

# AGENDA

## BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, JULY 9, 2015

CENTRAL LIBRARY  
BOARD ROOM, 4th FLOOR  
630 W. 5TH STREET  
LOS ANGELES, CA 90071

TIME: 11:00 A.M.

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**AGENDA:** In compliance with Government Code Section 54957.5, you may view the agenda and all available documents related to the items at the Central Library's Information Desk or via the Internet at: <http://www.lapl.org/about-lapl/board-library-commissioners>. Some large agreements or attachments that may not be viewable on the website will be available in their entirety at the Information Desk and provided at the Board Meeting.

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1. ROLL CALL
2. APPROVAL OF MINUTES: None.
3. PUBLIC COMMENTS ON MATTERS  
WITHIN THE BOARD'S JURISDICTION

(In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

4. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS
5. CITY LIBRARIAN'S REPORTS

### CONSENT CALENDAR

(Commissioners who wish to discuss particular items should ask that such items be called as Special. The remaining items will be subject to a single vote.)

- a. Recommendation to accept the following gifts: (EXHIBIT "A")

\$3,000	From the Friends of the Fairfax Library
\$3,000	From the Friends of the Mar Vista Library
\$3,000	From the Pacific Palisades Library Association
\$3,000	From the Friends of the Sunland-Tujunga Library

- \$3,000 From the Friends of the Will and Ariel Durant Branch Library
- \$3,000 From the Downtown Los Angeles Neighborhood Council to the Little Tokyo Branch Library
- \$2,000 From Mrs. Natalie Diamond to the Westchester-Loyola Village Branch Library  
(Value of a Merlin LCD Desktop Electronic Magnifier for low vision)
- \$1,532.51 From the Friends of the Mid-Valley Regional Branch Library  
(Value of a Shure QLX-D Digital Wireless Combo)

- b. **Recommendation to accept \$5,001.31 from Pacific Library Partnership for the Veterans Resource Center at the Exposition Park- Dr. Mary McLeod Bethune Regional Branch Library** (EXHIBIT "B")
- c. **Recommendation to Approve Request for Proposals (RFP) for an Architectural Design Consultant for Digital Media Labs at Central Library and Pio Pico-Koreatown Branch Library** (EXHIBIT "C")

#### BOARD DISCUSSION

- d. **PRESENTATIONS: California State Library Eureka! Fellows Projects**
6. **VARIOUS COMMUNICATIONS: None**
7. **COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING**
8. **ADJOURNMENT**

#### NEXT BOARD MEETING NOTICE

The next meeting of the Board is scheduled for Thursday, **July 23, 2015** at the Central Library, 630 W. Fifth Street, Los Angeles, CA 90071, convening at 11:00 A.M.

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**FINALIZATION OF BOARD ACTIONS - CHARTER SECTION 245:** In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

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**PARKING:** Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at [www.lapl.org](http://www.lapl.org).

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**Title II of the American with Disabilities Act:** The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For additional information, please contact the Board Office at (213) 228-7530.

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**RULES OF DECORUM:** Persons addressing the Commission shall not make impertinent, slanderous or profane remarks to the Commission, any member of the Commission, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections.


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POSTED 7/6/15

**FOR INFORMATION CONTACT:** LIBRARY COMMISSION OFFICE (213) 228-7530

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

July 9, 2015

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian   
SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF FAIRFAX LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 received from the Friends of Fairfax Library, for the benefit of the Fairfax Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of Fairfax Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of \$3,000 is for the "Hot Off The Press" Bestseller Program 2015/2016.
2. A letter of thanks should be sent to:

Ms. Shirley Thompson, President  
Friends of Fairfax Library  
161 S. Gardner Street  
Los Angeles, CA 90036

Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

July 9, 2015

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian *bs*  
SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE MAR VISTA  
LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 received from The Friends of the Mar Vista Library, for the benefit of the Mar Vista Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to The Friends of the Mar Vista Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of \$3,000 is for the "Hot Off The Press" Bestseller Program 2015/2016.
2. A letter of thanks should be sent to:

Ms. Patricia Richmond, President  
The Friends of the Mar Vista Library  
12006 Venice Blvd.  
Los Angeles, CA 90066


Prepared by: Adam Mendelsohn, Western Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

July 9, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM PACIFIC PALISADES LIBRARY  
ASSOCIATION**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 received from Pacific Palisades Library Association, for the benefit of the Palisades Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to Pacific Palisades Library Association, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of \$3,000 is for the "Hot Off the Press" Bestseller Program.
2. A letter of thanks should be sent to:

Ms. Alice Inglis, President  
Pacific Palisades Library Association  
861 Alma Real Drive  
Pacific Palisades, CA 90272


Prepared by: Adam Mendelsohn, Western Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

July 9, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE SUNLAND - TUJUNGA LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 received from the Friends of the Sunland - Tujunga Library, for the benefit of the Sunland-Tujunga Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Sunland - Tujunga Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of \$3,000 is for the "Hot Off The Press" Bestseller Program 2015/2016.
2. A letter of thanks should be sent to:

Mr. Richard Williams, President  
Friends of the Sunland - Tujunga Library  
7771 Foothill Blvd.  
Tujunga, CA 91042


Prepared by: Karen Pickard-Four, Interim East Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

July 9, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF WILL AND ARIEL  
DURANT BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of \$3,000 received from the Friends of Will and Ariel Durant Branch Library, for the benefit of the Will and Ariel Durant Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of Will and Ariel Durant Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of \$3,000 is for the "Hot Off The Press" Bestseller Program 2015/2016.
2. A letter of thanks should be sent to:

Ms. Margaret Rodriguez, President  
Friends of Will and Ariel Durant Branch Library  
7140 W. Sunset Blvd.  
Los Angeles, CA 90046

Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

July 9, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE DOWNTOWN LOS ANGELES  
NEIGHBORHOOD COUNCIL**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of \$3,000 received from the Downtown Los Angeles Neighborhood Council, for the benefit of the Little Tokyo Branch Library be accepted; and

FURTHER RESOLVED, That this gift of \$3,000 be deposited to Trust Fund 831, Account Code 320 for the Little Tokyo Branch Library.

