



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: **AE-3**

July 15, 2010

REQUEST FOR PROPOSALS AS-NEEDED COMMUNITY PROGRAMS SUPPORT SERVICES FOR MARTIN LUTHER KING, JR., MEDICAL CENTER INPATIENT TOWER RENOVATION PROJECT, MULTI-SERVICE AMBULATORY CARE CENTER/ANCILLARY BUILDING PROJECT, AND OTHER ASSOCIATED PROJECTS

The County of Los Angeles Department of Public Works hereby invites interested full services community outreach firms to submit proposals for As-Needed Community Programs Support Services for the Martin Luther King, Jr., Medical Center Inpatient Tower Renovation Project, Multi-Service Ambulatory Care Center/Ancillary Building Project, and other associated projects.

We request your indication within five working days from receipt of this letter that you will or will not be responding to this Request for Proposals. Please complete the enclosed Response to Request for Proposals form and fax to Ms. Grace Stohs at (626) 979-5311.

A pre-proposal meeting will be conducted on July 29, 2010, 9:00 a.m., at Public Works Headquarters, 900 South Fremont Avenue, Conference Room B, 1st Floor, Alhambra, CA 91803. Attendance is strongly encouraged.

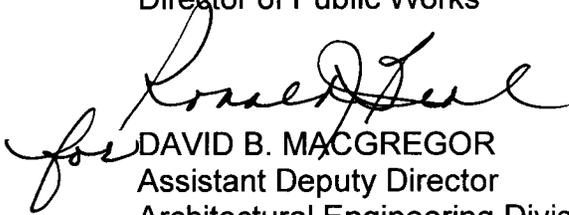
Proposals must be addressed and submitted to the Department of Public Works, Architectural Engineering Division, 900 South Fremont Avenue, 8th Floor, Alhambra, CA 91803, attention Ms. Grace Stohs, **no later than 5:00 p.m., August 16, 2010**. Envelopes should be marked: "As-Needed Community Programs Support Services for Martin Luther King, Jr., Medical Center Inpatient Tower Renovation Project, Multi-Service Ambulatory Care Center/Ancillary Building Project, and Other Associated Projects."

Request for Proposals
July 15, 2010
Page 2

If you have any questions regarding this Request for Proposals, please contact Ms. Stohs at (626) 458-5114, email at gstohs@ladpw.org, or send a fax to (626) 979-5311.

Very truly yours,

GAIL FARBER
Director of Public Works

A handwritten signature in black ink, appearing to read "David B. MacGregor". The signature is written in a cursive style and is positioned to the left of the typed name.

DAVID B. MACGREGOR
Assistant Deputy Director
Architectural Engineering Division

GS
P:\aepub\CONTRACTS\Grace\MLK\Community Programs Support Services\RFP Covr Ltr.doc

Enc.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS
ARCHITECTURAL ENGINEERING DIVISION**

RESPONSE TO REQUEST FOR PROPOSALS (RFP)

Please complete this form and fax to the person indicated in the RFP cover letter.
Thank you.

Date:

To: Grace Stohs
Department of Public Works

Fax: (626) 979-5311

Company:

Contact Name:

Phone: ()

Fax: ()

Email:

Project Name: As-Needed Community Programs Support Services for the
Martin Luther King, Jr., Medical Center Inpatient Tower Renovation
Project, Multi-Service Ambulatory Care Center/Ancillary Building
Project, and Other Associated Projects

Please check all that apply

- We will be responding to the RFP
- We will not be responding to the RFP

Reason(s) for not responding to the RFP:

- Due to current or anticipated workload
- Do not perform the type of work required by the RFP
- Staffing not available at this time
- Not enough time provided to respond
- Other

REQUEST FOR PROPOSALS

AS-NEEDED COMMUNITY PROGRAMS SUPPORT SERVICES

FOR

MARTIN LUTHER KING, JR., INPATIENT TOWER RENOVATION PROJECT

AND

MULTI-SERVICE AMBULATORY CARE CENTER/ANCILLARY BUILDING PROJECT

AND

OTHER ASSOCIATED PROJECTS

LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURAL ENGINEERING DIVISION
900 SOUTH FREMONT AVENUE, 8TH FLOOR
ALHAMBRA, CALIFORNIA 91803
TELEPHONE (626) 458-5114
FAX (626) 979-5311

