

RFP #1943

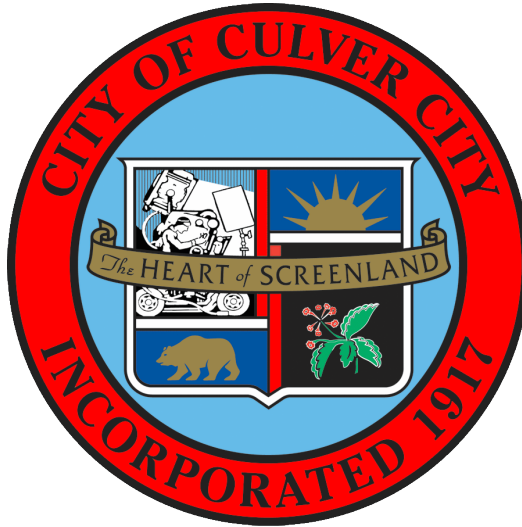
Notice is hereby given that proposals will be received by the City of Culver City, California, for furnishing the following:

Consulting Services to Prepare a Master Plan for Commercial Property in the Fox Hills Area (Reimagine Fox Hills)

In strict accordance with the Specifications on file in the office of the CULVER CITY PURCHASING DIVISION, 4343 Duquesne Avenue, Culver City, California, 90232. Copies of specifications and proposal documents may be obtained from the City's website at <http://www.culvercity.org/city-hall/information/bidding-contract-opportunities>. Any and all changes in the RFP will be made by written addendum, which shall be issued by the City to all prospective bidders who have registered for the RFP via the City's website.

One original, one electronic, and three copies of the proposal must be submitted in an envelope to the CITY CLERK at CITY HALL, 9770 Culver Boulevard, Culver City, California, 90232, not later than **3:00 p.m. on Thursday, December, __, 2019**, at which time they will be recorded at the City Clerk's Desk on the First Floor of City Hall. Late submissions will not be accepted. Facsimile proposals will not be accepted. Any proposer may withdraw his proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Jeremy Green, City Clerk



REQUEST FOR PROPOSALS

for

CONSULTING SERVICES TO PREPARE A MASTER PLAN FOR COMMERCIAL PROPERTY IN THE FOX HILLS AREA (REIMAGINE FOX HILLS)

RFP #1943

October 2019

City of Culver City

COMMUNITY DEVELOPMENT DEPARTMENT

9770 Culver Boulevard

Culver City, CA 90232-0507

Consulting Services to Prepare a Master Plan for Commercial Property in the Fox Hills Area (Reimagine Fox Hills)

RFP #1943

I. REQUEST SUMMARY

The City of Culver City (City) invites qualified consultants to respond to this Request for Proposals (RFP) for consulting services to prepare a Master Plan (Plan) for commercial property in the Fox Hills Area (Area). The consultant must demonstrate experience in the preparation and implementation of Plans for local jurisdictions. The City views effective public and business community outreach, and high-quality graphics, and user friendly design, as important elements of this Plan.

The Plan will identify how the Area's business environment may be improved, how amenities for Area employees and nearby residents may be provided, and how property in the Area may be better utilized through improved land planning and more efficient land utilization. Further, the City would like to identify market and development incentives that encourage private property owners to participate in implementing the Plan.

The City is commencing the update of its General Plan. It is anticipated that portions of the Plan will be incorporated in the General Plan Update.

II. INTRODUCTION

A. City Profile

The City is a full service charter city that was incorporated in 1917. The City is governed by a five-member City Council whose members are elected at large and operates under a Council/City Manager form of government.

The City is located in western Los Angeles County, generally situated north of Los Angeles International Airport, southeast of Santa Monica, south of Beverly Hills and southwest of West Hollywood. The City is approximately five square miles with a residential population of approximately 40,000. The total adopted budget for FY 2018-19 is approximately \$239 million, of which \$124 million is General Fund.

The City is known as the "Heart of Screenland" due to its roots in the early days of the motion picture industry. The City grew slowly as a center for media and was commercially underdeveloped for many years. Over the past decade the City has attracted global media and technology industries and enjoyed significant business

and redevelopment investment. The City provides an exceptional quality of life with great shopping, dining, and entertainment, a vibrant business environment focused upon multimedia, fashion and design, attractive residential districts and an Expo Light Rail station. Residents and businesses prefer its central location, walkable neighborhoods, urban village feel, high-quality schools and innovative city government.