FURTHER RESOLVED, That a letter of thanks be sent to the Downtown Los Angeles Neighborhood Council, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. This gift of \$3,000 will be used to purchase library materials for the Little Tokyo Branch Library.
2. A letter of thanks should be sent to:


Patty Berman, President  
Downtown Los Angeles Neighborhood Council  
453 S. Spring St., Suite 1020  
Los Angeles, CA 90013

Prepared by: Sylvia Galan Garcia, Northeast Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

July 9, 2015

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian   
SUBJECT: **ACCEPTANCE OF GIFT FROM MRS. NATALIE DIAMOND**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of a Merlin LCD Desktop Electronic Magnifier for Low Vision received from Mrs. Natalie Diamond valued at \$2,000 for the benefit of the Westchester-Loyola Village Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to Mrs. Natalie Diamond, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of a Merlin LCD Desktop Electronic Magnifier for Low Vision will be used for magnification of library materials at the Westchester Loyola Branch Library.
2. A letter of thanks should be sent to Mrs. Natalie Diamond (*address on file*) for her generosity.

Prepared by: Adam Mendelsohn, Western Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

July 9, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE MID-VALLEY REGIONAL BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of Shure QLX-D Digital Wireless Combo System to be integrated as a wireless microphone into the sound system in the Multipurpose Room, valued at \$1532.51, received from the Friends of the Mid-Valley Regional Branch Library for the benefit of the Mid-Valley Regional Branch Library, be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of Mid-Valley Regional Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of a Shure QLX-D Digital Wireless Combo System to be integrated as a wireless microphone into the sound system in the Multipurpose Room at the Mid-Valley Regional Branch Library.
2. A letter of thanks should be sent to:

Ms. Jeannette Oerlemans, President  
Friends of the Mid-Valley Regional Branch Library  
16244 Nordhoff St.  
North Hills, CA 91343


Prepared by: Ruth E. Seid, West Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

July 9, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **RECOMMENDED ACCEPTANCE OF \$5,001.31 FROM PACIFIC LIBRARY PARTNERSHIP FOR THE VETERANS RESOURCE CENTER AT EXPOSITION PARK – DR. MARY MCLEOD BETHUNE REGIONAL BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That the Board of Library Commissioners approve acceptance of funds from Pacific Library Partnership for \$5,001.31 for the Veterans Resource Center project at the Exposition Park – Dr. Mary McLeod Bethune Regional Branch Library; and

FURTHER RESOLVED, That the funds be deposited in Fund 831, Code 310.

**FINDINGS:**

1. Pacific Library Partnership (a consortium of four library systems in California) was awarded a LSTA grant to establish Veterans Resource Centers in 9 libraries throughout the state of California. The Los Angeles Public Library Exposition Park – Dr. Mary McLeod Bethune Regional Branch Library was one of the sites selected as part of this grant. The site, which opened February 10, 2014, was chosen based on a set of criteria developed by CALVET (California Department of Veterans Affairs) that included: number of veterans living in the locale, resources available in the area and unemployment in the area.
2. The Exposition Park – Dr. Mary McLeod Bethune Branch Library has already received as part of the grant, funds for training for staff and volunteers, programming toolkits and access to ongoing online training, as well as a collection of 60 books and videos.
3. The goal of the Veterans Resource Center is to increase the number of veterans and their families accessing benefits and services for which they are already eligible. To accomplish this goal programming and events targeted to the veteran community has been scheduled at the branch. The Veterans Resource

Center is part of the Los Angeles Public Library's broader initiative to connect veterans with their benefits and provide resources and materials to veterans and their families on transitioning from military to civilian life, finding jobs, surviving change and dealing with post traumatic stress. The branch has recruited volunteers to supplement the outreach to the veteran community that is being done by branch staff.

4. The funds received represent the second of two reimbursements for funds to the Exposition Park – Dr. Mary McLeod Bethune Regional Branch Library expended by the library for staff time involved in the project.

Prepared by: Cheryl Collins, Director of Branch Library Services and  
Interim Director of Central Library Services

Reviewed by: Kris Morita, Assistant General Manager

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT "C"**

July 9, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo City Librarian 

SUBJECT: **REQUEST FOR PROPOSALS FOR AN ARCHITECTURAL DESIGN  
CONSULTANT FOR DIGITAL MEDIA LABS AT CENTRAL LIBRARY  
AND PIO PICO KOREATOWN BRANCH LIBRARY**

**RECOMMENDATION:**

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Request for Proposals (RFP) for a design consultant to prepare designs for the installation of Digital Media Labs at Central Library and Pio Pico-Koreatown Branch Library be approved, advertised and distributed to potential proposers; and,

FURTHER RESOLVED, That the Board of Library Commissioners determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by an independent contractor, and,

FURTHER RESOLVED, That proposals be submitted no later than 3:00 p.m. on Wednesday, September 2, 2015 at the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071.