**REQUEST FOR PROPOSALS
AS-NEEDED COMMUNITY PROGRAMS SUPPORT SERVICES
FOR
MARTIN LUTHER KING, JR. INPATIENT TOWER RENOVATION PROJECT,
MULTISERVICE AMBULATORY CARE CENTER/ANCILLARY BUILDING PROJECT,
AND OTHER ASSOCIATED PROJECTS**

TABLE OF CONTENTS

1. Introduction and Overview
2. Scope of Services
3. Schedule for Services
4. Compensation
5. Services by Public Works
6. General Conditions
7. Community Business Enterprise (CBE) Participation
8. Format of Proposal
9. Evaluation Criteria

CERTIFICATION FORMS

CBE Participation Form
CBE Program Sanctions
Avoidance of Conflict of Interest Certificate, Proposer's EEO Certification Form, and
Lobbyist Ordinance Affidavit Form
Attestation of Willingness to Consider GAIN/GROW Participants
History of Contracting with the County of Los Angeles
False Claims
Civil Litigation History
Criminal Conviction
Contractor Employee Jury Service Program
Debarments
Labor Law/Payroll Violations
Proposer's Organization Questionnaire/Affidavit
Certification of Compliance with the County's Defaulted Property Tax Reduction Program

ATTACHMENTS

1. Sample Consultant Services Agreement
2. Insurance Alternative. 1 (Indemnification and Insurance Provisions)
3. Insurance Alternative 2 (Indemnification and Insurance Provisions)
4. Proposed Campus Site Plan
5. County of Los Angeles Department of Public Works Local Worker JOC Program
6. LACCD: 00800, Supplementary Conditions (page 11 of 18 only)
7. Evaluation Guidelines

**REQUEST FOR PROPOSALS
AS-NEEDED COMMUNITY PROGRAMS SUPPORT SERVICES
FOR
MARTIN LUTHER KING, JR. INPATIENT TOWER RENOVATION PROJECT,
MULTISERVICE AMBULATORY CARE CENTER/ANCILLARY BUILDING PROJECT,
AND OTHER ASSOCIATED PROJECTS**

1. INTRODUCTION AND OVERVIEW

In connection with the above-referenced building projects, the County of Los Angeles (County) is seeking to retain a highly experienced and qualified firm in the arena of community outreach to assist the County in creating and implementing a methodology for providing community programs support services with respect to a broad array of County programs, including but not limited to, local worker hiring, disadvantaged worker hiring, the County Community Based Enterprises (CBE) program and Small Business Enterprises (SBE). Firms that provide such community programs support services are requested to provide information and proposed strategy outlines for evaluation by the County to determine the qualifications of the proposers.

1.1 General

Vision: The County seeks to establish the Martin Luther King, Jr. (MLK) Medical Center campus as a center of excellence for health care delivery, urban health promotion and prevention, health workforce development, academic research and teaching, and economic development.

The Los Angeles County Department of Public Works (Public Works) is inviting interested full service Community Outreach firms to submit responses/qualifications as part of an offer to provide consultant services as a member of Public Works Project Delivery Team for the design and construction of the MLK Inpatient Tower Renovation Project (Hospital) and Multi-Service Ambulatory Care Center/Ancillary Building Project (MACC) located at **12021 South Wilmington Avenue, Los Angeles, CA 90059** (See Attachment 4, Proposed Campus Site Plan), in the Willowbrook area of Los Angeles County, California. Other work may include provision of such community programs support services for projects located at the County's Harbor-UCLA Medical Center, as well as other County facilities in the general vicinity.

1.2 Objective

The County's objective is to select a Consultant to provide As-Needed Community Programs support services to the County, which demonstrates the highest level of experience and capability, as well as exhibits proactive leadership, good planning and management practices. Of particular importance is the ability of the successful firm to provide staff that is self-motivated and can quickly learn the County process to successfully assist the County in achieving its outreach goals.

