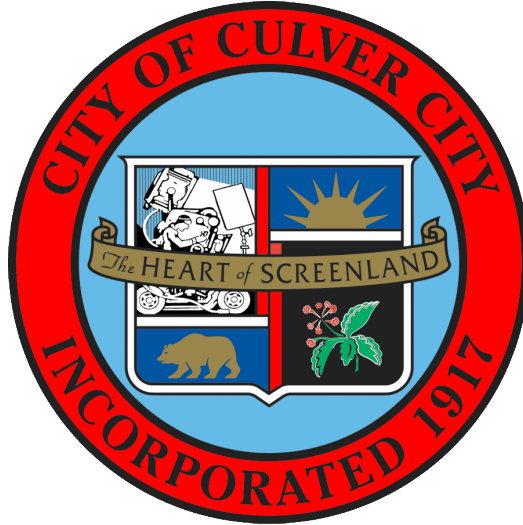




REQUEST FOR PROPOSALS



REQUEST FOR PROPOSALS

for

Culver City Park's Bill Botts Fields and Veterans Memorial Park Feasibility Study

RFP #2348

June 2023

City of Culver City

CITY MANAGER'S OFFICE

9770 Culver Boulevard

Culver City, CA 90232-0507

PROPOSAL DUE: JULY 27, 2023

Culver City Park's Bill Botts Fields and Veterans Memorial Park Feasibility Study

RFP #2348

I. REQUEST SUMMARY

The City of Culver City is seeking proposals from qualified vendors to submit a response (the "Proposal") to the Request for Proposals ("RFP") for managing, facilitating, and preparing a feasibility study for Bill Botts Fields and Veterans Memorial Park ("the Study"). The Study will set the framework for decision-makers in the planning, development, funding and maintenance of two citywide community parks in Culver City. The Study will reflect the community's needs as gathered but not limited to:

- In-person Community Meetings
- Virtual Community Meetings
- Public Surveys

Park, Recreation and Community Services Department Recommendations

II. INTRODUCTION

A. Community Profile

The City of Culver City (City) is a charter city 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.

Culver City is a full-service city located in the western area of 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.

B. Background

The Culver City Parks, Recreation and Community Services Department provides comprehensive events, services, classes, and outreach to the City's residents and the surrounding region, including:

1. Over 750 recreational classes annually
2. Low- and no-cost senior, inclusive, and human services programming
3. Hosts a variety of City led special events annually
4. Access to facilities, including
 - Indoor and outdoor rental facilities
 - Senior Center
 - Aquatics Facility
 - City Skate Park

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- Lighted and unlighted sports fields
 - Outdoor basketball courts
 - Tennis, paddle tennis, and handball courts
 - 11 park sites and 3 parkettes
 - Weekend access to playground through a joint use agreement with Linwood E. Howe Elementary

Divisions: The Parks, Recreation and Community Services Department comprises the following operational and budgetary Divisions: Administrative, Veterans' Memorial Complex, Recreation Services, Parks and Facilities, Camp Programs, Pool and Aquatic Programs, Culver City Afterschool Recreation Program, Sports Programs, Recreation and Enrichment Programs, Teen Center, Community Events, Fiesta La Ballona, Parks Division, and Community Services.

Staff: The Department employs 34.5 full time benefitted staff and approximately 100 Part-Time/Seasonal staff.

Budget: \$11.4 million annual total is the proposed budget for Fiscal Year 2023-2024. The City's entire [Proposed Fiscal Year 2022-23 Annual Operating Budget](#) is available on the City of Culver City's website (culvercity.org).



Culver City Park's Bill Botts Fields: These ball fields are comprised of four unlit youth baseball/softball fields, a decomposed granite walkway, portable restrooms trailer and concession trailer as well as a snack bar and restroom building. Located at the highest point in Culver City Park, these fields are also used for additional sports such as soccer.

