



SOUTHERN CALIFORNIA  
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**I. SUMMARY**

The Southern California Association of Governments (SCAG), in partnership with City of Los Angeles, is soliciting proposals in response to Request for Information and Qualifications (RFIQ) No. 18-001-B03, Los Angeles Metro Union Station Civic Center District Study.

The intent of this RFIQ is to establish a prequalified list, or bench of qualified firms, to provide services to facilitate and support an innovative and inclusive stakeholder engagement process around the visioning and prioritization of projects for the Tax Increment Financing Feasibility Study. Once the bench has been established, only the firms qualified to the bench will be eligible to compete for contracts for services as project proposals are received. SCAG will select the consultant team for each project through a competitive bidding process among approved firms on the pre-qualified list.

Although it is SCAG’s intent to ensure the widest distribution of contract opportunities to the greatest number of consultants, **being qualified under the bench does not guarantee any future work with SCAG. Further, SCAG does not guarantee any specific amount of work.**

This RFIQ is comprised of the following parts presented herein as Attachments:

- Attachment 1 – Information, Organization, and Content
- Attachment 2 – Scope of Work
- Attachment 3 – Qualifications Evaluation Form
- Attachment 4 – RFIQ Budget Form
- Attachment 5 – Debarment and Suspension Certification

**II.**

<b>PROJECTED TIMELINE</b> <b>(Subject to Change)</b>	<b>DATE</b>	<b>TIME</b> (Pacific Standard)
RFIQ Released	March 29, 2018	
Deadline to Submit Questions to Contracts Administrator	April 12, 2018	10:00 a.m.
Posting of Answers to Questions	April 17, 2018	10:00 a.m.
<b>RFIQ Due Date</b>	<b>April 27, 2018</b>	<b>10:00 a.m.</b>
Qualification Evaluations	Week of April 30, 2018	
Final Selection	May 2018	

**III. RFIQ SUBMISSION**

Upload one (1) PDF copy of your RFIQ (**file cannot exceed 10MB and should be one complete document without multiple parts**) into SCAG’s solicitation management system (PlanetBids) at <http://www.planetbids.com/portal/portal.cfm?CompanyID=14434#>. You **MUST** upload your submittal via PlanetBids. No other means of submission shall be accepted by SCAG. If you need assistance, contact the Contracts Administrator identified in Section IV below before the Due Date/Time (allow sufficient time before the due Date/Time).

SCAG must receive qualification submittals by the RFIQ Due Date/Time (time to be determined by SCAG's/PlanetBids time clock). Any submittal received after the RFIQ Due Date/Time will be rejected.

**All submissions are considered a matter of public record.**

Note: "respondent," "consultant," and "firm" may be used interchangeably throughout this document.

**IV. CONTRACTS ADMINISTRATOR**

Laura Aguilar, Contracts Administrator  
Southern California Association of Governments  
818 W. 7th Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017-3435  
(213) 236-1922  
Email: [aguilarl@scag.ca.gov](mailto:aguilarl@scag.ca.gov)

The Contracts Administrator is the only person to contact during the selection process, and may be contacted at any time during the process.

**V. QUESTIONS AND ANSWERS**

Questions must be submitted in writing **via PlanetBids** under this solicitation number. Answers to the questions will be posted on SCAG's solicitation management system under the corresponding RFIQ typically no later than three (3) working days after the deadline to submit questions.

**VI. PRE-PROPOSAL CONFERENCE**

N/A

**VII. CONTRACTING STRUCTURE AND BUDGET PARAMETERS**

Respondents to the RFIQ shall be required to sign SCAG's standard Contract Template (**available at <http://scag.ca.gov/business/>**) in order to receive the contract award. SCAG intends to select the top three 3 highest ranked firms to establish the bench. Thereafter, SCAG intends to release a Request for Proposal (RFP) that will require that each proposer include all of the top three highest ranked firms in their proposals. SCAG will select the consultant team for that project through a competitive solicitation process and SCAG intend to issue Task Orders.

No funding will be provided as part of SCAG's Standard Consultant Agreement. All funding shall be provided as part of the individual Task Orders. Funding under the Task Orders shall be developed as either a Firm Fixed Price contract or as an Actual Cost Plus Fixed Fee contract.

Funding is contingent upon budget availability at the time services are needed.