The selected proposer will be expected to lead an effort to outline and implement a complete community outreach strategy to meet the stated goals of the County as outlined in this RFP. The proposer will be required to work with the County, the County's consultants, and the selected Design-Builders for the projects in order to create a complete program and all required reporting processes utilizing management and reporting software which will be managed by the County. It will need to coordinate its efforts closely with the County during both design and implementation of the outreach efforts.

The County seeks to encourage inclusiveness of business and workers within the various aspects of the Hospital and MACC projects. The consultant needs to demonstrate a good faith effort with the County's Community Business Enterprise (CBE) Program, and to seek opportunities to expand contracting opportunities through joint venture wherever possible. In addition, the selected firm will assist the County in implementing programs such as community outreach, local worker and/or disadvantaged worker hiring, and CBE.

Consultant must provide evidence of its ability to perform the proposed scope from a local office within Los Angeles County or adjoining counties. For the purposes of this proposal, 'local office' shall be defined as an office operated within the confines of the Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

Public Works will select the firm which demonstrates a client focused business philosophy that is determined to be the best qualified through organization, structure, resource base, and personnel expertise and experience to deliver the required services which include, but are not limited to:

- 1.2.1 Assist in the creation and implementation of a complete community outreach program, provide support for County outreach efforts and the provision of public information regarding the projects as requested by the County, including Community relations associated with the coordination or mitigation of construction impacts.
- 1.2.2 Support of County outreach programs such as Local worker hiring, Disadvantaged worker hiring, Community/Small Business Enterprise outreach, or other such outreach efforts as may be requested by the County.
- 1.2.3 Labor Compliance Monitoring as required in Section 20133 of the Public Contract Code.
- 1.2.4 Assist the County in incorporating community outreach concepts and implementation, as appropriate, into a Project Labor Agreement (PLA) relating to any building project within the scope of this RFP, should the County decide to enact such a PLA.
- 1.2.5 Documentation and tracking of all required information for multiple projects with specific tracking of individual projects as required.
- 1.2.6 Other services as required to achieve a complete project.

See Section 2, Scope of Services for further clarification of services which the County may request to be provided during the course of this project.

As noted below in Section 1.3, additional services may be requested to support needs at the Harbor-UCLA Medical Center, South Health Center, Hubert H. Humphrey Comprehensive Health Center, and other County health facilities in the service areas of Harbor-UCLA and Martin Luther King, Jr., Medical Centers as may be requested at the discretion of the County.

1.3 Project Description

MLK Medical Center opened its doors as a County hospital in 1972. In August 2007, MLK stopped providing inpatient services. The County has since been working to develop options to reopen inpatient services at the MLK Medical Center campus.

In December 2008, the Los Angeles County Board of Supervisors approved the motion to develop a plan to restore services at MLK, including a 120 licensed bed hospital, an emergency room, hospital support services, and a MACC.

A plan was developed by the County for the required elements including a site plan and programming documents. In August of 2009, the Los Angeles County Board of Supervisors approved a motion to fund the design and construction of the project. The project has been divided into 2 separate efforts which have been identified as Project 1 for the hospital component of the project and its subtasks, and Project 2 for the MACC and its subtasks. Each project requires separate documentation and tracking.

The County is enacting a multi-part program to upgrade existing facilities at the existing 38 acre MLK Medical Center Campus. Presently, the County is operating a large outpatient care center, an inpatient psychiatric facility, and various support services on this campus. The overall program at this site will construct 2 distinct projects simultaneously: (1) the Inpatient Tower Renovation Project (also referred to as IPT or Hospital), and (2) the Multi-Service Ambulatory Care Center (MACC) replacement project.

It is important to emphasize to the proposers the aggressive delivery schedules of these projects. The Hospital project is required to achieve substantial completion by December of 2012 and be open for business in mid-2013. The MACC project will have concurrent construction activities with a scheduled opening in late-2013. Additionally there are various portions of the MACC project which affect the opening of the Hospital project and will require close coordination between both projects.