B. Background – Fox Hills

The Area is generally located in the southeast corner of Culver City bounded by Slauson Avenue to the North, the 405 freeway to the West, Centinela Avenue to the South and the City of Los Angeles to the East. It is comprised of small to medium scale buildings situated in a 1980's conventional office park environment that abuts high density residential neighborhoods. Most of the properties have surface parking lots that separate the building edge from the street and create an insular/suburban feel.

There are currently very few retail and pedestrian amenities for employees and the commercial area is inactive on evenings and weekends. The primary commercial corridor is located along Bristol Parkway, a large right of way that lacks pedestrian crossings and has no on-street parking, which promotes fast moving traffic.

While the Westfield Mall and Fox Hills Park are minutes away, access to these amenities is inconvenient and requires a round-about pathway along varying topography. Businesses and residents in the Area agree that the district is quiet and serene, but complain there is little to do and no “there” there.

In recent years the City has been discussing redevelopment of Fox Hills as a public/private project intended to enhance/expand the area as a creative office district. To further that effort, the City is pursuing a Plan that will guide future policy decision and includes, but is not limited to:

- Studies for redeveloping the existing 119 acre conventional office/industrial park into a desirable creative office, health, and technology district with a new “campus” orientation;
- Creation of a vibrant “main street” with retail and restaurants serving employees and residents during the of daytime and evening;
- Mobility strategies to make it easier to get around and to the Area;
- Parking strategies that encourage creative office expansion by replacing surface parking lots with structured, automated and/or managed parking; and
- New recreational and mobility opportunities with ample open space, streetscape improvement, way finding and creation of new walking and bike paths within the Area.

The City has hosted several public outreach meetings with Area residents and businesses to discuss development of a Plan and to identify properties susceptible

to change. While some attendees expressed concern over increased traffic and residential uses, most residents and businesses supported the City's goals. Additionally, the Urban Land Institute's Technical Advisory Panel (TAP) studied the area and made recommendations related to mobility, improvements to the public right-of-way and the proposed redevelopment of private property in the Area among other things. The TAP's Summary Report is attached for review.

The Area (including residential properties not within the commercial property study area):

- Has approximately 4,320 surface parking spaces and 286 on-street spaces;
- Is serviced by two bus lines: Line 2 and Line 3. Connections to other lines are available at the nearby Transit Center at Westfield Culver City. The Transit Center services six lines between Culver CityBus and Metro;
- Has relatively small, high-income households compared to Culver City households overall;
- Is home to approximately 6,000 residents, who account for 15 percent of Culver City residents;
- Has a high share of householders living alone, and relatively few families with children;
- Has a high share of residents that are younger adults;
- Is an important employment center in Culver City, with approximately 22,000 jobs.

Additionally:

- The majority of households in the Area rent their homes;
- Employers in the Area are mainly in professional services and creative tech industry sectors;
- Other major industries in the Area Hills include finance, insurance, and real estate, and providers of off-site administrative and health services.

Bristol Parkway Opportunity

Bristol Parkway, between Hannum Avenue and Green Valley Circle, provides an opportunity to create a Main Street of retail and restaurants with wide sidewalks, streetscape improvement and sidewalk dining. The street currently has a right of way that varies from 80 to 94 feet. There may be sufficient right of way to accommodate shopping and dining amenities, a single traffic lane in each direction, bike lanes and sidewalks if a portion of the abutting private property is used.

C. General RFP Submittal Information

The City's designated staff will evaluate proposals received. During the review process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from those that submit proposals, or

allow clarifications, corrections of errors, or omissions. Any and all changes in the RFP will be made by written addendum, which shall be issued by the City to all prospective proposers who have registered for the RFP via the City's website.

The City reserves the right to retain all proposals submitted. Submission of a proposal indicates the Proposer's acceptance of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the Proposer selected.

