



REQUEST FOR PROPOSALS

RFP #2010

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

Consulting Services for the Development of Culver City Local Road Safety Plan

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.

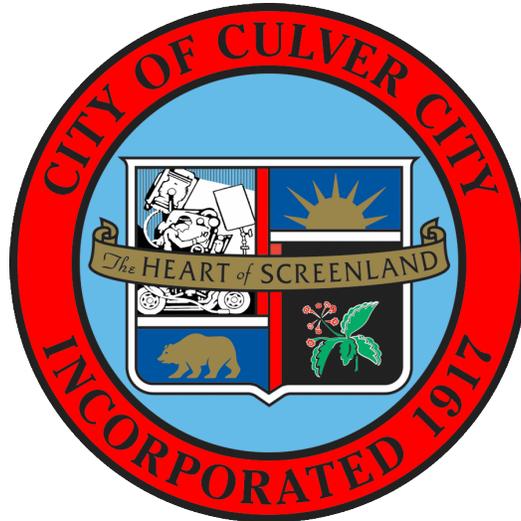
One original, one electronic, and three copies of the proposal must be submitted in an envelope to the CITY CLERK at CITY HALL, 9770 Culver Boulevard, Culver City, California, 90232, not later than **3:00 p.m. on Thursday, December 19, 2019**, at which time they will be recorded at the City Clerk's Desk 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

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REQUEST FOR PROPOSALS

for

Consulting Services for the Development of the Culver City Local Road Safety Plan

RFP #2010

November 2019

City of Culver City

Public Works Department

9770 Culver Boulevard

Culver City, CA 90232-0507

PROPOSAL DUE: December 19, 2019

Consulting Services for the Development of the Culver City Local Road Safety Plan

RFP #2010

I. REQUEST SUMMARY

The City of Culver City is seeking proposals from qualified consulting firms that can undertake the project management, existing conditions assessment, and development of safety measures in the areas of engineering, education, encouragement, enforcement, emerging technologies along with associated evaluation. The Plan will aim at safely and equitably serving multi-modal mobility within the City. The selected consultant will be responsible for providing services in accordance with the scope of services outlined in this proposal.

A selection committee formed of City staff will comprehensively rank firms based on, but not limited to, proposals, qualifications, references, and other relevant information. Contract negotiations will begin with the highest-ranking firm. Pending successful negotiations, the Consultant will enter into a Professional Services Contract with the City of Culver City.

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. The total adopted budget for FY 2019-20 is approximately \$255 million, of which about \$134 million is General Fund.

Culver City is a compact community with relatively high rates of walking and cycling. The City has three major off-street multi-use paths that form the backbone of the bicycle network namely the Ballona Creek path, the Culver Boulevard path, and the Exposition corridor path. Since the adoption of the Bicycle & Pedestrian Master Plan in 2010, the City has worked to connect these paths with on-street bicycle facilities to form a more connected network. It should be noted that about one-third of the students attending schools in Culver City walk or bike to schools.

B. Background

The City is currently in the process of updating its General Plan and developing its first Climate Action Plan. As part of these efforts, significant data collection took place that includes daily traffic volumes on majority of the roadways within the City's boundaries, as well as manual multi-modal counts at key intersections. All collected data will be made available by the City to serve the analysis to be contained in this safety plan.

Also in the City's efforts to work towards Vision Zero objectives, comprehensive analysis of collision data for the past five years is expected to be completed by the end of December 2019. Priority safety corridors and top ranked 30 intersections with highest collision frequency and severity will be identified as part of the ongoing collision analysis. This is in-time to serve as basis to this Local Road Safety Plan development. It is expected that the safety measures under the various "Es" of Engineering, Education, Encouragement, Enforcement, Emerging technologies, and Evaluation to be data based and customized to the City of Culver City.

C. General RFP Submittal Information

The City's designated panel of staff members 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 19, 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 #2010 – RFP for Consulting Services for the Development of the Culver City Local Road Safety Plan"** to:

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

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 Heba El-Guindy, Mobility and Traffic Engineering Manager, at Heba.El-Guindy@culvercity.org by Thursday, December 5, 2019. All firms registered for the RFP will receive responses to all questions and any other addenda that may be released by end of work day on Thursday, December 12, 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 release:	November 21, 2019
Deadline for receiving questions:	December 5, 2019
Response to questions:	December 12, 2019
Proposals due:	December 19, 2019 at 3:00 PM (PST)
Vendor selected:	January 2, 2020
Approval by Council:	Mid-January 2020

III. SCOPE OF SERVICES

The Consultant shall prepare a detailed scope of services for the development of the City's Local Road Safety Plan, in part and at a minimum, on information presented in this Request for Proposals, and other available information. The Plan shall be customized for improving traffic safety within Culver City using measures under the various "Es".