**FINDINGS:**

1. The installation of makerspaces and digital media labs in public libraries has been a growing trend across the country in recent years. These spaces assist community members to come together to make and create, to explore and promote entrepreneurial activities and can provide a system of integrated learning that connects home, school and community. For the Los Angeles Public Library these spaces are a key part in fulfilling the promise of our strategic plan to create opportunity, build community and inspire innovation.
2. The Los Angeles Public Library provides a wide variety of on-site and on-line classes and is a premier learning institution for self - directed and collaborative learning. The library has a long and successful history of providing STEAM (Science, Technology, Engineering, Arts and Math) programming in our communities and has worked closely with LA Makerspace to offer maker and hacker programming throughout the library system. Digital Media Labs at the Los Angeles Public Library will be spaces where community members can come to

learn, explore and create using professional level digital equipment and software to gain valuable skills, and collaborate with others with similar interests. These spaces can be used by youth and adults and can offer technologies and instruction in area such as: computer programming, application design for android and IOS devices, manufacturing business prototypes, video and audio production, professional level graphic design, robotics and much more.

3. The selected consultant will provide the complete design services including the evaluation of the structural, mechanical, plumbing, and electrical systems in addition to the architectural treatment and features of the project. The designs will provide detailed plans to be used for construction (insuring that all City of Los Angeles Building Codes will be met), indicate the state-of-the-art equipment, furniture and all necessary items that should be installed to provide a public digital media lab to meet the service goals of the library and to service the maximum number of patrons possible in the space allocated.
4. The term of this agreement is for one year, with the option of two- one year renewals.
5. Funds are available for this project in the Library Department's Contractual Services 3040 Account.
6. The RFP has been forwarded to the City Attorney's Office for review as to form.

Prepared by: Eloisa Sarao  
Assistant Business Manager

Reviewed by: Kris Morita  
Assistant General Manager

**REQUEST FOR PROPOSAL FOR**  
Design Consultant for Digital Media Labs at Central Library and  
Pio Pico-Koreatown Branch Library  
**CITY OF LOS ANGELES**  
**LOS ANGELES PUBLIC LIBRARY**

**DATE RFP Issued:** July 15, 2015

**Title:** RFP# 44-009  
Architectural Design Consultant for Digital Media Labs  
at Central Library and Pio Pico Koreatown Branch  
Library.

**Description:** The Los Angeles Public Library (LAPL) is looking for  
a Consultant to design digital media labs for use by  
the public.

**Eligibility to Apply:** Individuals or firms must have minimum of five (5)  
years' experience in design of similar type  
projects.

**Website Address:** <http://www.labavn.org>  
Proposer must register on this website (Los Angeles  
Business Assistance Virtual Network) before they can  
access the RFP and updates. **Business Inclusion  
Program (BIP) Outreach must be completed 15  
days prior to the RFP Due Date. See the exact  
date for this RFP on the LABAVN website.**

**Initial Term:** Three years.

**Key Dates:**

Proposal Due: **September 2, 2015**

Proposal Delivery  
Address: Los Angeles Public Library  
Board of Library Commissioners Office, 4<sup>th</sup> Floor  
630 W. Fifth St., Los Angeles, CA 90071

Mandatory Pre-proposal  
Conference: **July 22, 2015 at 10:00 a.m.**  
Central Library Board Room  
630 W. Fifth Street, Los Angeles, CA  
90071 (RSVP to Eloisa Sarao,  
[esarao@lapl.org](mailto:esarao@lapl.org))

Contract Administrator: Eloisa Sarao  
(213) 228-7463 [esarao@lapl.org](mailto:esarao@lapl.org)

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**ATTACHMENT A – Standard Provisions of City Contracts**

**ATTACHMENT B - Measurements of the Space at Central Library and Pio Pico  
Koreatown Branch Library**

**APPENDICES**

- E.1 Declaration of Non-Collusion
- E.2 Contractor Responsibility Ordinance (CRO)
- E.3 Contractor Responsibility Ordinance Questionnaire
- E.4 Contractor Responsibility Ordinance Pledge of Compliance
- E.5 Living Wage Ordinance (LWO) and Amendments
- E.6 LWO Employee Information Form
- E.7 LWO Subcontractor Declaration of Compliance
- E.8 LWO Subcontractor Information Form
- E.9 LWO Non-Coverage Exemption Application (if applicable)
- E.10 Service Contractor Worker Retention Ordinance (SCWRO) and  
Amendments
- E.11 SCWRO Application for Non Coverage or Exemption (if applicable)
- E.12 Child Support Assignment Orders Ordinance
- E.12a Child Support Certification of Compliance
- E.13 City of Los Angeles Contract History
- E.14 City of Los Angeles Residence Information
- E.15 Bidder Certification CEC Form 50 (Rev. Feb 2014)

- E.16 Bidder Contribution CEC Form 55 (Rev. October 2013)
- E.16a Prohibited Contributors CEC Form 56
- E.17 Insurance Requirements
- E.18 **BIP Outreach Process**
- E.19 Local Business Preference Program
- E. 20 Form DE542
- E. 21 First Source Hiring Ordinance
- E. 21a First Source Hiring Rules and Regulations to Implement

## **1. INTRODUCTION AND PURPOSE**

The Los Angeles Public Library is committed to providing lifelong learning opportunities to all residents of Los Angeles. The Library provides a wide variety of online learning classes, tutor based instruction, classroom instruction and countless opportunities for self-study and creative experimentation.