The preparation of the proposal will be at the total expense of the Proposer. There is no expressed or implied obligation for the City to reimburse responding Proposers for any expense incurred in the preparation of proposals in response to this request. All proposals submitted to the City shall become properties of the City and will not be returned. If any information in your proposal is confidential and/or proprietary, please further submit a separate, redacted copy for servicing public records requests.

The proposer may submit an alternative proposal (or proposals) that it believes will also meet the City's project objectives but in a different way. In this case, the proposer must provide an analysis of the advantages and disadvantages of each of the alternatives, and discuss under what circumstances the City would prefer one alternative to the other(s). If an alternative proposal is submitted, the maximum length of the proposal may be expanded proportionately by the number of alternatives submitted.

The City reserves the right to reject any or all proposals, in whole or part, to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the City. Any proposer may withdraw his proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action.

All proposals are due not later than **3:00 p.m. on Thursday, December __, 2019**, at which time they will be recorded at the City Clerk's Desk on the First Floor of City Hall. Late submissions will not be accepted. To be considered, proposers must send one (1) color original, one (1) USB flash drive with a searchable PDF copy of the proposal in its entirety and three (3) hard copies of their proposal in a sealed envelope with the name of the company submitting the proposal and the title of "**RFP #1943 – Consulting Services to Prepare a Land Use Plan for Commercial Property in the Fox Hills Area (Reimagine Fox Hills)**" to:

**City of Culver City
City Clerk
9770 Culver Blvd.
Culver City, CA 90232**

For a complete list of the City's RFP submittal terms and conditions, legal statements, and insurance requirements, please refer to the exhibits attached hereto.

D. RFP Questions

Questions with regard to this RFP should be submitted by e-mail to Todd Tipton, Economic Development Manager, at todd.tipton@culvercity.org by Thursday, November __, 2019. All firms registered for the RFP will receive responses to all questions and any other addenda that may be released, via e-mail by Thursday, November __, 2019.

E. Schedule

The City reserves the right to make changes to the below schedule, but plans to adhere to the implementation of this RFP process as follows:

RFP released:	November __, 2019
Deadline for receiving questions:	November __, 2019
Response to questions:	November __, 2019
Proposals due:	December __, 2019, at 3:00pm (PST)
Presentations/Interviews (if necessary):	Week of January __, 2019
Vendor selected:	February __, 2020

III. SCOPE OF SERVICES

A. Project Scope

The City is seeking a Consultant Team to prepare a Master Plan that reimagines the commercial area in Fox Hills as a vibrant, new creative office district, rebranded and marketed to high tech creative office tenants and redesigned to provide a common open space and biking network, shared parking opportunities, efficient land parcelization and a new "Main Street" of retail, restaurants and services.

The Consultant Team shall:

- Identify existing Area conditions and constraints (zoning, development standards, building height, lot coverage, parking, open space, use) documented thorough Area mapping;
- Identify, review and document existing demographic, economic, zoning, land use and similar data, and work completed to date;
- Identify, review and document industry best practices that are most transferable/applicable to redeveloping the Area as a creative office and retail/restaurant district with intensified commercial uses and amenities and

document the potential best practice measures and their locations within the area with text and mapping;

- Identify potential development opportunities at 6122 Bristol Parkway and its connection to the Area and document it on Area mapping;
- Conduct approximately 20 in-person or by phone stakeholder interviews;
- Facilitate three in-person community outreach meetings. One meeting should occur at commencement of the process, one at the mid-point of the process and one prior to the City Council considering the item;
- Participate in weekly progress meetings with City staff by phone;
- Participate in five in-person or by phone meetings with City Council Subcommittees;
- Attend three in-person Planning Commission meetings;
- Attend three in-person City Council meetings.

