

# **General Plan Update (GPU) Services**

**RFP#: 1802**

## **I. Request Summary**

The City of Culver City (City) invites qualified consulting teams to respond to this RFP for GPU consulting services. The City is in the early stages of comprehensively updating its General Plan to reflect the community's conditions today and determine a vision for future generations. The update process will be a collaborative multi-year engagement of the City's many stakeholders, community members, decision makers, staff, and a creative and highly skilled consulting team. The City anticipates the effort taking three years or less to complete once an agreement with the selected consultant team is executed in summer 2018. The City has allocated approximately \$2 million to complete the effort.

In September 2017, the City Council issued a Request for Qualifications (RFQ) to share its conceptual goals and aspirations for the GPU and to identify qualified firms to participate in the RFP process. The identification of qualified firms does not preclude other proposers from participating in the RFP process. The RFP differs from the RFQ in that proposals must include an approach and cost for all tasks outlined in the RFP and should identify subconsultants where necessary. Teams may consider incorporating independent experts, academic institutions, artists and designers, the non-profit sector, and/or community partners whose work will add value to the GPU.

## **II. Introduction**

### **A. Community Profile**

Culver City is traditional but remarkably vibrant and diverse and is located on the Westside of the Los Angeles region. The city operates under a City Council/City Manager form of government, with five Council members elected at-large. The City is approximately five square miles in area and has a residential population of approximately 40,000 and a daytime population of approximately 60,000. Its total adopted 2017-18 fiscal year budget is approximately \$231 million, of which \$118 million comes from its General Fund. Organizations and businesses including the Southern California Community Hospital, Culver City Unified School District, the City of Culver City, Sony Studios, and the Culver Studios contribute to the city's daytime population.

## **B. Context and Background**

### **Yesterday: strategic location for creative production**

Culver City was founded in 1917 at the junction of major transportation routes between downtown Los Angeles and the Pacific. The City has been a center for creative industries and by the mid-1920s contained three major motion picture studios.

Creative work remains central in the City's economic and social life - reinforced by the enduring presence of film production, bolstered by a new generation of technology and creative firms, and enriched by new investments in Metro Rail and other infrastructure that continue to bring energy to the community.

### **Today: high quality of life**

Culver City continues to be a highly desirable location that supports strong residential real estate values and vibrant commercial districts. It benefits from excellent regional connectivity via the Expo Line and major roadways, its attractive setting near the base of the Baldwin Hills, and its proximity to the beach. The City's outstanding cultural life, excellent public services, and unique sense of place further contribute to the high quality of life for which the community is known. A strong school system, a supportive environment for families of all kinds, and many community involvement opportunities contribute to the charming, small-town atmosphere that the City maintains.

Maintaining the quality of life attributes that make Culver City special must continue to be balanced with the dynamics of growth and change that have made the City internationally attractive to creative, technology, and biotech businesses. Culver City's close proximity to the burgeoning Silicon Beach tech corridor and its deeply rooted creative industry and business clusters have provided a base for significant business and cultural development and investment.

The City has partnered with the private sector to initiate new development and spur private reinvestment. These efforts have resulted in new opportunities to live and work in Culver City giving rise to a period of significant economic growth and structural change. The vitality of Culver City's downtown district, the adaptive reuse by global tech and media giants of the vibrant Hayden Tract, and the continued reimagining of the City's commercial corridors testify to its strength as a place where creative work gets done.

## **Tomorrow: real challenges, significant opportunity**

While the City's strategic advantages have resulted in sustained public and private investment and brought new prosperity to the community, those advantages also present challenges. The economic success of the City and the Westside have created unprecedented housing demand that has accelerated housing costs, limiting access to affordable housing. Decades of regional underinvestment has exacerbated mobility challenges in the region and for all who move around and through the City.

The City is undertaking broad efforts to address these challenges and opportunities, including updating the Bicycle and Pedestrian Master Plan and Community Culture Plan, building a comprehensive vision for first and last mile travel from its Transit Oriented Development District, and preparing a specific plan for the future of the Inglewood Oil Fields. Through integration and adoption of these and other measures, the GPU will further address these challenges while supporting and strengthening what makes Culver City great.

The City is also looking to the region's bright future. The ambitious buildout of a world-class Metro system is enhancing regional transportation. That system will include the Sepulveda Pass Transit Corridor, providing a potential rail line running north-south. The line would connect San Fernando Valley to LAX passing through Culver City, possibly as early as the 2040s. The addition of this regional rail line would encourage local economic growth and development by providing increased public transit access between jobs and housing. Other benefits could be reduced vehicular congestion along the corridor and reduced commute times for passengers.