In recent years Digital Media Labs have emerged in libraries as transformative spaces that engage youth and adults in new ways of learning. Digital media labs are powered by a theory of “Connected Learning” where learners can come together within a community of their peers and engage around specific interests. The dynamics of the labs foster creativity, collaborative and problem solving abilities, all critical for building 21<sup>st</sup> century skills for a highly competitive and rapidly changing workforce.

The installation of digital media labs will enable the Los Angeles Public Library to expand its critical role in bridging the digital divide by providing free access to and training in the use of digital media technology. By providing a flexible, open physical space for innovative workshops and community engagement, the Library will reach new audiences and invite users of all ages to learn, create, collaborate and share their own content in a studio-like environment.

### **1.1 LAPL Background**

The Los Angeles Public Library provides free and easy access to information, ideas, books and technology that enriches and empowers every individual in the City’s diverse communities. LAPL serves a large and diverse population (four million residents). In FY 2013-2014, approximately 14.5 million people visited the 73 LAPL libraries and a global audience logged onto the LAPL’s website 23 million times. LAPL’s fiscal year begins July 1. Additional information about LAPL is on its website at [www.lapl.org](http://www.lapl.org).

## **2. SCOPE OF WORK**

LAPL is seeking an architectural design consultant (consultant) to design plans for digital media labs at the Central Library and Pio Pico Koreatown Branch facilities. The two facilities will have some similar activities but also some important differences. Attached to this RFP are the measurements of the space allocated on the lower level two floor of the Central Library building, and at the Pio Pico Koreatown Branch. A tour of the spaces will be provided at the mandatory pre-proposal conference on June xx, 2015.

### **CENTRAL LIBRARY – LOWER LEVEL TWO**

The Digital Media Lab in Central Library should be an open flexible space that is inviting; a space that welcomes and inspires its users. The successful proposer will identify opportunities and best practices as related to libraries and digital media labs and “makerspaces”. This area is approximately 1,674 square feet.

In this location, the Library is seeking proposals for a design plan to provide activities such as 3D printing, film-making and editing, digital music creation, podcasting, photo editing,

graphic design, robotics, digital storytelling, coding, gaming, and/or areas for collaboration and more.

The Los Angeles Public Library's Central Library is a City Historic-Cultural Monument as defined on the following website <http://www.preservation.lacity.org/commission/designated-historic-cultural-monuments>. All rules, building codes and permits governing any changes/construction to designated buildings must be adhered to and is the sole responsibility of the proposer be aware of any restrictions when preparing the design.

### **PIO PICO KOREATOWN BRANCH LIBRARY**

The Digital Media Lab in this location will be more focused on the business/manufacturing aspects of technology. This lab will be integrated into the Pio Pico Koreatown Branch Library. It will be located in an area approximately 2,060 square feet near the circulation desk.

This will be a space where the public can come to use digital equipment and software that otherwise might not be available to them. It will be a space for the public (entrepreneurs) to learn and do things such as digital processing, computer programming, making applications for android and IOS devices, patent research, learning financial programs, preparing business presentations, etc.

The selected consultant shall provide the complete design services including the evaluation of the structural, mechanical, plumbing, and electrical systems in addition to the architectural treatment and features of the project. The designs will provide detailed plans to be used for construction (insuring that all City of Los Angeles Building Codes will be met), indicate the state-of-the-art equipment, furniture and all necessary items that should be installed to open a public digital media lab to service the maximum number of patrons possible in the space allocated.

As appropriate, when developing design plans, the successful consultant should reach out to other organizations and experts in order to better understand the broad technological, social and economic environments and trends and their potential impact on libraries.

## **3. PROPOSAL RESPONSE**

Firms interested in providing the services described above are requested to submit the following:

### **3.1 Executive Summary**

Each proposal should be accompanied by an executive summary not exceeding five pages which summarizes key points of the proposal and which is signed by an officer of the firm who is responsible for committing the firm's resources.

### **3.2 Library Expectations**

This proposal shall include the consultant's statement of qualifications, which includes their understanding of detailed design plans which will be required in constructing the Digital Media Labs. The proposal shall also include:

1. Narrative(s) of past project experience of similar size and scope;
2. Resumes and references of all personnel;
3. Proposed fees to meet the requirements in the Scope of Work;
4. Qualifications of sub-consultants and their fees; and,
5. Proposed project schedule which should include a timeline of expected deliverables once a contract is awarded.

Once the consultant is selected, LAPL will issue the contract along with firm notice to proceed to start the design process with dates of deliverables as indicated in the RFP.

Note: After the completion of the design plans for digital media labs in Central Library and Pio Pico Koreatown Branch, LAPL may wish to expand this service to other Library facilities throughout the City, if funding becomes available. At the Library's sole discretion, the successful proposer may be used to design any additional sites without going through another RFP process during the term of this agreement.

#### 4. EVALUATION AND SELECTION PROCESS

A selection committee comprised of LAPL and other appropriate personnel will evaluate each proposal and the following criteria will be used in evaluating proposals and selecting the successful proposer.

Best response to the required Scope of Work (section 2) and the Proposal Response (section 3)	35
Cost to complete the entire project	25
Experience of Firm and Personnel completing similar projects (Libraries/ Digital Learning Spaces)	25
References	15
Total	100

Based upon these evaluations, if needed, the selection committee shall select 1-3 firms which, in its judgment, are the most qualified. These firms selected as most qualified shall constitute the short-list of proposers to be interviewed by the committee should presentations be necessary.