Funding for the projects (Project 1 and Project 2) may be anticipated to include American Recovery and Reinvestment Act (ARRA) funds.

PROJECT 1

The following project elements are included in a grouping identified as Project 1. This project is scheduled to achieve Substantial Completion by December 31, 2012.

Make-Ready – A make-ready effort has already begun which is designed to prepare various existing buildings, new building components, and future building sites for the upcoming renovation effort. This make-ready work, under the Inpatient Tower Renovation Project, will entail the relocation of existing outpatient functions which currently reside in the basement and second floors of the Inpatient Tower. The make-ready work also includes necessary demolition of the interior of the Inpatient Tower and other existing buildings, relocation of on-site utilities, and abatement of hazardous materials. This make-ready work will be conducted using Board-approved Job Order Contracts (JOC), and will be performed concurrently with the initial design and permitting process for the build out of the Inpatient Tower Renovation Project. The work in this make-ready effort is scheduled to be completed prior to the commencement of Design-Build activities. The intent of this work is to mitigate the risk of unforeseeable conditions which might impact the work of the selected Design-Builder.

Inpatient Tower Renovation – The Hospital is a proposed new community hospital which will be housed primarily in existing buildings. The existing Inpatient Tower building, approximately 194,000 square feet, will be renovated to house approximately 120 patient beds and other essential hospital services such as an emergency department, inpatient pharmacy, radiology, operating rooms, and central sterilization and support functions. The emergency department will support an estimated 30,000 annual visits with an additional 5,000 annual patient follow-up visits. The Inpatient Tower is supplemented by an existing 28,000 square feet Hospital Services Building which will house materials management, food and nutrition services and waste management services. A pneumatic tube system will also be installed to serve the Inpatient Tower, MACC and Hawkins buildings.

Central Plant – The project also includes a complete renovation of the existing Central Plant which serves the entire campus. The remodel and expansion includes upgrades to existing buildings and the addition of 2 new buildings. The existing Central Plant Phase 1 (CP-1) provides utilities for the entire campus. This building will receive structural upgrades to meet a SB-1953 SPC 4 rating. Portions of this work will be performed as part of the Make-Ready effort. Other structural and non-structural elements will be completed through Design-Build project delivery. The existing Central Plant Phase 2 (CP-2) currently contains chillers and pumps. This building will be remodeled to become the Boiler plant by a Design-Builder following the addition of a new Phase 3 building. The Central Plant Phase 3 (CP-3) is a new building to be constructed adjacent to the existing CP-1 and CP-2 buildings. CP-3 will house a new chiller

plant and cooling towers. The project will also construct a new Electrical Switchgear and Emergency Generator Building (CP-4). The revised central plant will incorporate all new equipment which will serve the entire MLK Campus. The control system for the revised Central Plant will incorporate full variable speed technology, modern control systems and a sub-metering capability to allow the future operator to service the needs of this unique project.

PROJECT 2

The following project elements are included in a grouping identified as Project 2. This project is scheduled to achieve Substantial Completion by mid-2013.

Hospital Entry Building – Also adjacent to the Inpatient Tower and integral to its circulation and operation will be the Hospital Entry Building. This 20,000 square foot, 2-story building will contain the main entry point and lobby to the hospital, the cafeteria which serves the entire campus, and corridors required to traverse the various reconfigured campus buildings, as well as house Hospital Administration on the 2nd floor of the building. This building will also sit atop the new pedestrian tunnel providing access between the Hospital Service Building and the Inpatient Tower.

A recommendation will likely be made to the Board of Supervisors to shift the scope of this building from Project 2 into Project 1.

MACC & North Service Buildings – The previously described MACC project, which will be designed and constructed under a separate RFP by a separate Design-Builder, includes the construction of a new 130,000 square foot, 4 story, Multi-service Ambulatory Care Center (MACC) which will include an ambulatory surgery center and other clinical and support services such as respiratory care, radiology, pharmacy, laboratory, central sterile, dietary, orthopedics, pediatrics, admitting, women's services, hemo/oncology, eye, pulmonary, pathology, dermatology, GI, and other administrative functions. This project also includes the 2-story, 20,000 square foot, Hospital Entry Building noted above. The North Service building will receive approximately 25,000 square feet of interior TI and will provide administrative services to support the MACC. In addition, the South Service Building will also be renovated to provide warehouse services required by the Department of Health Services and to support the overall campus needs.