Looking forward, the return of the Olympic Games to Los Angeles in 2028 presents opportunities to capture additional local economic benefit and strengthen the City's international profile.

The City and firm(s) will begin the GPU process by crafting an engagement program that generates the broadest possible public and stakeholder participation and gives voice to those too often left out of community planning processes. The City is committed to fostering public ownership of the GPU and the long-term vision for Culver City's future.

### **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 RFP. 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 the City receives notification by email to Ashley Hefner. Proposals may later be referred to the City Council for appropriate action.

**All proposals are due no later than Thursday, February 15, 2018 at 3:00 p.m.  
Late submissions will not be accepted.**

All proposals are due not later than 3:00 p.m. on Thursday, February 15, 2018, at which time they will be opened 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 #1802 – GPU Services” 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 regarding this RFP should be directed by e-mail to Ashley Hefner, AICP Advance Planning Manager, at [ashley.hefner@culvercity.org](mailto:ashley.hefner@culvercity.org) by Thursday, January 25, 2018 by 3 p.m. All firms registered for the RFP will receive responses to all questions and any addenda that may be released, via e-mail, by Thursday, February 1, 2018 by 3 p.m.

#### **E. Schedule**

The City plans to adhere to the implementation of this RFP process as follows; however, it may be subject to change:

Issue RFP:	Thursday, January 11, 2018
Deadline for questions:	Thursday, January 25, 2018, 3 p.m.
Response to questions:	Thursday, February 1, 2018, 3 p.m.
Proposals due:	Thursday, February 15, 2018, 3 p.m.
Interview shortlist selection:	Special meeting TBD, week of April 23, 2018
Interviews:	May 14–25, 2018
Selection:	Special meeting TBD, week of Jul 9, 2018
Notice to proceed:	July 2018

### **III. Scope of Services**

The City intends to obtain the services of a qualified consulting team to provide the services as described below. Best industry practices and/or best management practices may require additional services not explicitly enumerated, or may suggest alternative approaches to meeting project objectives. Such alternatives may include phased or modular approaches to project teaming and schedule. The City remains open to receiving such approaches if proposers believe they might result in improved project results. Such approaches, if proposed, should clearly identify team roles during project phases. Any additional or alternative services should be described, priced, and rationalized relative to project objectives.

## **A. Project Scope**

### **1. Project management and coordination**

Manage project and coordination activities, including coordination of subconsultants and administrative tasks. The state of California has highly specific regulatory and technical requirements for General Plans. Through teaming and approach, proposals should demonstrate a thorough understanding of the State's regulatory and technical requirements for General Plans. Proposals should also include a lead with extensive comprehensive citywide land use planning experience. All firms are urged to refer to the State Office of Planning and Research's 2017 General Plan Guidelines to ensure that the team is fully qualified to provide all proposed services.

### **2. Project initiation**

Establish project management and communication protocols, attend introductory meeting with the City Council, tour of the city with City staff, and gather available data, maps, and documents.

### **3. Public engagement**

Prepare and implement a public engagement plan for comprehensive public participation throughout the process. The consultant team will take the lead on public engagement efforts, with ancillary support from City staff. Engagement plans should include, but should not be limited to: goals for public participation such as achieving broad and diverse community representation, information and input desired from the community, stakeholders, outreach activities and strategies, protocols for coordination with advisory bodies, public information and communication methods including use of a web-based planning tool, and a detailed project schedule. The public engagement plan should identify a strategy to ensure consistent and effective messaging across all platforms including social media. Proposers may consider providing customized engagement approaches by neighborhood based on unique characteristics and use.

### **4. General Plan Update**

Update the General Plan using language and graphics that are easily understood by non-technical stakeholders and provide guidance for short- and long-term actions. The proposed approach should be reflective of the City's interest in exploring innovative means of structuring and delivering the GPU. This could mean structuring the GPU by element, by theme, or some other recommended method. It could also mean formatting the GPU in a dynamic web-based platform or other innovative format. Most importantly, the resulting GPU should best reflect the City's aspirations for the coming decades and achieve maximum usability.

**a. Update of existing and required elements**

The City will be comprehensively updating all existing elements in accordance with State law. A policy audit and analysis should be conducted to identify inconsistencies between elements, areas of non-compliance with State law, and outdated information. Several elements have been updated over the years, notably in the 2000s. However, most of the elements were generally prepared in the 1990s or earlier and are considered out-of-date and inadequate to meet today's needs.