The Plan shall analyze the following:

1. Land Use – the location and distribution of existing and optimal land uses, and how land uses can be reconfigured/combined to increase development opportunities ;
2. Circulation – the locations for pedestrian/bicycle infrastructure, mobility hubs (car sharing, transit, shuttle connections, etc.), and wayfinding infrastructure as needed to accommodate intensified and varying land uses; Closely examine the City's Transit Center at Westfield Culver City shopping mall as a potential mobility hub serving the Area and surrounding neighborhoods;
3. Parcelization – the optimization of parcel layout to create larger, more desirable development sites. Development sites should be identified using City compatible GIS digital mapping. The TAP studied two existing parcels in some detail, the Plan should study all additional Area parcels and provide recommendation to create more efficient and effective land utilization. All parcels require a more detailed study regarding the possibility of sharing parking, use of the public right-of-way as additional commercial frontage (with appropriate street geometrics considered) to serve all proposed land uses and the surrounding area;
4. Parking – immediate and long term parking needs, understand how/if parking can be reconfigured (including curb parking) and where it should be located (e.g. beneath Fox Hills Park, shared among uses or located at the Area periphery). Identify if shared parking is feasible and where, and if other parking strategies/technology should be implemented (automated, etc.). Identify if the parking supply provided as surface or structured parking can be converted in the future to alternative uses and indicate how the conversion can be implemented;

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5. Infrastructure – existing and required utility infrastructure needed to support existing and future uses (including high speed internet fiber);
 6. Financial/Market Feasibility – the financial feasibility of the parcels identified in No. 3, Parcelization above. The financial feasibility should be determined via pro forma that identifies costs, revenues, and return on investment among other things. The pro forma should assume hypothetical uses identified in No. 1, Land Use above. Further, the consultant should identify economic benefits private property owners will derive from the Plan, confirm the financial viability of the Plan and its components, and identify funding strategies including incentives to implement the Plan;
 7. Marketing, Branding and Connectivity – a regional identity for the Area including Westfield Culver City and Area hotels/businesses, and the Area as a Culver City community;
 8. Amenities – existing and proposed amenities to serve residents and businesses (including common space), where Area amenities should be located including design parameters for the “Main Street” on Bristol Parkway and what strategies can be used to require amenities in future development projects;
 9. Implementation – how private property owners can redevelop/reconfigure their properties either individually or collectively to maximize their economic return, and to identify specific entitlement and zoning that must occur to implement the Plan.

IV. PROPOSAL OUTLINE TO BE SUBMITTED

The proposal shall be organized and submitted with the following elements:

- A. *Cover Page*
- B. *Table of Contents*
- C. *Executive Summary*

Provide a brief summary describing the proposer’s ability to perform the work requested, a history of the proposer’s background and experience providing services, the qualifications of the proposer’s personnel to be assigned to this project, any subcontractor, sub consultants, and/or suppliers and a brief history of their background and experience, and any other information called for by this request for proposal which the proposer deems relevant, including restating any exceptions to this request for proposal. This summary should be brief and

concise to apprise the reader of the basic services offered, experience and qualifications of the proposer, staff, subcontractors, and/or suppliers.

D. Questionnaire/Response to Scope of Services

Proposer shall provide responses and information to fully satisfy each item in the Questionnaire. Each question item should be presented before the proposer's response.

E. Attachments

V. QUESTIONNAIRE

A. Company and General Information

1. Company name and address.
2. Letter of transmittal signed by an individual authorized to bind the respondent, stating that the respondent has read and will comply with all terms and conditions of the RFP.
3. General information about the primary contact who would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.

B. Qualifications and Experience of the Firm

1. Describe your firm's history and organizational structure. Include the size of the firm, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.
2. What is the primary business of the parent company and/or affiliates?
3. Which office(s) of your organization will have primary responsibility for managing this account? List the members of your team who will be responsible for providing the services and for ongoing support.
4. What is your firm's experience conducting the services requested? Describe comparable projects performed by your firm in the last five years, including the number of projects, scope of service, and status of projects.
5. Comment on other elements that may make your firm different from your competitors.

C. Qualifications and Experience of Proposed Project Team

1. Describe the qualifications of staff proposed for the assignment, position(s) in the firm, and types and amount of equivalent experience. Be sure to include any municipal agencies they have worked with in the past three years and their level of involvement. A description of how overall supervision will be provided should be included.
2. Identify and provide the resume(s) of the personnel who will be assigned to this project.

D. Questions/Response to Scope of Services

1. Each proposer shall include a detailed scope of work and understanding of the process to undertake such projects and complete it in compliance with all applicable rules, regulations, standards and requirements. The scope of work shall indicate the tasks/actions the firm(s) expect the City to take.
2. Describe the methods by which the proposer will fulfill the services requested in the scope of work and subsequent sections.
3. Provide a statement of the service(s) that differentiate the proposal from other respondents.