##### 4.1 Interviews

The committee shall send written notice of the date and location for interviews to the short-listed proposers. During the interviews, the committee will evaluate the proposers on the following criteria:

- a. Past performance;
- b. Capabilities of firm/individuals to do the work;
- c. Demonstrated ability to meet time and budget requirements;
- d. Recent, current, and projected workloads of the firms;
- e. Creativity and insight related to the project; and
- f. Related experience on similar projects (Libraries/ Digital Learning Spaces)

## 5. PROPOSAL SUBMITTAL AND REQUIREMENTS

### 5.1. Mandatory Pre- proposal Conference

A mandatory pre-proposal conference will be held to receive questions from prospective proposers regarding this Request for Proposals (RFP). This conference has been scheduled for July 22, 2015 at 10:00 a.m. at the LAPL's Central Library, 630 W. Fifth St., Los Angeles, CA 90071.

#### 5.1.1. Purpose of Pre-Proposal Conference

Attendance at the Pre-Proposal Conference and Sign-in on the attendance roster is required to satisfy requirements of the City's Business Inclusion Plan submittal (see Exhibit E.18). Any questions related to the RFP will be addressed at the Pre-proposal Conference.

### 5.2. Proposal Format

Proposals shall be based only on the material contained in the RFP, pre-proposal conference responses, amendments, addenda and other material published by the City relating to the RFP. The proposer shall disregard any previous draft material and oral representations that may have been obtained by the proposer. Proposals shall be submitted in accordance with the requirements of this RFP, including any addenda.

### 5.3. Submission Requirements

#### 5.3.1. Submission Date and Location

LAPL will evaluate only written and signed proposals. LAPL will not accept a telegraphic or telephone proposal. Proposers are required to submit **one original RFP signed in ink and four hard copies of the RFP response along with an electronic version on a flash drive**. Each proposal must be enclosed in a sealed package showing the proposal title in the lower left hand corner. It is recommended that a messenger deliver the proposal to ensure timely delivery. The proposal shall be addressed as follows:

Board of Library Commissioners  
Los Angeles Public Library  
630 W. 5<sup>th</sup> Street  
Los Angeles, CA 90071

**A proposal must be received at the address given above on or before 3:00 p.m. on September 2, 2015. A proposal received after 3:00 p.m. on September 2, 2015 will not be accepted and shall be returned to the proposer unopened.**

The formal opening of proposals will take place at that time. The LAPL reserves the right to extend the submission date. Any changes

on submission date will be posted on <http://www.labavn.org>.

**5.3.2. In Writing**

All proposals must be submitted in writing and proposers shall complete and return all applicable documents including attachments, forms, appendices, and any technical and/or illustrative literature. The City may deem a proposer non-responsive if the proposer fails to provide all required documentation and copies.

**5.3.3. Cover Letter**

Each proposal must include a cover letter limited to one page. The cover letter must include the title, address and telephone number of the person or persons who will be authorized to represent the proposer.

**5.3.4. Authorized Signatures**

Proposals must be signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company to all commitments made in the proposal. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one proposer or one legal entity. The proposal must identify the responsible entity.

**5.3.5. Relevant Experience**

The experience of the proposer should be described in detail, including projects of a similar nature. Pictures of finished projects will also be accepted. A list of key personnel working on the project must be included describing their duties and a list of relevant experience for each must be submitted.

**5.3.6. References**

Proposer must include five references: For each reference, please list the name, his/her position, organization, address, phone number and email address. For each reference describe the nature of the project and the timeline to complete the project.

**5.3.7. Project Cost**

The proposer must delineate the costs of the proposal.

**5.4. General Conditions**

**5.4.1. Declaration of Non-Collusion**

Each proposal must have attached thereto the affidavit of the proposer that such proposal is genuine, and not a sham or collusion, or made in the interest or on behalf of any person, firm, or corporation

not herein named; and that the proposer has not directly or indirectly induced or solicited any other proposer to submit a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal.

Proposers shall submit a signed Declaration of Non-Collusion (Appendix E.1). No other form will be accepted.

#### **5.4.2. Acceptance and Disposition of Proposals**

The City of Los Angeles reserves the right to reject all proposals. Failure of the proposer to submit the above-required documents with their proposal may render the proposal non-responsive and result in its rejection.

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles and will be a matter of public record, subject to the State of California Public Records Act (California Code Sections 6250 et seq.). Proposers must identify in writing all copyrighted material, trade secrets, or other proprietary information that the Proposers' claim are exempt from disclosure under the California Public Records Act (CPRA). Any proposer claiming such exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the proposer claims is not subject to disclosure under the Act. Please note that the wholesale use of headers/footers bearing designations such as "confidential," "proprietary," or "trade secret" on all or nearly all of a proposal is not acceptable, and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific.

In addition to the requested copies under Section 4.3.1 all proposers must supply one unbound, complete duplicate copy of its proposal with those specific items claimed as exempt clearly marked (redacted). This copy must identify what specific information (if any) in their proposal that they claim, in good faith, is exempt from disclosure under the CPRA.

Any proposer claiming such exemption must also state in the proposal the following: "The proposer agrees to indemnify the City and its officers, employees, and agents and hold them harmless from any claim or liability and will defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefor."

It is the intent of the City of Los Angeles to award a contract in a form approved by the City Attorney to the selected proposer. The RFP and the contractor's proposal, or any part thereof, may be incorporated into and made part of the contract. The City reserves

the right to further negotiate the terms and conditions of the contract. The City reserves the right to withdraw this RFP, to reject any proposal for non-compliance with RFP provisions, or not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the City's best interest.