Veterans Memorial Park: Located in the heart of Culver City, Veterans Memorial Park provides multiple amenities for sports and leisure activities for the community at large. For sports, it offers the outdoor facilities of one unlit youth baseball/softball field, one lit full-size baseball/softball field, tennis and paddle tennis courts, a handball wall, a basketball court, and a half-sized basketball court. For leisure activities, people can utilize both shaded and unshaded picnic tables, a pooch path, BBQ grills, and a playground area. There is also a restroom building. For purposes of the Feasibility Study, references to Veterans Memorial Park include the Veterans Memorial Complex. Also, for the purpose of the Feasibility Study, Veterans Memorial Park includes the indoor and outdoor facilities bordered by Overland Avenue, Culver Boulevard, Coombs Avenue, and Barman Avenue,

plus the Paddleball Courts at Culver Boulevard and Elenda Street. For the purpose of the Feasibility Study, Veterans Memorial Park does not include the Wende Museum, Gloria Kaufman Creative Community Center, former Community Garden site, Rock and Mineral Club, or Scout House, all located on Culver Boulevard between Coombs Boulevard and Elenda Street.

Veterans Memorial Complex: The Veterans Memorial Complex, built in 1950, includes rental facilities at Veterans Memorial Building, Culver City Teen Center, and Culver City Municipal Plunge. For the purposes of this Feasibility Study, the Veterans Memorial Complex does not include the Culver City Senior Center. The facilities regularly accommodate community meetings, private parties, exhibitions, classes, workshops, conferences, film shoots, rehearsals and performances as well as other gatherings. The Veterans Memorial Building includes 12 rooms that can be rented, an auditorium with a stage, full lighting kit, basketball court, and administrative offices. The Teen Center, which is primarily dedicated to youth programming, allows for rentable space with a maximum capacity of 250 people.



The Plunge” was opened on August 31, 1949. Its mission is to provide comprehensive aquatics programming that meets the needs of the community through highly accessible, enjoyable, and varied opportunities for learning and recreation. The Plunge is an Olympic sized pool with a building with male and female changing rooms.

Existing infrastructure at Culver City’s Bill Botts Fields and Veterans Memorial Park, needs rehabilitation or redesign to better meet current and future recreation needs. The Study is intended as a tool to be used in guiding City decision-making related to planning, programming, and funding for Culver City Park’s Bill Botts Fields and Veterans Memorial Park in the near term. When complete, the Study will support planning, programming, and funding by achieving the following results (more detail is provided in the Scope of Services section):

- Establish Study Vision, Goals & Objectives to create a feasibility study that could serve as the basis for future funding opportunities for the desired improvements.
- Evaluate existing conditions of the parks and recreational facilities, incorporating related City planning documents

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- Outreach to community and stakeholders, such as but not limited to AYSO, Little League, long-term renters, recreation contractors, and the disabled community.
 - Recommend proposed upgrades or new facilities to meet the priorities and demands of the current population and charting a plan for accommodating current and future needs. Develop an implementation program that outlines projects, anticipated costs, potential funding sources, and operation and maintenance implications.
 - Development of a record of issues discussed and decisions made.

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 through the City's electronic procurement system, [Culver City PlanetBids](#).

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.

Proposals must be submitted electronically through Culver City PlanetBids, by or before 3:00 p.m. (PST) on Thursday, July 27, 2023 (“Proposal Deadline”).

The electronic procurement system will not accept any Proposals after the Proposal Deadline. Only a Proposal submitted electronically through Culver City’s PlanetBids will be considered for evaluation. No separate hardcopy materials will be accepted by the City.

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 regards to this RFP should be submitted through [Culver City PlanetBids](#) by Thursday, July 13, 2023. All firms registered for the RFP will receive responses to all questions and any other addenda that may be released, electronically by Thursday, July 20, 2023.

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:	June 29, 2023
Deadline for receiving questions:	July 13, 2023
Response to questions:	July 20, 2023
Proposals due:	July 27, 2023
Finalists selected:	July 31, 2023
Presentations/Interviews (if necessary):	Week of July 31, 2023
Vendor selected:	August 14, 2023

III. SCOPE OF SERVICES

The City of Culver City intends to obtain the services of a qualified firm to provide the services as outlined below. Best industry practices and/or best management practices may require additional services not explicitly enumerated. The proposer should identify any additional services required, price them, and explain them in their response.