E. Fees

Each proposer shall submit a single copy of a fee proposal in a separately marked, sealed envelope. The fee proposal shall indicate the expected total fee for work described in the Scope of Work above. The total fee shall be itemized by task (including the specific cost for Items 1 through 9 in the Scope of Work above), including firm(s) staff time and hourly rates, and other direct costs such as printing and travel. The fee proposal shall be signed by an individual authorized to bind the firm(s). Provide fees for the proposed services. Fee quotes should be detailed by service. Outline billing requirements, timing and method of payment.

F. References

List the name, address and telephone number of references from at least three (3) recent similar projects. Include a brief description of the work provided for each reference. California municipal or county projects are preferred. You may offer more than three recent similar projects if desired. The references should include the start date of the project and the date of completion for each project.

G. Implementation Schedule

Include a detailed implementation schedule with an estimated project start date in August 2019 and note key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule.

H. Certificate(s) of Insurance

The City will require the successful Respondent (or Proposer) to provide Certificates of Insurance evidencing required coverage types and the minimum limits. See the attached City Draft Standard Agreement for more information on the City's insurance requirements.

I. Business Tax Certificate

The proposing organization does not require a [Culver City business tax certificate](#) to respond to this RFP. However, the successful proposer will be required to acquire a Culver City Business tax certificate during the contracting process and maintain an active certificate throughout the contracted period.

J. Standard City Professional Services Agreement

The City will require the successful company to execute a professional services agreement with the City. Please review the attached draft agreement and identify any questions, changes, or items of concern in your proposal to the City. Any/all requests for changes to the agreement must be included with the responsive proposal. A company's failure to respond with proposed changes to the draft agreement indicates their concurrence with its terms and conditions.

VI. EVALUATION OF PROPOSALS

Proposals will be judged on the Proposer's ability to provide services that meet the requirements set forth in this document. The City reserves the right to make such investigations as it deems necessary to determine the ability of the Proposer to provide services meeting a satisfactory level of performance in accordance with the City's requirements. Interviews and presentations by one, several, or all of the Proposers may be requested by evaluators if deemed necessary to fully understand and compare the Proposer's capabilities and qualifications. The adequacy, depth, and clarity of the proposal will influence, to a considerable degree, its evaluation.

Proposals will be evaluated on the basis of the following criteria, in no particular order:

- | | |
|--|-------------------|
| 1. Qualifications & Experience | Section IV, B & C |
| 2. Questions/Response to Scope of Services | Section IV, D |

3. Fees

Section IV, E

4. References, Schedule & Required Forms

Section IV, F – I

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the proposals and discussing them further with the finalists or the tentatively selected Advisor, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

REFERENCES

- 1) [Economic analysis prepared by Strategic Economics](#)
- 2) [Reimagine Fox Hills Briefing Book](#)
- 3) Urban Land Institute Technical Advisory Panel Summary Report
- 4) Planning Division housing/employment five-year projection data
- 5) General Plan Consultant Scope of Work