#### **5.4.3. Proposal Protest**

The City will notify all proposers of the contract award recommendation. Any protest to a proposal award(s) must be submitted in writing to the Contract Administrator at the address shown below, by certified mail or personal delivery, within seven (7) calendar days of the mailing date of the notice of contract award recommendation. Proposers may appeal procedural issues only

The procedure and time limits set forth in this section are mandatory and are the proposers' sole and exclusive remedy in the event of a protest. Failure by a party originating a protest to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings. At a minimum, any written protest document must include the following:

1. Name, address, and telephone number of the protesting party
2. Name and number of this RFP.
3. Detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents. The statement must also refer to the specific portion of the documents that form the basis of the protest.
4. Request for a ruling from LAPL.
5. Statement as to the form of relief requested.

Protest and attached documentation must be sent to the following address:

Kris Morita, Asst. General Manager  
Los Angeles Public Library  
630 W. Fifth Street  
Los Angeles, CA 90071

LAPL may hold a hearing within five (5) working days after receiving the protest, unless waived by the proposer. The City Librarian shall make a final determination with respect to the protest and shall award the contract accordingly or reject all proposals. This decision shall be final.

#### **5.4.4. RFP Revisions**

Any revision, amendment and addendum made to this RFP will be posted on <http://www.labavn.org>.

**5.4.5. Transfers, Joint Ventures and Use of Subcontractors**

Proposer shall not, without written consent of LAPL assign, hypothecate, or mortgage any terms in a contract with the City or sublease or license any portion of the work. Any attempted assignment, hypothecation, mortgage, sublease, or license without consent of LAPL shall render a contract null and void. Each and all conditions herein contained to be performed by proposer shall be binding on any consented transferee thereof.

**5.4.6. Information Requested and Not Furnished**

The information requested and, the manner of submission, are essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

**5.4.7. Alternatives**

The proposer shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal's documents. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

**5.4.8. Proposal Errors**

Proposer is liable for all errors or omissions incurred by proposer in preparing the proposal. Proposers will not be allowed to alter proposal documents after the due date for submission.

The City reserves the right to make corrections or amendments due to errors identified in proposal by the City or the proposer. This type of correction or amendment will only be allowed for errors and typing or transposition. All changes must be coordinated in writing with authorization by and made by the Contract Administrator.

**5.4.9. Interpretation and Clarifications**

The City will consider prospective recommendations or suggestions regarding any requirements before the pre-proposal conference. All recommendations or suggestions must be in writing and submitted to the Contract Administrator. The City reserves the right to modify requirements on any RFP if it is in the best interest of the City.

**5.4.10. Cost of RFP**

The City is not responsible for any costs incurred by proposer while submitting proposals.

**5.4.11. Americans with Disabilities Act**

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposal, programs, services and activities. If an individual with a disability requires accommodations to attend a pre-proposal conference or proposal opening, please contact the Contract Administrator at least five working days prior to the scheduled event.

**5.4.12. Proposers Contact for Information**

For answers to questions relating to the content of this RFP, the proposers shall submit requests in writing to:

Eloisa Sarao, Asst. Business Manager  
Los Angeles Public Library  
630 West Fifth Street  
Los Angeles, CA 90071  
E-mail: [esarao@lapl.org](mailto:esarao@lapl.org)

LAPL shall be the sole judge of whether or not an answer is required. All questions submitted in writing by a proposer and answers provided by LAPL will be posted on <http://www.labavn.org> as an Amendment to the RFP.

Any oral communication between a proposer and a City employee is not binding on LAPL or the City of Los Angeles.

**5.5. Standard Provisions for City Contracts**

All contracts entered into as a result of this RFP are subject to the Standard Provisions for Personal Services Contracts (Rev2\_3-09, see Attachment A).

**5.6. Supporting Documents Required By the City of Los Angeles**

**5.6.1. Contractor Responsibility Ordinance**

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance (CRO). Proposers shall refer to Appendix E.2, "Contractor Responsibility Ordinance," for further information regarding the requirements of the Ordinance.

All proposers shall complete and return, with their proposal, the Responsibility Questionnaire included in Appendix E.3 and Pledge of Compliance to the Ordinance, Appendix E.4. Failure to return the completed questionnaire may result in a proposer being deemed non-responsive.

### **5.6.2. Equal Benefits Ordinance**

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All bidders/proposers shall complete and upload, the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to award of a City contract valued at \$5,000. The Equal Benefits Ordinance Affidavit shall be valid for a period of twelve months from the date it is first uploaded onto the City's BAVN.

Bidders/Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit. Bidders/Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at [www.bca.lacity.org](http://www.bca.lacity.org).

### **5.6.3. Living Wage Ordinance and Service Contractor Worker Retention Ordinance**

Unless approved for an exemption, Contractors under contracts primarily for the furnishing of services to or for the City that involve an expenditure or receipt in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Proposers shall refer to "Living Wage Ordinance" (Appendix E.5) and "Service Contractor Worker Retention Ordinance" (Appendix E.10) for further information regarding the requirements of the Ordinances.

Proposers who intend to subcontract any of their services must submit the Subcontractor Information Form (Appendix E.8) and the Subcontractor Declaration of Compliance to Living Wage (Appendix E.7).