All travel costs must be reasonable, and are limited to those rates stated under California's State Department of Personnel Administration rules, (subject to change) posted at: <http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>

### **VIII. PERIOD OF PERFORMANCE**

The pre-qualified list of Los Angeles Metro Union Station Civic Center District Study bench consultants will be valid for a approximately twelve (12) months. At its sole discretion, SCAG may extend the term of any Task Order resulting from this RFIQ.

### **IX. SELECTION PROCESS**

Respondents will be evaluated in accordance with the criteria described in Attachment. 3.

### **X. SCAG RIGHTS**

1. SCAG reserves the right to:
  - A. Disqualify any and all submittals that are not in accordance with the required format described in this RFIQ;
  - B. Reject any and all proposals submitted;
  - C. Request additional information
  - D. Award all or part of the work contemplated in this RFIQ;
  - E. Remedy errors in the RFIQ;
  - F. Cancel the entire RFIQ;
  - G. Issue subsequent RFIQ;
  - H. Approve or reject the use of a particular subconsultant/supplier;
  - I. Award a contract to one or more qualified firms;
  - J. Award a contract without interviews, discussions or negotiations;
  - K. Only award a contract or any portion thereof to a Firm that possess a valid business license. Firms must possess the licenses by the RFIQ date. SCAG must be provided with a copy of the license, if not provided previously; and
  - L. Negotiate with any, all or none of the qualified firms. If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to exclude the firm from the pre-qualified list of bench consultants;
2. Certificate of Insurance will be required, and must be provided prior to commencement of any services.
3. SCAG does not reimburse for costs incurred by respondents in the preparation and submission of their Statement of Qualifications, even in the event of RFIQ cancellation.
4. Communication between the Respondent and any member of the Proposal Review Committee, whether as part of this RFIQ process or the RFP process related to the Task Order is strictly prohibited, except when and in the manner expressly authorized herein or in the respective RFIQ materials. Violation of this restriction is grounds for disqualification.

## INFORMATION, ORGANIZATION, AND CONTENT

All qualifications submittals by Respondents shall contain the following information, at a minimum:

### 1. TITLE PAGE

Provide the following on the Title Page:

- RFIQ Number
- Title of the RFIQ
- Name and Address of Firm
- Phone Number of Firm - **Do not include non-business (personal) phone numbers or address in as this information may become public under the California Public Records Act** (see Attachment 9)
- Prime Contact Person
- Email Address of the Prime Contact Person
- Signature of the Individual Authorized/Obligated to Commit the Firm to this Project

### 2. TABLE OF CONTENTS

- A clear identification of the materials by section and page numbers.

### 3. STATEMENT OF QUALIFICATIONS (SOQ)

SOQs must include the following information:

- **Description of Firm.** Describe your firm's legal structure; indicate if the firm is local or national and the location of the office from which the work will be done; areas of expertise; length of time in business; number of employees; and other information that would help to characterize the firm.
- **Key Personnel:** The names of key personnel who may be assigned to this work. For each individual named, attach a resume that includes their technical expertise and experience which qualifies them for the work; and explain their role/function and responsibility for the proposed work.
- **Experience:** An explanation of experience with public and private sector clients that demonstrates the ability to successfully complete the type of work detailed in the Scope of Work attached to this RFIQ. Additionally your experience should identify work completed within the boundaries of the study area identified within the attachment to this RFIQ.
- **References:** A description of at least three (3) representative projects completed by the firm. Include the project description; client and contact information (if possible, avoid using any SCAG staff or SCAG Regional Council Members as references); and project start and completion dates.

### REQUIRED DOCUMENT(S)

- The Debarment and Suspension Certification (Attachment 5) must be fully completed by all respondents to this RFIQ.

## **SCAG's STANDARD CONSULTANT AGREEMENT**

SCAG's Standard Consultant Agreement shall be executed, signed and dated by the person authorized to bind/sign for the firm (**available at <http://scag.ca.gov/business/>**).

If the Respondent is in full agreement with the terms and conditions of the Standard Consultant Agreement ("Agreement"), the Respondent will be expected to complete the following pages of the Agreement (at the time of contract award):

1. Page 1: Insert full name of firm on the lines provided.
2. Page 19, Section 34 (Notice): Insert name, title, firm, address, phone, fax, and email information.
3. Page 22: Insert name of firm on the lines provided; insert name of person and title authorized to bind/sign for the firm in the areas provided; and Agreement must be signed and dated by the authorized individual.