SUPPLEMENTAL TERMS AND CONDITIONS AND LEGAL STATEMENTS

SUPPLEMENTAL TERMS AND CONDITIONS

- I. Submission of a proposal shall be deemed a binding offer to enter into a contract with the City. Any proposed modifications to the agreement shall be signed by the successful Proposer and returned, together with the certificate of insurance required pursuant to said Section of the Agreement within ten (10) days after the Notice of Award.
- II. All Proposers shall be presumed to understand all of the terms, conditions and requirements of the agreement as stated in the specifications and to be thoroughly familiar with the project.
- III. The selected Proposer shall be required to obtain all applicable Culver City permits and business licenses. The Business Licensing Division may be reached at (310) 253-5888. The cost of these items shall be included in the total proposal price.
- IV. Any proposal may be withdrawn prior to the RFP opening time provided that the request is in writing and signed by the authorized representative. The withdrawal of a proposal shall not prejudice the right of the Proposer to file a new proposal to the time and date set for the opening of proposals. No proposal received after the time fixed for the RFP opening will be considered.
- V. Subsequent to the RFP opening, a Proposer shall be relieved of a proposal due to mistakes only if the Proposer can establish to the satisfaction of the City that all of the following circumstances exist:
 - a. A mistake was made;
 - b. The Proposer gave the City written notice within five (5) days after the opening of the proposals of the mistake; specifying in the notice, in detail, how the mistake occurred;
 - c. The mistake made the proposal materially different than the Proposer intended it to be;
 - d. The mistake was made filling out the proposal and not due to error in judgment or to carelessness in reviewing the scope of service or specifications as stated in the RFP.
- VI. The City reserves the right to seek supplemental information from any proposer at any time between the dates of proposal submission and the RFP award. Such information will be limited to clarification or amplification of questions asked in the original proposal. Any proposer may be subject to personal interview and inspection of their business premises prior to award.
- VII. The City reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of proposal

or all items of proposal if deemed in the best interest of the City. In addition, the City reserves the right to do any, or all, of the following:

- a. Reject any or all proposals or make no award;
 - b. Issue subsequent RFP;
 - c. Cancel the RFP;
 - d. Remedy technical errors in the request for proposals;
 - e. Modify any requirements contained within the RFP and request revised submittals from Proposers determined to be within the competitive range;
 - f. Award a contract to one or more Proposers;
 - g. Accept the written proposal as an offer, without negotiation and issue a notice to proceed, if applicable.
- VIII. The City reserves the right to contract with any of the organizations responding to this RFP based solely upon its judgment of the qualifications and capabilities of that organization.
- IX. All materials submitted regarding this RFP become the property of the City. Responses may be reviewed by any person at RFP opening time and thereafter. The City has the right to use any or all information presented in reply to this request, subject to the limitations outlined in Proprietary Information below. Disqualification of a proposer does not eliminate this right.
- a. *Proprietary Information* – Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable City Procurement Regulations and the California Public Records Act.
- X. The City is not liable for any cost incurred by proposer prior to issuance of an agreement, contract, or purchase order.

LEGAL STATEMENTS

All proposers must meet the following contractual and legal requirements in order to enter into a contractual agreement with the City:

I. PROHIBITED INTERESTS

- a. Contractor warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for Contractor, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for Contractor, any fee, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For violation of this warranty, the City shall have the right to annul this contract without liability;
- b. Contractor agrees that, for the term of this Contract no member, officer, or employee of the City, or of a local public body during his/her employment for one (1) year thereafter, shall have any interest, direct or indirect, in this contract, or to any benefit arising thereof ;
- c. The employment by Contractor of personnel on the City's payroll will not be permitted in the execution of this contract, even though such employment may be outside of the employee's regular working hours or on Saturdays, holidays, or vacation time; further, the employment by the Contractor of personnel who have been on the City's payroll within one (1) year prior to the date of contract award, where such employment is caused by and/or dependent upon Contractor securing this or related contract with the City, is also prohibited.

II. ANTI-LOBBYING PROVISION

- a. During the period between proposal submission date and the contract award, proposers, including their agents and representatives, shall not directly discuss or promote their proposal with any member of the Culver City City Council or City staff except in the course of City-Sponsored inquiries, briefings, interviews, or presentations, unless requested by the City;
- b. This provision is not meant to preclude offerors from discussing other matters with City Council members or City staff. This policy is intended to create a level playing field for all potential offerors, assure that contract decisions are made in public, and to protect the integrity of the RFP / Bid Evaluation process. Violation of this provision may result in rejection of the offeror's proposal.

- III. NON-DISCRIMINATION PROVISION: The City of Culver City encourages the participation of Small Business Enterprises (SBEs) and Disadvantaged Business Enterprises (DBEs) in its procurement and contracting activities. The City reaffirms its commitment to award its contracts and purchase orders in a non-discriminatory

manner regardless of the individual's or entity's ancestry, age, color, physical and/or mental disability, genetic information, gender identity, gender expression, marital status, medical condition, military and/or veteran status, national origin, race, religion, sex/gender, or sexual orientation.

- IV. PROTECTION OF RESIDENT WORKERS: Protection of Resident Workers: The City of Culver City actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.