A. Project Scope

The following general description of the scope of services is not definitive and is intended as a guide to illustrate minimum project requirements. Consultants are encouraged to present their own path to producing a comprehensive Study.

Tasks

- I. Establish Study Vision, Goals & Objectives
 1. Incorporate themes of sustainability, inclusion, equity, environmental stewardship, fire safety, preservation, and historical and cultural character.
 2. Consider future trends and planning best practices for use of public space for recreation, wellness, and community building.
- II. Evaluate Existing Conditions
 1. Review City's existing plans and policies which are relevant to Culver City Park's Bill Botts Fields and Veterans Memorial Park and their recreational offerings. These may include but are not limited to the General Plan, Environmentally Preferable Purchasing Policy from the Public Works Department, 2022 Geotech Design Report, 2019 Culver City Turf Report, the City of Culver City Microgrid Feasibility Report, and the Stormwater Quality Master Plan, which includes analysis for Veterans Memorial Park.
 2. Compile an inventory and assessment of the Culver City Parks' Bill Botts Fields and Veterans Memorial Park's facilities, including athletic fields and recreational facilities. The analysis should consider the capacity of each amenity (playgrounds, ball fields, sports courts, trails, natural areas, amenities, pool lanes, meeting spaces, etc.) as well as their functionality, accessibility condition, comfort, and convenience.
 3. Evaluate opportunities in currently undeveloped and/or non-traditional portions of the parks.
 4. Evaluate opportunities to add new amenities or relocate existing amenities within the two parks mentioned in the Study and with consideration of the Parks, Recreation and Community Services overall park system.
 5. Evaluate parking systems to determine opportunities to utilize new or non-traditional parking systems to create more open space.

Outreach

1. Administer a community-wide survey through multiple outreach channels (e.g., online survey, stakeholder focus groups, community events, pop up sites, neighborhood meetings) to assess community priorities and the degree of satisfaction with current amenities and offerings. Survey results will be analyzed by neighborhood and across the entire city for correlations between various groups and park amenity use. All surveys must provide access to individuals with language barriers and disabilities.
2. Prepare handouts and other media for posting on the City's website and at community meetings.
3. Facilitate two (2) in-person and one (1) virtual community meetings at a variety of convenient times on evenings and weekends organized and lead by the consultant. City will help advertising the meeting using its various channels using collateral produced by the consultant. The first in-person meeting and the virtual meeting are to obtain input. The second in-person meeting is for a conceptual design presentation. Community meetings must provide access to individuals with language barriers and disabilities.
4. Two (2) meetings with the Parks, Recreation and Community Services Commission: the first meeting to obtain input and the second meeting to share the draft Feasibility Study.
5. Administer a project webpage with an online engagement tool to share ideas with community members and keep them apprised of updates.
6. Meet with Parks and Recreation Department and other key staff members to assess park conditions, understand community issues, and vet recommendations.
7. Must apply equity strategies to collect input from historically marginalized populations.

Recommendations

- I. Final study will include:
 1. Detailed descriptions, site plans, and renderings for each park location.
 2. Expected capital improvement cost and timeline, including plan for continued programming during construction.
 3. Required ongoing maintenance program including cost and staffing requirements.
 4. Required ongoing operations cost for recreation programming, including staffing requirements, sample recreation program schedules and comparison to current capacity.
- II. Final study will include three different options for each site: Bronze (lowest cost), Silver (medium cost), and Gold (highest cost).
 1. Bronze option rehabilitates existing facilities without major capital improvements.
 2. Gold option includes major capital improvements such as replacing existing facilities and/or moving current uses from one park to another.
 3. Silver option mixes components of Gold and Bronze options.
- III. All plans should, at minimum:

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1. Maintain or improve current capacity for existing onsite activities. For example, number of ball fields, soccer fields, tennis courts, pool space, etc.
 2. Reflect community input and priorities obtained during robust outreach.
 3. Establish a detailed approach for inclusion and equity towards historically underrepresented groups and the disabled community.
 4. Acknowledge and address the unique conditions at each site, including but not limited to the challenges anticipated with the landfill under Culver City Park's Bill Botts Fields, and propose solutions.
 5. Take into account any historical analysis of facilities (to be completed by a different vendor through a separate agreement in early Fall 2023) in order to address any necessary preservation.
 6. Establish a detailed approach that will include sustainability, environmental stewardship, and fire safety.