If the Respondent is not in full agreement with the terms and conditions of the Agreement, the Respondent must identify any concerns or objections with any of the Agreement's terms and conditions as part of Respondent's qualifications submittal. Respondent must also submit proposed alternative language to any terms and conditions of the Agreement to which Respondent has concerns or objections. Only if Respondent is selected for the bench will Respondent's concerns or objections, and related proposed alternative language, be reviewed and considered by SCAG. If SCAG is unable to reach resolution regarding these concerns and objections and negotiate a modified version of the Agreement with the firm that is acceptable to SCAG, SCAG, at its sole discretion, reserves the right to exclude the firm from the pre-qualified list of consultants. The firm shall be required to execute the modified version of the Agreement that is acceptable to SCAG in order to remain on the pre-qualified list of consultants.

**Note: Any requests to modify the provisions related to insurance (Section 43 in SCAG's Standard Consultant Agreement) or indemnification (Section 26 in SCAG's Standard Consultant Agreement) shall not be reviewed, considered or negotiated by SCAG, and is grounds for disqualification.**

## **CONTRACT LANGUAGE IS SUBJECT TO CHANGE BY SCAG PRIOR TO CONTRACT EXECUTION**

If your firm is issued a Task Order through the competitive bidding process, SCAG will thereafter execute the Agreement, and provide one (1) original hardcopy to you. A Task Order will also be issued and will become effective upon execution by the Consultant and SCAG.

## **LOS ANGELES METRO UNION STATION CIVIC CENTER DISTRICT STUDY**

### **Background**

The Union Station and Civic Center area is the center for unprecedented investments in transit infrastructure, new civic and commercial development, open space and innovative community planning that is being carried out by several public entities, including the City of Los Angeles (“City”), the Los Angeles County Metropolitan Transportation Authority (“Metro”), the California High-Speed Rail Authority (“Authority”) and the County of Los Angeles (“County”). Combined, these investments will be the catalytic force in creating a dense, compact, bikeable and walkable urban district centered on both public transportation and a thriving employment center. Individually, each of these efforts will create tremendous value to the private sector – together the value is magnified.

Metro secured a SCAG Sustainability Planning Grant to advance the Los Angeles Union Station (LAUS)/Civic Center District Study to advance a tax increment financing (“TIF”) feasibility study and inclusive community engagement in developing a vision and prioritized list of projects for a potential TIF district that is anticipated to begin in 2018 for a period not to exceed three (3) years. If selected, the Community Based Organizations (CBO) will be added to a pre-qualified list of organizations. Consultant firms who seek to apply to SCAG to carry out the Metro grant project will be required to incorporate each of the CBOs from that list into their respective teams.

### **Statement of Work**

Metro is seeking the services of up to three (3) qualified CBOs to facilitate and support an innovative and inclusive stakeholder engagement process around the visioning and prioritization of projects for the Tax Increment Financing Feasibility Study. The CBO(s) must be based in, or serve/represent stakeholders in the Los Angeles Union Station/Civic Center area.

For this scope of work (SOW), the CBOs shall support the Prime Consultant and Metro in the development of a comprehensive public outreach program that is coordinated with the technical analysis. The outreach program should educate stakeholders about TIF districts, determine key visions and goals for the area, and solicit feedback on targeted projects and funding priorities. The CBOs will develop a public participation plan (PPP) appropriately tailored to the targeted stakeholder community, including multi-lingual outreach program (English/Spanish/Chinese/Japanese), facilitation of outreach support to engage with a diverse array of project stakeholders along the Union Station/Civic Center area in the neighborhoods of El Pueblo, Chinatown, Little Tokyo, and other communities as defined by the study. The PPP will encompass messaging, conducting stakeholder interviews, focus group meetings, and at least 3-6 facilitated stakeholder workshops/charrettes (or other comparable events) located at locations and times that are the most accessible to the targeted communities.

The selected organizations will need to have demonstrable experience in working with diverse stakeholders, consensus-building, and be knowledgeable on the history, culture and stakeholders who live and work in and around these selected areas.

The CBOs budget should include funding for locations and set up costs, refreshments and other items needed for the successful implementation of the public participation plan. This budget is for comparative purposes only. If selected, the CBO will be contacted by Prime Consultants seeking to apply for the larger SCAG LA Metro project, and the parties will determine the outreach budget at that time.

For this Request for Qualifications (RFQ) applicants should provide descriptions of previous community engagement campaigns, including experience working with other community and institutional partners. Where possible provide specific and concrete descriptions of engagement plans, facilitated events, and deliverables.