Support Buildings – Several other existing buildings on the campus including the North and South service and support buildings, Hawkins, and plant management buildings, will be renovated and/or converted to provide space for various support services for the revised campus. The scope for these upgrades includes equipment and seismic upgrades and upgrades to the existing data center.

MLK Master Plan and Other County Medical Centers: In addition to the services listed above, as part of this Request for Proposals (RFP), the County anticipates additional potential scope of work associated with MLK campus development which may include but is not limited to the procurement of support services for the preparation of a campus master plan for the Martin Luther King Jr. Hospital campus. Such additional support services may be procured under this RFP

In addition to scope of work listed above at the Martin Luther King Jr. Medical Center, support services may be requested for other County projects at the Harbor-UCLA Medical Center, South Health Center, Hubert H. Humphrey Comprehensive Health Center, and other County health facilities in the service areas of Harbor-UCLA and Martin Luther King, Jr. Medical Centers as may be requested at the discretion of the County.

RFP to be Interpreted Broadly:

The scope of this RFP is intended to be construed broadly to include, without limitation, support services for not only the Inpatient Tower (Project 1) and MACC/Ancillary Building (Project 2) projects described here, but other remodel, renovation, and construction projects on the Martin Luther King Jr. Hospital campus, and other work identified above; including projects that may result from needs, alternatives, or other opportunities arising from the implementation of the scope described above or other County needs.

1.4 RFP Schedule

Task	Date
Issue of Request for Proposals	07/15/10
Pre-Proposal Conference	07/29/10
Proposals Due	08/12/10
Proposal Evaluation	08/26/10
Oral Interviews (Optional)	09/01/10
Contract Award	12/01/10

(The County reserves the right to adjust these dates as required)

A pre-proposal meeting will be conducted on Thursday, July 29, 2010, at 9:00 a.m., at the Department of Public Works, Conference Room B. Attendance is strongly encouraged.

1.5 Proposed Project Schedule

Task	Finish
Make Ready (Project 1-A)	
Jurisdictional Approval	6/18/10
Construction Bid & Award (JOC)	8/21/10
Construction Substantial Completion	11/13/10
Hospital (Project 1-B)	
Design Completion	10/15/10
Jurisdictional Approval	1/14/11
Award D-B	2/1/11
Construction Substantial Completion	1/15/13
Acceptance	3/31/13
Move-In	7/15/13
MACC (Project 2)	
Scoping Design	9/17/10
Award D-B	2/25/11
Construction Substantial Completion	4/30/13
Acceptance	8/30/13
Move-In	1/30/14

1.6 Project Staffing – County Objective

1.6.1 Management of the Consultant

The Consultant staff shall take formal direction from the County's Public Works Project Manager assigned the responsibility for the project. All activities related to administration of the Consultant's agreement will be managed by the assigned County Project Manager.

1.6.2 Consultant's Professional Staff

1.6.2.1 The proposer acknowledges that its staff will serve at the pleasure of the County.

1.6.2.2 All professional staff provided by the Consultant shall be approved by the County and shall not be removed or replaced without prior consent of the County. If a change in personnel is required, the Consultant shall submit the name and résumé for the proposed replacement for County approval 30 days prior to the effective day of the change. In addition, proposers shall commit to the County that any staff presented and accepted by the County shall remain committed to the project as long as they remain employed by the consultant firm and remain acceptable to the County. The County, at its sole discretion, reserves the right to direct the Consultant to remove from the project any member or members of the Consultant's staff. Upon direction of the County, the Consultant shall be responsible for replacing any such staff for the County's approval within 14 days of the effective date of removal.

1.6.2.3 The Consultant shall designate an experienced senior individual as the supervisor/administrator of the Consultant's staff who will be responsible for the delivery of services in accordance with the established scope of services in the Consultant Services Agreement with the County.