The LWO Employee Information Form (Appendix E.6) will be required of any successful proposer.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO or SCWRO Lists of Statutory Exemptions shall apply for exemption from the Ordinance(s) by submitting with their proposal the proposer Application for Non-

Coverage or Exemption (Form OCC/LW-10, Appendix E.9), the Non-Profit/One Person Contractor Certification of Exemption Form (Form OCC-LW13, Appendix E.9a), or the Small Business Exemption Application (Form OCC/LW-26A, Appendix E.9b), and the SCWRO Application for Non Coverage or Exemption (Form OCC/SCWRO-1, Appendix E.11).

As of July 1, 2014, Contractor Employers shall pay employees a wage of no less than \$11.03 per hour with health benefits of \$1.25 per hour or \$12.28 per hour without health benefits. Such rates shall continue to be adjusted annually to correspond with adjustments to retirement benefits paid to members of the City Employment Retirement System (CERS).

**5.6.4. Non-Discrimination/Equal Employment/Affirmative Action Plan**  
Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

Non-construction contracts for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. All bidders/proposers shall complete and upload, the Non-Discrimination/Equal Employment Practices Certification (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN at [www.labavn.org](http://www.labavn.org) no later than the time when an individual Bid/Proposal is submitted. However, bidders/proposers with Certifications previously uploaded to BAVN within the last year do not need to resubmit the document.

Non-construction contracts for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All bidders/proposers shall complete and upload, the City of Los Angeles Affirmative Action Plan (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) no later than the time when an individual Bid/Proposal is submitted. Bidders/Proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto BAVN. Bidders/Proposers with Affirmative Action Plans previously uploaded to BAVN within the last year do not need to re-submit the document.

Furthermore, subject subcontractors shall be required to submit the Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan to the successful bidder/proposer prior

to commencing work on the contract. The subcontractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful bidder/proposer and shall be made available to the Office of Contract Compliance upon request.

Both the Non-Discrimination/Equal Employment Practices Certification and the City of Los Angeles Affirmative Action Plan Affidavit shall be valid for a period of twelve (12) months from the date it is first uploaded onto the City's BAVN.

Bidders/Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

#### **5.6.5. Slavery Disclosure Ordinance**

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

All Proposers shall complete and upload the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to award of City contract.

Bidders/Proposers seeking additional information regarding the requirements of the Slavery Discovery Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

#### **5.6.6. Child Support Obligations Compliance Form**

The City of Los Angeles has adopted an ordinance, see Appendix E.12, requiring that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support.

All proposers shall complete and return with their proposals the Certification of Compliance with Child Support Obligations included in Appendix 12a.

#### **5.6.7. City Contracts Held Within the Past Ten Years**

The Los Angeles City Council passed a resolution on July 21, 1998 requiring that all proposed vendors supply in their proposal a list of all City of Los Angeles contracts held by the proposer or any affiliated entity during the preceding 10 years. The City of Los Angeles

Contract History is attached as Appendix E.13. If the proposer has held no City of Los Angeles contracts during the preceding 10 years, this must be stated on the form.

**5.6.8. Los Angeles Residence Information**

The City Council in consideration of the importance of preserving and enhancing the economic base and well-being of the City encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires proposers to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles.

All proposers shall complete and return with their proposals the City of Los Angeles Residence Information Form included in Appendix E.14.

**5.6.9. City Ethics Certification and Contributions**

Any bidder for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, on a completed Bidder Certification CEC Form 50 as proscribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualified as a lobbying entity under the Ordinance.

The exemptions contained in Los Angeles Administrative Code Section 10.4.4 shall not apply to this subsection.

Bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, twelve (12) months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

CEC Form 55 requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment.

Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

All proposers shall complete and return with their proposals the City Ethics Commission's Bidder Certification and Contributions Form 50, Appendix E.15 and Form 55, Appendix E.16 and Form 56, Appendix E.16a.

#### **5.6.10. Business Tax Registration Certificate**

In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate (BTRC) is required of persons engaged in business activity within the City. The Office of Finance's Tax and Permits Division, (213) 473-5901, has sole authority in determining a firm's tax requirements and in issuing Business Tax Registration Certificates or Business Tax Exemption numbers.

Accordingly, a firm's current Business Tax Registration Certificate or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment.

The proposer, in submitting this proposal, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number.

#### **5.6.11. City's Insurance Requirements**

The proposer shall not commence work under any contract with the City until all insurance required under this section of this RFP has been obtained and approved by the City.

At proposer's own cost and expense, proposer and each of its subcontractors shall procure and maintain the minimum insurance requirement for the term of the contract and any additional terms as outlined in Appendix E.17. Proposer shall purchase policies of general liability and worker's compensation from companies authorized to transact business in the State of California by the Insurance Commissioner. The required insurance must be filed with City Administrative Office, Risk Management through the City's internet site, <http://track4la.lacity.org/> that uses the standard insurance industry form, the ACORD 25 Certificate of Liability Insurance in electronic format.

No work may be done pursuant to this contract until the specified documents have been approved by the City Administrative Officer, Risk Management Section.

#### **5.6.12. Business Inclusion Program (BIP) Requirements**

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises; including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for and participate in City contracts. Equal opportunity will be determined by the proposer's BIP outreach documentation, as described in Appendix E.18, the Business Inclusion Program, of this RFP. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting. Proposers must refer to Appendix E.18, Business Inclusion Program of this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network ([www.labavn.org](http://www.labavn.org)). **A proposer's failure to utilize and complete their BIP Outreach as described in Appendix E.18 may result in their proposal being deemed non-responsive.**

**For assistance on how to use BAVN go to:**  
<http://bca.ci.la.ca.us/index.cfm> > contracting resources > BAVN BIP Outreach Helpful Hints.