- 2014 Housing
- 2004 Land Use
- 2004 Circulation
- 2004 Open Space
- 1996 Noise
- 1975 Public Safety
- 1974 Seismic Safety
- 1973 Conservation
- 1968 Recreation

**b. Addition of optional topics**

In addition to updating the State-mandated elements, several optional topics are being considered to address matters relevant to the City. Proposals should identify how the following topics could best be integrated into the GPU. This could be as stand-alone elements, as a lens or 'in all policies' approach, or other recommended structure.

- Sustainability
- Equity and social justice
- Healthy communities for all ages
- Climate adaptation and resiliency
- Urban design and public places
- Economy
- Ballona Creek (including water quality and public use)
- Cultural planning
- Governance (including regional agency and nonprofit coordination)
- Technology

**5. Zoning Code and Map consistency recommendations**

Prepare recommendations for Zoning Code and Zoning Map amendments necessary to ensure consistency with the GPU goals, policies, and programs. A summary document of all necessary Zoning Code and Zoning Map amendments should be included for City staff to use through the amendment process, if necessary, following adoption of the GPU. Recommendations for alternatives to existing zoning approaches and codes should be considered.

## **6. Environmental and technical analyses**

### **a. California Environmental Quality Act (CEQA) documentation**

Preparing CEQA documentation for approval of the project will be required, including proof, draft, and final versions. Due to the comprehensive nature of the GPU, an Environmental Impact Report (EIR) will be required. Proposals should assume preparation of all CEQA-related documentation, including:

- Project description
- Required noticing and filing including those required for compliance with SB 52 and AB 18
- Draft EIR
- Final EIR
- Response to comments
- Findings of fact and statement of overriding considerations (if needed)
- Mitigation monitoring and reporting program

### **b. Technical analyses**

Preparing technical analyses will be required to support the CEQA analysis and inform the GPU. The City anticipates that technical analyses will include the following:

- **Background report.** Summarize information on the issues that will be addressed in the GPU. This report will provide existing conditions information that will be used in developing the updated goals and policies. It will also serve as the basis for impact assessment in the CEQA document.
- **Land use and build-out analysis.** Evaluate the land use map and land use types and how land use types function within existing zone districts. If the process leads to a recommendation for any new districts, this analysis should identify how land use types would best function in those zones. Land use alternatives should be identified for the GPU.
- **Health impact assessment.** Assess the health impacts of implementation of the proposed GPU goals and policies and the land use alternatives to be identified.
- **Market and fiscal analysis.** Analyze existing market conditions and anticipated fiscal outcomes for land use alternatives to be identified.
- **CEQA technical studies.** The following technical studies should analyze impacts of implementation of the GPU. The GPU is intended to be self-mitigating to the extent feasible, so any necessary mitigation



measures should be crafted in policy format to be folded into the final GPU. Anticipated studies include:

- Air quality analysis
- Climate change/greenhouse gas emissions analysis
  - o The City of Culver City Public Works Department is preparing a GHG study that will inform the Sustainability Element in the General Plan and CEQA documentation.
- Noise impact analysis
- Transportation impact analysis

#### **7. Optional: Travel demand forecasting program for SB 743 compliance**

Culver City does not currently have a travel demand model customized to the city. Proposals must include the creation of a travel demand forecasting program for Culver City. The program should include a model that can be applied at the program and project levels; i.e., that can be used in the GPU analysis and for project-level reviews going forward. It should include a review of, and recommendations for, the City's existing policies and programs to ensure compliance with current industry practices and SB 743. This task should also include transportation consulting services to support analysis of the proposed GPU conducted for CEQA compliance. The transportation impact analysis necessary for CEQA documentation is listed separately under Task 6.

This task, and its associated deliverables and costs, must be proposed as an optional task as it has yet to be determined which City department will ultimately manage this program. Based upon City direction, the proposed approach must allow for flexibility to separate this task from the GPU project if necessary. For example, the City may prepare a VMT model which will be completed concurrent with the GPU. Therefore the proposals should include an option to omit this work and any related costs omitted from the project cost estimate.