### **Deliverables**

The CBO's will support the Prime Consultant in preparation of the following deliverables:

1. Public Participation Plan
2. Meeting planning and facilitation (including meeting material development)
3. Summary Memo (summarizing community engagement and stakeholder recommendations)

**QUALIFICATIONS EVALUATION FORM**  
**RFIQ No. 18-001-B03**

Firm: \_\_\_\_\_

(a) <b>Evaluation Criteria</b>	(b) <b>Max. Possible Points</b>	(c) <b>Points Earned</b>	(d) <b>Comments</b>
Qualifications, capabilities, and resources of the firm	25		
Evidence of ability to provide experienced staff and timely support for the project	25		
Evidence of ability to perform the work, and to produce documents of superior quality; as well as demonstration of similar projects completed on time and within budget	20		
Cost/Rates	30		
<b>TOTAL:</b>	<b>100</b>		

Name of Evaluator \_\_\_\_\_ Agency: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_



## RFIQ BUDGET INSTRUCTIONS

1. SCAG uses the RFIQ Budget to assess the fairness and reasonableness of a firm's costs. The RFIQ budget shall be used for comparative purposes only.
2. **SCAG shall only award a contract to a offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31 or successors thereto.**
3. **All proposers must submit an RFIQ Budget using the exact format shown on the following page, or may risk having their proposal disqualified.**

**Disclaimer** – Each respondent is responsible for all mathematical calculations and information provided on the RFIQ Budget template.

4. Many items that may be normal business costs and tax deductible may not be allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48CFR Part 31 and 2 CFR Part 200 or successors thereto.

All costs must be allowable and consistent with Federal cost principles under 2 CFR Part 200 or successors thereto. . Please be aware that the cost-plus-a-percentage-of-cost bid/offer method, where the proposer's profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules. Also, **contingency fees are not allowed.**

5. **Cost Structure** - Costs shall be structured as follows:

A. Direct Labor:

- Direct labor, overhead, and fringe benefits must be shown as separate dollar amounts (United States currency) in the Line Item Budget. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with payroll register or similar, or U.S. federal tax return...) if SCAG requests it. Only include employees (i.e., staff that you will issue a W-2 to). Do not include sub-consultants in your Direct Labor (or Overhead, Fee and Other Direct Costs). Include all cost for sub-consultants under the Sub-consultants category.
- Identify Key Personnel by both name and title (e.g., Mary Smith, Sr. Planner). Place an asterisk (\*) next to the name(s) of any Key Personnel. Other professional or support/administrative staff may be identified by title only.
- The labor rate quoted for each position in the Line Item Budget must be the maximum rate that is expected to be paid during the term of the contract, inclusive of any rate increase (e.g. merit, cost-of-living, etc.). If SCAG awards a Cost Plus Fixed Fee contract, **SCAG will only pay the selected consultant the actual rate paid to the person in a position, and all rates must be traceable to and supported by payroll records.**
- Note: For Firm Fixed Priced (FFP) contracts, SCAG uses the labor and overhead rates quoted in the proposer's Line Item Budget to evaluate the proposed price for each task and cumulatively. Once SCAG has negotiated a final Line Item Budget, during the life of the contract, SCAG intends to pay the selected consultant upon completion of each task (unless otherwise agreed to), regardless of the actual cost to complete the task, provided the cost is allowable and allocable, and complies with federal rules and regulations.

B. Overhead:

- The overhead rate quoted must be the rate that is expected for each Fiscal Year during the life of the contract. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with an indirect cost audit or U.S. federal tax return...) if SCAG requests it.

C. Fixed Fee:

- Fee/Profit is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subconsultants or Other Direct Costs. Prior to contract award, proposer (awardee) must substantiate the fee if SCAG requests it.

D. Other Direct Costs (ODCs)

- ODCs must be fully substantiated prior to contract award. If the contract is subject to a pre-award audit, (see bullet 5 below), SCAG will review support for ODCs similar to that done for Direct Labor, Overhead, and Fringe Benefits. If SCAG awards a Cost Plus Fixed Fee contract, during the life of the contract, SCAG will require back-up documentation with the monthly invoices to substantiate ODCs.



# TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29 DEBARMENT AND SUSPENSION CERTIFICATION

## RFP No. 18-001-B03

- 1) All persons or firms, including subconsultants, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
  - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to SCAG.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining proposer/bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature (original signature required)

\_\_\_\_\_  
Date