The Consultant shall also prepare and provide a comprehensive schedule to reflect the timeframe for each task of the proposed scope of work, preferably utilizing the Microsoft Project. The project schedule shall show the tasks, duration, milestones, assignments, critical paths, and other relevant data. This project has a short timeframe with expected commencement of work shortly after Council approval of Award of Contract in January 2020, and desired total duration of the project extending over four to six months. Council approval of the Local Road Safety Plan is planned for July 2020. Some of the safety measures to be recommended by the Plan will be included when applying for grant fund under the Highway Safety Improvement Program (HSIP) in August 2020.

The work scope will include, but is not limited to the following tasks:

A. Background Research

Information to be supplied by the City include daily and peak period traffic counts, collisions summary report and performed analysis, transit routes and frequency of service, existing and planned bikeways, existing deficiencies and planned improvements to the pedestrian facilities, ongoing safe routes to school initiatives, and other City Capital Improvements Projects (CIP).

The Consultant shall be responsible for review of all supplied information, as well as research and review of the Regional Bicycle Plan, the City's standard specifications and provisions, Metro's TIP, SCAG's FTIP, the Systemic Safety Project Selection Tool and other relevant local and regional policies and guidelines. This is in addition to familiarity with relevant state and national guidelines and standards including the Highway Safety Manual, the NACTO Bicycle Design Guidelines and the NACTO Complete Streets Design Guidelines.

B. Setting Plan Goals and Objectives

Consultant shall work with City staff and the project team to formalize the Plan goals and objectives in order to safely and equitably serve multi-modal mobility in Culver City. Determination will also take place with regards to the frequency of future Plan updates and possible reporting elements.

C. Safety Issues Identification

Consultant shall utilize the 5-year collisions data to be supplied by the City along with associated analysis and identified priority safety corridors and intersections (a minimum of top 30 intersections) that experience the highest number of fatality and severe injury collisions, as well as overall number of collisions. This is in addition to the general outlining of all crash activities at intersections and roadway segments throughout the City.

Greater depth of issues identification and countermeasures shall be conducted by the Consultant for the priority safety intersections and roadway segments that experience high crash volume, high crash severity, high numbers of vulnerable user crashes, and location characteristic variety. The Consultant shall also identify countermeasures that are applicable citywide under the various Es. Particular attention needs to be paid to collisions involving vulnerable road users including pedestrians, cyclists, seniors, school age children, etc.

D. Field Visits

Consultant shall conduct site visits on a weekday with observations of traffic patterns and roadway characteristics that could highlight potential reasons for the observed crash patterns.

The evaluation will culminate in location profile for each of the selected sites that summarizes its crash activity, physical characteristics, relevant behavioral and social economic context, and likely factors that contribute to crashes at that location. The intended purpose of the field visits is to customize the safety measures in accordance to road, traffic, safety conditions and other factors at the different locations rather than offering a generic list of possible improvements. Systemic improvements as identified by the US Department of Transportation should be considered when applicable.

E. Safety Measures

Consultant shall identify safety measures under the various Es, including proven measures contained in the Local Road Safety Manual. Consultant shall conduct a benefit/cost analysis for project alternatives to determine which projects provide the most safety benefit relative to associated costs to help ensure maximization of the benefits. Consultant is expected to identify measures that equitably mitigate safety issues for all modes of transportation. A master project list shall be developed to help prioritize implementation assuming that some project elements will be complementary and that applying them to multiple locations at once could lead to cumulative safety benefits and/or cost savings. The use of temporary devices can be considered. Technological measures such as crash avoidance technology, connected vehicles, and others can also be considered to minimize the factor of human error. Opportunities for implementation through the City's

pavement maintenance program, safety grant funding, etc. need to be noted when applicable.