#### **8. Hearings, meetings, and events**

Attendance at meetings and events will be required. Proposals should reflect time required to prepare for and attend hearings, meetings, and events, including but not limited to:

- Internal kick-off
- Coordination with staff and committees
- Community meetings/events
- CEQA scoping
- Public hearings

## **B. Major Deliverables**

This RFP assumes that all deliverables will be submitted in electronic format to the City. Hardcopies required by State, regional, local, or any other agencies other than the City should be accounted for in the proposed cost.

- Background report
- Public engagement plan
- Web-based planning tool
- Public engagement summary report
- Vision statement
- Policy audit and analysis
- GPU
- Draft and Final EIRs and associated noticing
- Air quality impact assessment
- Cultural resources study
- Climate change/greenhouse gas emissions analysis
- Noise impact analysis
- Transportation impact analysis
- Health impact assessment
- Market and fiscal analysis
- Zoning Code consistency recommendations
- Optional travel demand forecasting program with model and policy recommendations

## **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 subconsultants and a brief history of their background and experience, and any other information called for by this RFP which the proposer deems relevant, including restating any exceptions to this request for proposals. This summary should be brief and concise, and should apprise the reader of the basic services offered, experience, and qualifications of the proposer, staff, and subconsultants.

## **D. Questionnaire/Response to Scope of Services**

Proposer shall provide responses and information to fully satisfy each item in the Questionnaire. Each question item (as listed below in Section V. Questionnaire) should be presented before the proposer's response. Where proposers have already provided requested information as part of a qualified response to the city's Request for Qualifications for General Plan Update Services, proposers may (but are not required to) refer to previously submitted materials in its responses. Such references must be identified clearly, including by page number(s).

## **E. Attachments**

Any attachments submitted with proposals should be attached here.

# **V. Questionnaire**

## **A. Proposer and general information**

- Provide the proposer's name and address.
- Provide a 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.
- Provide general information about the primary contact who will be able to answer questions about the proposal; include a name, title, telephone number and email address.

## **B. Firm qualifications and experience**

- Describe lead firm and subconsultants' 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.
- What is the primary business of the parent company and/or affiliates?
- Which office(s) of the 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.
- What is the 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.
- Comment on other areas that may make the firm different from its competitors.

## **C. Team member qualifications and experience**

- Describe the qualifications of staff proposed for the assignment, position(s) in the lead firm and subconsultants, 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.
- Identify and provide the resume(s) of the personnel who will be assigned to this project.

#### **D. Questions/Response to Scope of Services**

- 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.
- Describe the methods by which the proposer will fulfill the services requested in the scope of work and subsequent sections.
- Provide a statement of the service(s) that differentiate the proposal from other respondents.

#### **E. Proposed fees/budget**

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 the work described in the services proposal. The total fee shall be itemized by task, 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). The City has currently allocated approximately \$2,000,000 for the GPU. Additional funding may be allocated in the next fiscal year; however, creative approaches which can utilize existing resources and limit technical studies are encouraged. Proposers are encouraged to propose alternative approaches to tasks which could efficiently and cost effectively be used to achieve the same goal.

- Provide fees for the proposed services. Fee quotes should be detailed by service.
- Outline billing and payment expectations, including timing and method of payment.
- Describe any remaining fees not previously detailed in the above.

#### **F. References**

List the name, address and telephone number of references from at least three 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 July 2018. The schedule should note key project milestones, critical path items that are dependent on the City taking action, and timelines for deliverables. Identify any assumptions used in developing the schedule.

### **H. Certificate(s) of insurance.**

The City will require the successful 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 to maintain an active certificate throughout the contract period.

### **J. Standard City Professional Services Agreement**

The City will require the successful Proposer to execute a professional services agreement with the City. Please review the attached draft agreement and identify any questions or areas of concern in your response to the City. Any/all requests for changes to the agreement must be included with the responsive proposal.

## VI. Evaluation of Proposals

Proposals will be evaluated by City staff to assess the proposer's ability to provide services that meet the requirements of the project as described in this document. The City may request that one, several, or all proposer(s) submit a presentation, meet for interviews, or participate in a practical exercise or assessment. The adequacy, depth, and clarity of each proposal will influence, to a considerable degree, its evaluation. Proposals will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Points</b>
Project understanding	25
Scope of work	25
Firm qualifications and experience	15
Project team qualifications and experience	15
References and satisfaction of previous clients	10
Fees	5
Schedule	5
Total	100

During the review process, the City reserves the right to request additional information or clarification from proposers, or allow clarifications, corrections of errors, or correction of omissions. The City further 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.

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 it deems best suited to serve the City's interest.

## **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 collection ideas 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.

- III. 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.