Disclosure Ordinance*

As required by Section 10.41 of the Los Angeles Administrative Code.

*Non-Profits are exempt.

2. Child Care Policy – Attachment 4

It is the policy of the City of Los Angeles to encourage businesses to adopt childcare policies and practices. Consistent with this policy, Organization(s) shall complete and submit the attached "Child Care Declaration Statement" with their PROPOSAL. To the extent allowed by law, Organization(s) with stated childcare policies shall receive preference in contracting with the City.

3. Headquarters Address and Workforce Residency Information

To comply with the requirements of a City Council motion (CF92-0021), Organizations shall include with their PROPOSAL a statement indicating their headquarters address as well as the percentage of their workforce residing in the City of Los Angeles.

4. Prior City Contracts

On July 21, 1998, the City Council adopted a resolution (CF98-1331) requiring firms responding to bids, RFP's, and RFP's to submit a list of City contracts held within the last ten years in the response packages on all bids and proposals. Accordingly, organizations shall complete and submit such a list with their PROPOSAL.

5. Contractor Evaluation Program

At the end of this proposed contract, the City will conduct an evaluation of the Contractors' performance. The City may also conduct evaluations of the Contractors' 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 services performed, the timeliness of the performance, the Contractors' compliance with budget requirements, and the expertise of personnel that the Contractor(s) assigns to the contract. The Contractor(s) will be provided with a copy of the final City evaluation and allowed to 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor(s), to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

SECTION VII. EVALUATION CRITERIA

Managers and/or representatives identified by the Environmental Affairs Department (EAD) will review all submitted Proposals in a two-stage process.

1. All Proposals will be screened and determined to be qualified or not qualified based on all of the following minimum requirements:
 - Experience in organizing and hosting, including all logistics, pollution prevention training programs and/or outreach forums or related events, and experience in providing outreach materials;
 - Demonstrated experience in managing complex projects and coordinating multiple agencies and stakeholders;
 - Demonstrated level of active partnership and collaboration with other agencies, community organizations, or business groups.
 - Ability of project to raise the level of community and business awareness, understanding, and implementation of pollution prevention concepts and practices at the local level.
 - Creation and implementation of a concrete product such as an awareness campaign, informational materials, training workshops, surveys, policy, or strategic pollution prevention plan.

- Demonstrated ability to carry out the proposed project with the one-year time period.
 - Ability of project to be replicated and transferred to other communities.
 - Ability of project to measure the amount of pollution prevention achieved.
 - Ability to carry out environmental justice component of project.
 - Use of volunteers and demonstrated experience soliciting volunteers and generating community involvement.
 - Availability and responsiveness to the needs of the Environmental Affairs Department; and
 - Level and quality of effort per rate (competitive pricing in relation to other proposals received).
2. All consultants with Proposals determined to be “Qualified” will be interviewed, either in person or via conference call, to evaluate their qualifications. Final selection will be based solely on the interview ratings.

Responses to this RFP must be submitted by 4:00 p.m. on Thursday, December 28, 2006. No late Proposals will be accepted.

Questions regarding this RFP or the City's RFP and Proposal review process shall be directed to:

Karin Christie, Environmental Business and Neighborhood Services
City of Los Angeles Environmental Affairs Department
200 N. Spring Street, Room 1905
Los Angeles, CA 90012
Telephone: (213) 978-0875
Email: karin.christie@lacity.org