In addition to the infrastructure/engineering measures, safety measures shall also be identified for targeted enforcement based on collisions data review including locations, types, and contributing factors. Safety education measures (for elementary/middle school age students, high schools, seniors, working adults, etc.) shall also be identified. Public education and engagement can be effective in changing behavior to have sustained impact on building awareness of the need for a culture of “Safety First” and ultimately achieving optimal effect. This is in addition to encouragement initiatives to support the safe use of environment friendly modes of transportation including walking, cycling and use of transit.

An evaluation mechanism must be built into the Plan to assess effectiveness of the different countermeasures and apply corrections in order to maximize the safety benefits. Recommended future updates of the Local Road Safety Plan must also be described as part of an ongoing Evaluation process.

F. Local Road Safety Plan

The results of prior tasks will be incorporated into an Administrative Draft Local Road Safety Plan for review by the City’s Public Works Department. The Administrative Draft will include the Plan goals and objectives, process used for the Plan development, analysis findings, recommended safety measures along with associated prioritization, potential funding sources, and evaluation criteria and future updates. Maps, charts, photos, and concept improvement graphs will be included in the Administrative Draft report as applicable. Staff comments will be incorporated into a Draft Plan report for review by the Project Team (PT). Due to the short time-frame of this Plan development, the PT will be mainly formed of representatives of the different City Departments including emergency services. This is in addition to a selected number of community representatives. The Plan will be responsive to and address the City’s Vision Zero goals. Consultant shall revise the Draft Plan based on comments compiled and provided by City. In addition to the electronic files, it is expected to receive two hard copies of the Administrative Draft report, six copies of the Draft, and three hard copies of the Final Plan report.

G. Project Management and Coordination Meetings

The designated Consultant Project Manager, under the general direction of the City Project Manager, shall be responsible for overseeing all aspects of project development and coordination as follows.

- 1- Project Kick-Off Meeting: Meeting with representatives of the different City departments to discuss the plan goals, the role of the consultant and

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- stakeholders, communication protocol, progress reporting, scheduling and invoicing, key milestones, and what defines success for this project.
- 2- Project Team Meetings: Up-to three (3) Project Team (PT) status meetings will be conducted to maintain a regular and consistent communication on upcoming tasks, identifying potential risks and challenges to success. Consultant shall develop the agenda and prepare a summary of the PT meetings. The meeting notes will include a list of decisions, actions, and responsible party.
 - 3- Optional Public Hearings: Up-to two (2) public hearings should be scoped as optional tasks to assist staff in presenting the Safety Plan to the City's Bicycle and Pedestrian Advisory Committee (BPAC) and to City Council. This will also provide opportunities to the public to voice their concerns, objectives, and desired safety measures.
 - 4- Oversee the Plan development and ensure that all measures of the project's scope of services are completed in a timely and professional manner with an emphasis on providing the City with a high-quality product.
 - 5- Ensure that the Safety Plan including all recommended safety measures meet all applicable Federal, State, and local requirements, in anticipation of future grant funding opportunities.
 - 6- Ensure that all appropriate communication, correspondence, and reports are completed on an ongoing basis in a timely manner to the satisfaction of the City.

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 aforementioned scope of services and following questionnaire. Each

question item should be presented before the proposer's response. Proposers could also offer additional services that they may see needed for the success of the project.

E. Attachments as applicable

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 areas that may make your firm different from your competitors.

C. Qualifications and Experience of Proposed Project Team (this item is only applicable if the Consultant chose to have Sub-consultants)

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.
3. Examples of Experience with Similar Types of Work. Provide examples of projects similar in scope and size to this project.
4. Identify all key team members, including subconsultants, in a work chart, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include overall cost proposal.

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. Identify all key members including sub consultants if applicable, in a work chart; including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include overall cost proposal
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 in January 2020 following Council approval of award of contract, and note key project milestones and timelines for deliverables.

The Consultant is encouraged to develop additional project schedule details and suggest changes within the basic constraints of the program. The schedule shall be provided in Microsoft Project schedule. It is preferable to maintain the complete project schedule within four to six (4-6) months. Council approval of the Local Road Safety Plan is planned for July 2020.

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 on the basis of the following criteria, in no particular order:

1. Understanding of Work Scope
2. Project Approach (Including Innovative Ideas and/or Techniques)

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3. Staff Qualifications and Technical Ability
 4. Familiarity with Applicable Standards and Procedures
 5. Experience with Similar Project Types
 6. Fees
 7. References, Schedule & Required Forms

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 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 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. **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.