B. Project Requirements

Project requirements shall include, but not be limited to:

Deliverables

1. A timeline with milestones for the completion of the Study.
2. Periodic status reports to the City.
3. A public input questionnaire – administered online and through outreach.
4. Project website which includes periodic updates.
5. Community meeting materials, including invitations to community meetings as (1) social media graphics and text and (2) e-mail invitation.
6. Technical memorandums which summarize existing conditions and needs assessments.
7. Detailed site plans and renderings of major proposed facilities, including one final design plan for each site.
8. Detailed estimated construction costs for each site.
9. Detailed ongoing budget including ongoing funding and staffing needs for operations and maintenance at proposed facilities, as compared to existing; and analysis of potential ongoing revenues from indoor and outdoor facility rentals, naming rights, etc.
10. Analysis of potential grants, donors, and partnerships for one-time capital improvement expenses, and recommended funding mechanisms (such as recommendations on whether to form a non-profit organization, etc.)
11. Three (3) one-minute videos in digital format explaining each of the proposed options: Gold, Silver, and Bronze.
12. One (1) final design plan with estimated construction costs per site.
13. One (1) Adobe Portable Document Format (PDF) copy of the Administrative Draft of the Study.

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14. One (1) Adobe Portable Document Format (PDF) of the Final Draft of the Study, incorporating revisions.
 15. Ten (10) bound copies, one (1) electronic copy in Adobe Portable Document Format (PDF) of the Final Study.

Meetings & Presentations

The project will require, at minimum, a variety of meetings, such as the following:

1. One (1) kick-off meeting with staff.
2. Eight (8) project management meetings with City staff with per meeting cost.
3. Focus group discussions:
 - 2 in-person community meetings
 - 1 virtual community meeting
 - Stakeholder meeting with groups such as but not limited to AYSO, Little League, long-term renters, recreation contractors, and the disabled community
4. One (1) Disability Advisory Committee meeting
5. Two (2) Parks and Recreation Commission meetings
6. Two (2) meetings with the City Council Subcommittee: the first to obtain input and the second meeting to share the draft of the Feasibility Study.
7. Presentation at Two (2) City Council meetings: the first meeting to share the draft of the Feasibility Study and the second to share the final Feasibility Study

The City of Culver City will provide the following:

1. A City Project Manager
2. Access to all available plans, data, maps, reports, forecasts, etc.
3. Assistance with logistics and execution of all community meetings.

The City seeks to defray costs wherever possible by preparing exhibits, meeting materials, etc. in house. Travel time will not be compensated.

Project Timeline

Project is to begin no later than September 2023 and end no later than February 2024. The final feasibility study should be produced in 3-6 months, with earlier timeline preferred.

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.

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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 areas 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. Describe the methods by which your firm will fulfill the services requested in the Scope of Services and subsequent sections.
2. Provide a statement of the service(s) that differentiate your firm from other respondents.

E. Fees

1. Provide your fees for the proposed services. Fee quotes should be detailed by service and the breakdown of all fees itemized.
2. Outline billing and payment expectations, including timing and method of payment.
3. Describe any remaining fees not previously detailed in the above.

F. References

List the name, address, e-mail 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 of September 5, 2023, 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 areas 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 based on the following criteria, in no order:

1. Demonstrated understanding of the project's objectives, scope, and goals
25 points
2. Qualifications and experiences with similar projects
25 points
3. Cost
20 points
4. Efforts to service underrepresented populations and disabled communities
15 points
5. Efforts to identify and apply creative, non-traditional, and diverse opportunities for community engagement
15 points

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.

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 tax certificate. The Business Support Center (HdL) may be reached at (310) 594-7847. 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 City of 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.

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- 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, familial status, 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.