#### **5.6.13. Contractor Evaluation Program**

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

#### **5.6.14. Local Business Preference Program**

This program is subject to the policies and requirements established by the City Council and the City of Los Angeles (City) Mayor's Office, Ordinance No. 181910, Article 21, Sections 10.47, et esq. of the Los Angeles Administrative Code. The City is committed to maximizing opportunities for local businesses, as well as encouraging local

businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Bidders should be fully informed of this program. (see Appendix E.19).

**5.6.15. Iran Contracting Act of 2010**

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit", see Appendix E.20.

**5.6.16 First Source Hiring Ordinance**

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City, the value of which exceeds \$25,000 with a term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Bidders/Proposers shall refer to Appendices E.21 and E.21a "First Source Hiring Ordinance" for further information regarding the requirements of the Ordinance.

All Bidders/Proposers shall complete and upload the First Source Hiring Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to award of a City contract. The First Source Hiring Ordinance Affidavit shall be valid for a period of twelve months from the date it is first uploaded onto the City's BAVN.

Bidders/Proposers seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

## 6. PROPOSER CHECK LIST

The proposal package should contain the following items. Additional forms may be required, as described in the Appendices, if proposer is applying for any exemptions or waivers or utilizes subcontractors as described in the Appendices.

Section	FORM/DOCUMENT DESCRIPTION		INITIAL
5.3.3.	* Cover Letter	<input type="checkbox"/>	
5.3.5.	* Relevant Experience	<input type="checkbox"/>	
5.3.6.	* References	<input type="checkbox"/>	
5.3.7.	* Project Cost	<input type="checkbox"/>	
Appendix E.1	* Declaration of Non-Collusion	<input type="checkbox"/>	
Appendix E.2	* Contractor Responsibility Ordinance (CRO)	<input type="checkbox"/>	
Appendix E.3	* CRO Questionnaire	<input type="checkbox"/>	
Appendix E.4	* CRO, Pledge of Compliance	<input type="checkbox"/>	
Appendix E.5	* Living Wage Ordinance (LWO) and amendments	<input type="checkbox"/>	
Appendix E.6	* LWO Employee Information Form	<input type="checkbox"/>	
Appendix E.7	* LWO Subcontractor Declaration of Compliance	<input type="checkbox"/>	
Appendix E.8	* LWO Subcontractor Information Form	<input type="checkbox"/>	
Appendix E.9	# LWO Non-Coverage Exemption Form (if applicable only)	<input type="checkbox"/>	
Appendix E.9a	# LWO Non-Profit/One Person Exemption Form (if applicable only)	<input type="checkbox"/>	
Appendix E.9b	# LWO Small Business Exemption Form (if applicable only, English)	<input type="checkbox"/>	
Appendix E.9c	# LWO Small Business Exemption Form (if applicable only, Spanish)	<input type="checkbox"/>	
Appendix E.10	# Service Contractor Worker Retention Ordinance (SCWRO) and amendments	<input type="checkbox"/>	
Appendix E.11	# SCWRO Application for Non-Coverage or Exemption (if applicable only)	<input type="checkbox"/>	
Appendix E.12a	* Child Support Certification of Compliance	<input type="checkbox"/>	
Appendix E.13	* City of Los Angeles Contract History	<input type="checkbox"/>	

Appendix E.14	* City of Los Angeles Residence Information	<input type="checkbox"/>	
Appendix E.15	* Bidder Certification Form 50	<input type="checkbox"/>	
Appendix E.16	* Bidder Certification Form 55	<input type="checkbox"/>	
Appendix E.16a	* Prohibited Contributors CEC Form 56	<input type="checkbox"/>	
5.6.15	* Iran Contracting Act of 2010 Affidavit	<input type="checkbox"/>	
5.6.10	* Business Tax Registration Certificate	<input type="checkbox"/>	
5.6.2	^Equal Benefits Ordinance	<input type="checkbox"/>	
5.6.4	^ Non-Discrimination/Equal Employment/Affirmative Action Plan	<input type="checkbox"/>	
5.6.5	^ Slavery Disclosure Ordinance	<input type="checkbox"/>	
5.6.12	^Business Inclusion Program	<input type="checkbox"/>	
5.6.16	^ First Source Hiring		
Appendix E17	@ Insurance Requirements	<input type="checkbox"/>	
Attachment A	@ – Standard Provisions of City Contracts	<input type="checkbox"/>	

**KEY:**

**\* Completed and attach with proposal.**

**# No submission required at this time unless requesting an exemption, only for Proposer’s acknowledgement of understanding the ordinance and/or compliance.**

**^ All bidders/proposers must complete and upload the forms marked with an (^) through the City of Los Angeles Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to the deadline for submission.**

**@ Required after award of Contract.**

**MATTERS PENDING  
BOARD OF LIBRARY COMMISSIONERS**

**July 9, 2015**

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. LIBRARY FOUNDATION PRESENTATION	Pending
2. REPORT AND DISCUSSION ON THE POSSIBILITY OF AN AMNESTY PROGRAM FOR DELINQUENT LIBRARY ACCOUNTS	August 27, 2015

**COMMISSIONERS' OVERSIGHT RESPONSIBILITY**

Library Foundation of Los Angeles Board

Gregory Bettinelli, Board Member

Mai Lassiter, Board Member

Media Marketing Ad Hoc Committee

Bich Ngoc Cao, Vice President

Mai Lassiter, Board Member

Board Policies & Procedures Committee

Chair: Vacant

Member: Vacant