



City of Los Angeles

Department of Cultural Affairs
Office of the City Administrative Officer

REQUEST FOR PROPOSALS

FOR THE CAPITAL IMPROVEMENT, MANAGEMENT AND OPERATION OF THE WARNER GRAND THEATRE

At
478 W. 6TH Street
San Pedro, CA 90731

Web: <http://culturela.org>
<http://cao.lacity.org/>
<http://www.labavn.org/>

Email: warnergrand.rfp@lacity.org

RFP SUBMISSIONS DUE BY OCTOBER 26, 2016 AT 4:00 P.M.

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Exhibits Included as Attachments:

- A. Instructions to Proposers
- B. Level I – Compliance with RFP Submission Requirements
- C. Level II – Evaluation and Scoring Criteria of Proposal Items
- D. Warner Grand Theater History and Specification
- E. Los Angeles Business Assistance Virtual Network (LABAVN) Instructions
- F. Site Plan and Interior Floor Plans
- G. Insurance Requirements
- H. Warner Grand Theatre Venue Data
- (K. Compliance Documents – Checklist Only)

Exhibits Not Included, Available on LABAVN:

- I. Memorandum of Understanding with the Grand Vision Foundation, Contract Number C-123810
 - J. City and National Historic Designation Applications
 - K. Compliance Documents
 - L. Warner Grand Theatre Rehabilitation Plan prepared by BAE Urban Economics, June 2012
 - M. Warner Grand Theatre Facilities Assessment Report prepared by BOA Architecture / Government Services, January 26, 2012
 - N. Standard Provisions for City Contracts
-

I. SUMMARY

DATE ISSUED:

September 16, 2016

DESCRIPTION:

The City of Los Angeles (“City”) is seeking proposals from venue operators interested in managing the historic Warner Grand Theatre.

DEADLINE FOR SUBMISSION:

Responses must be received at the Submission Delivery Address by **October 26, 2016 at 4:00 p.m.**

SUBMISSION DELIVERY ADDRESS:

Daniel Tarica, Assistant General Manager
Los Angeles Department of Cultural Affairs
201 N. Figueroa Street, 14th Floor
Los Angeles, CA 90012

PRE-PROPOSAL CONFERENCE:

A Pre-Proposal Conference and Site Walk will be held on **September 28, 2016 at 11:00 a.m.** at the Warner Grand Theatre, 478 W. 6th Street, San Pedro CA 90731

TECHNICAL ASSISTANCE:

All questions related to this Request for Qualifications and Proposals shall be submitted in writing via e-mail to warnergrand.rfp@lacity.org no later than **October 4, 2016**. Responses to questions will be published on LABAVN by **October 11, 2016**

II. INTRODUCTION

The Department of Cultural Affairs (hereinafter referred to as the “Department”) generates and supports high quality arts and cultural experiences for Los Angeles’ four million residents and 40 million annual visitors. The Department advances the social and economic impact of the arts and ensures access to diverse and enriching cultural activities through: grantmaking, marketing, development, public art, community and performing arts programming, arts education, and building partnerships with artists and arts and cultural organizations in neighborhoods throughout the City of Los Angeles.

The Department is pleased to offer an exciting opportunity for a well-qualified business entity, with proven experience in festival production, concert booking and/or venue operations and facilities management (hereinafter “proposer”), to manage and operate the Warner Grand Theatre (hereinafter “Warner Grand”) in the vibrant and historic Downtown San Pedro.

The Department’s goals are threefold: (1) to maximize the Warner Grand as a community resource, (2) to use the Warner Grand as a catalyst for economic development and revitalization of the Historic Downtown San Pedro and the LA waterfront, and (3) to ensure that the Warner Grand facility and equipment is maintained and improved so it can continue to be a cultural asset for the San Pedro community and the City.

The purpose of this RFP is to obtain the most experienced and qualified contractor to successfully operate and maintain the Warner Grand. Each proposer must have a minimum qualifying experience of providing venue management service, organizing festivals or presenting performances for at least five years. Among other requirements discussed later in this document, it is preferred that each proposer have venue management experience for concert/theater venues with a minimum seating capacity of one-thousand (1,000) per venue.

III. THE WARNER GRAND THEATRE

The theater was opened in 1931 by film pioneer Jack Warner and is one of three “neighborhood movie palaces” commissioned by Warner Brothers in the Los Angeles region. It was designed by noted architect B. Marcus Priteca in the art deco-moderne style.

The Department has operated the Warner Grand since 1996, assisted by the Grand Vision Foundation, a private non-profit organization, whose role since 1996 has been to raise funds for historic and aesthetic restorations and renovations of various elements of the physical plant. In recent years, the Grand Vision Foundation has also assisted the Department and individual producers/presenters with promotion and marketing to the residents of the Harbor area, and have made improvements to the stage audio system and digital projection as well as the purchase and installation of a new main drape. The Department has operated the theater as a multi-use facility, primarily as a rental facility offered at a rental structure to ensure that artists, producers/presenters and audiences could access the facility.

Theater Description

The Warner Grand (known at the time as the Juarez Theater) is a City of Los Angeles Historic-Cultural Monument (#251) and is listed in the National Register of Historic Places as #98001633.

The Warner Grand contains 1,489 seats, including 889 in the orchestra, 200 in the lower balcony and 400 in the upper balcony. The stage is 50' wide and 24' deep, capped by a curved SteelDeck Masonite extension covering an organ/orchestra pit that is 10' deep, for a total stage depth of 34' at center. The stage is composed of tongue and groove hardwood laid on concrete. There is very little backstage area and minimal wings (approximately 20' stage right and 10' stage left).