The Consultant's designated supervisor/administrator shall interact with, and take formal direction from, the County Project Manager with respect to the delivery of all services under the Consultant Services Agreement.

- 1.6.2.4 Staffing Plan – The Consultant shall present a proposed staffing plan based on the scope of services identified in this RFP. It is envisioned that the successful Proposer and the County will agree on a final staffing plan which will be used as the basis for the Consultant Services Agreement. The staffing plan will indicate all anticipated project staff for the management of the project regardless of expected method of acquisition. Throughout the duration of the agreement, the Consultant will be required to periodically modify the staffing plan to meet current workload requirements of the project.

1.7 Consideration of Proposals

The proposals will be considered and evaluated in the following manner:

- 1.7.1 An initial pass/fail evaluation will be made for each proposal to determine whether the mandatory requirements required by Section 8 are included in each proposal.
- 1.7.2 Proposals that pass the initial pass/fail evaluation will be submitted to the Evaluation Committee for evaluation and rating.
- 1.7.3 All proposals that pass the initial pass/fail evaluation will be evaluated by the Evaluation Committee. A short list of not more than the four highest ranking proposing firms may be developed. Public Works may elect to invite the short-listed firms to an oral presentation and interview portion of the selection process. Oral Interviews will be evaluated and the score from the written proposals and the score from the oral interviews will be added to determine the top proposer to recommend for approval. The recommendation for selection will be made on the basis of corporate philosophy, qualifications, demonstrated competence, and technical response to the RFP without regard to race, creed,

color, or gender.

- 1.7.4 When the recommendation of the highest ranking firm is made , the selected firm will be invited to negotiate rates/fees/mark-up for the final scope of work. If negotiations with the top firm reach an impasse, the top ranked firm will be dismissed and the next ranked firm will be invited to negotiate fees for the final scope of work. If necessary, this process will be repeated until either the negotiations are successful or all shortlisted firms have been dismissed. The County reserves the right to expand the shortlist and invite additional firms to be interviewed as it may deem appropriate.

In the event that additional elements, changes, or enhancements to existing elements contained in this RFP may be required, the County reserves the right to negotiate these changes to be incorporated in the work product.

- 1.7.5 Upon successful conclusion of negotiations, Public Works intends to recommend an award of contract to the Board of Supervisors.

- 1.7.6 Notwithstanding a recommendation of a department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a Proposer and the terms of any resultant agreement, and to determine which Proposer best serves the interests of the County. The Board of Supervisors is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

1.8 Coordination with other Consultants

The execution of work under this RFP will require close coordination with the County project management team and other County Consultants.

1.9 Consultant Responsibility/Liability

The Consultant's monitoring and review of the work of other consultants and contractors, other than those with whom the Consultant contracts, shall be performed without the assumption of any responsibility or liability for the other consultants' or other contractors' work. However, the

Consultant shall advise Public Works on the adequacy, appropriateness, and accuracy of services provided by other project consultants and contractors.

1.10 County's Ownership of Materials and Equipment

All equipment approved by the Project Manager to be purchased by the Consultant for the project, and all materials, documents, reports and other information of all types first developed by the Consultant, or its sub-consultants for the project, and all work based thereon, incorporated therein, or derived there from, shall be the sole and exclusive property of the County.

2. SCOPE OF SERVICES

2.1 General

Consultant understands that all professional services procured under this contract are to be provided on an as-needed basis. The County shall have wide latitude in providing specific task requests to the consultant.

Consultant shall be responsible for duties as defined by the County Project Manager. Responsibilities shall not be limited in any way by any specific tasks identified in this document or subsequent contract agreement. All requested tasks that fit within the paid workday shall be completed in a professional manner and shall not under any circumstances constitute or justify an additive increase or change order to the contract amount.

Consultant understands that it is providing professional services, the details of which are subject to change based on the needs of the project and direction from the County Project Manager. Project Staff will be expected to utilize all of their professional capabilities to deliver services to the County.

Consultant will provide Community Programs support services as a member of the County Project Delivery Team for the project described in this RFP. The Consultant is expected to function as a partner with the County, architect/engineer, various consultants, jurisdictional agencies, and construction entities. The Consultant shall develop a specific Project

Delivery Plan for approval by the County. This plan shall specifically address key activities and related support requirements during the pre-construction, construction, and post-construction phases of the project.

2.2 Community Programs Support Services

All County support programs and details have not been determined at this time. It is anticipated that the selected Proposer will work with the County to establish Community Support programs and requirements under this RFP.

The Consultant shall furnish Community Programs Support services as required to assist in the management and execution of project activities which may include, but are not limited to:

2.2.1 Support of County outreach programs which include but are not limited to:

2.2.1.1 Local worker hiring: The County envisions a program similar to its current Job Order Contract (JOC) Local Worker Hiring Program (see Attachment 5]

2.2.1.2 Disadvantaged worker hiring: The County envisions a program similar to LACCD's Local and At-Risk Hiring Program (see Attachment 6) .

2.2.1.3 Small Business Enterprise Outreach: Assist the County in achieving participation by SBEs as subcontractors, material suppliers, vendors, etc.

2.2.2 Community relations and coordination of construction impacts.

2.2.3 Project Labor Agreement (PLA): Should the County elect to enter into a PLA for any project covered by the RFP, assist in managing the implementation of the PLA.

2.2.4 Respond to community concerns.

2.2.5 Attend community meetings and perform door-to-door outreach efforts in support of County goals.

2.2.6 Work with County consultants and systems to record efforts and compliance with any aspirational and mandatory outreach requirements.

2.2.7 Other services as required to achieve a complete project.

2.3 Monthly Project Reports

The Consultant may prepare, oversee, or otherwise assist in the preparation of monthly project reports, each in a single volume containing the following:

Executive Summary Narrative

Executive Summary Cost Report

Project Report

- Narrative

- Summary of Applicable Project Logs

- Project-related Photographs and Images (as required)

Monthly project reports are to be incorporated into other County reports.

2.4 Document Control

The County will establish, utilize and maintain a document control system to manage and store all project-related information. The system shall provide for the control of all documents, records, reviews and writings, and The system will account for all letters, memorandums, submittals, shop drawings, proceed orders, change orders, RFIs, RFQs, correspondence, reports, invoicing, and all other pertinent information generated throughout the life of the project. The selected Community Programs support consultant shall provide assistance to the County's Document Control Consultant in establishing the data requirements and then utilize the system established for the project.

2.5 Issues Tracking

The Consultant shall utilize the project's issues tracking system. This system shall account for all issues requiring the attention of the Project Delivery Team and/or the County's executive management.

2.6 Optional Services

Other management and technical services which the County may request

to be provided by the Consultant may include, but are not limited to, the following:

- 2.6.1 Establish and maintain a project website for Community Outreach.
- 2.6.2 Facilitate job fairs or other informational events.
- 2.6.3 Provide print and electronic media regarding project issues and opportunities.
- 2.6.4 Bi-lingual communications and translation services.
- 2.6.5 Coordinating related activities with County's consultants and contractors.
- 2.6.6 Provide Labor Compliance Monitoring as required in Section 20133 of the Public Contract Code.
- 2.6.7 Support and Facilities: At the direction of the County Project Manager, the Consultant will supply furniture, computers, and other automation equipment and software (including development and maintenance of a project website), supplies, and other services necessary to support the Community Outreach Effort and other sub-consultant tasks/services as requested by the County to provide a complete project. These additional services will be billed at hourly rates or at the pass-through rate/fee negotiated with the County as part of the negotiated agreement.

3. SCHEDULE FOR SERVICES

After successful negotiations, and award of contract, a Notice to Proceed (NTP) or Advanced Notice to Proceed will be issued to provide as-needed Community Programs support services as required in this RFP. At the sole election of the County, the term of this Consultant Services Agreement will be for the duration of the described project and/or other projects which may be procured under this RFP, commencing with this Consultant Services Agreement by issuance of an NTP. The requested fee schedule will remain unchanged for the first three years and include COLA adjustments for all subsequent extensions. The fee schedule for the succeeding Consultant Services Agreements may be negotiated upon approval by the County.