There are two built-in concession areas and a lower floor lounge. All dressing rooms are one floor below the stage. The loading access is at street level directly east of the theater storefronts. The City has month-to-month leases with two retail storefronts on 6th Street. The operator will be able to lease those storefronts to new users if they choose. For a more extensive list of the technical specifications of the theater, see History and Technical Specifications, **Exhibit F**.

There is no dedicated parking for the theater so parking is provided at various public lots. Available public lots are listed in **Exhibit H**, Warner Grand Theatre Venue Data.

IV. DEPARTMENT OPERATIONS AND CULTURAL PROGRAMMING

The Department provides arts and cultural programming through its Community Arts Division, managing numerous neighborhood arts and cultural centers, theaters, historic sites, and educational initiatives. The Department's Marketing and Development Division also markets the City's arts and cultural events through development and collaboration with strategic partners, design and production of creative catalogs, publications, and promotional materials, and management of the culturela.org website visited by over three million people annually.

The Department's operating budget and managed portfolio totaled over \$44.5 million in FY 2015-16. The Department significantly supports artists and cultural projects through its Public Art Division by administering a portfolio that totaled \$23.6 million in PWIAP and Arts Development Fee funds in 2015-16. Of this amount, typically 15% to 20%, or between \$3.5 and \$4.7 million, was attributable to artists' fees.

In 2016, the Department hired its new Performing Arts Director, and it will launch its Performing Arts Division in 2017.

V. MARKETING

The City views this process as an opportunity to launch, build, and grow a new program that will cultivate new audience opportunities for the South Bay region.

Downtown San Pedro

Downtown San Pedro is a vibrant residential and commercial destination located within Los Angeles County's Fourth Supervisorial District and Los Angeles City's 15th Council District. The community offers a mix of professional and retail businesses, including the Port of Los Angeles.

Formerly a separate City, San Pedro consolidated with Los Angeles in 1909. The area has grown from one dominated by the fishing industry to a primarily residential community. Downtown San Pedro is an historic center of commerce with a pedestrian-friendly mix of restaurants, stores, offices, multi-family housing and art galleries. Newer developments east of Centre Street include mid-and high-rise hotels, offices, and mixed use structures.

ArtWalk, which is held on the first Thursday of every month, offers an array of galleries, shops, food trucks, restaurants, and live music. The event spans several blocks and unites the community with a wide variety of evening entertainment. There are several successful dining options located within walking distance of the theater. New venues recently announced include Port Town Brewery and Pappy's seafood restaurant.

The eastern edge of San Pedro's Downtown adjoins the LA Waterfront and Port of Los Angeles, a working, recreational and tourist harbor. The Port's proximity provides a significant opportunity for synergy and activity between the LA Waterfront and Downtown San Pedro. The LA Waterfront is undergoing improvements that include pedestrian and bicycle paths, along with enhanced commercial and tourist developments such as Crafted at the Port of Los Angeles and Brouwerij West, which is a modern full-production craft brewery.

Two key catalytic projects, the San Pedro Public Market (former Ports O'Call) and AltaSea urban marine research center are positioned to be large demand drivers for tourism and future development along the LA Waterfront and Downtown San Pedro.

The Metro Silver Line, which offers 1-hour rapid bus service between Downtown San Pedro and Downtown Los Angeles along the Harbor Freeway Express Lane, has two bus stops located within blocks of the theater.

South Bay Region

The local market area includes the Harbor area and portions of the South Bay, bordered by Hermosa Beach, Redondo Beach, Torrance, Carson, and Lakewood to the north, and Long Beach to the east. Together with residents from San Pedro, residents of the local market area are predicted to form the major customer base for the theater, supplemented by a smaller proportion of visitors from elsewhere in Los Angeles County and a modest number from outside the County.

The local market area is currently estimated to have close to 1.4 million residents, which is projected to increase 4% over the next decade. The demographics of the local market area are roughly similar to those of Los Angeles overall, except that the education level and the average

household income in the local market area is above the Los Angeles average, while households are slightly smaller than average.

Opportunities and Challenges

The Warner Grand was built as a movie house and currently shows movies, generally focusing on foreign films, classics and documentaries, and usually as part of local film festivals. However, the theater is unlikely to find success in competition with local multiplexes. The demographics of the area, in addition to the large size and the single screen, also do not support its operation as an arts theater.

The City anticipates that the operator of the Warner Grand will assemble an event calendar that incorporates a mixture of live music concerts, other live performances, and other attractions. There are six comparable facilities in the local market area. None of these theaters are historic, which may give the Warner Grand a way to differentiate itself in the market. These theaters have demonstrated their ability to successfully attract a range of smaller events. There are potential marketing challenges, including creating a perception of San Pedro as an evening destination, and a lack of dedicated parking. The revitalized theater will accentuate the assets of San Pedro as a destination.

VI. TERMS

The selected respondent to the RFP will be invited to enter into an Operational Management Agreement (hereinafter “Agreement”). The Agreement will govern the terms of the operation of the theater as an open venue for concerts, theatrical performances, and community events on a year round basis. The operator will provide full oversight and management of the theater on a year round basis.

The terms of the Agreement are subject to negotiation. As currently envisioned, the Agreement will include the following:

- 1) A term of ten (10) years with the option for up to two five (5) year extensions.
- 2) A Capital Improvement Budget and Plan submission date four (4) months from the date of the Agreement.
- 3) An updated Historic Structures Report to be completed within six (6) months from the date of the Agreement.
- 4) A plan for future revenue sharing with the City if the theater becomes profitable.
- 5) Requirements for the protection and enhancement of the historic elements of the theater, and regular inspections by the Department of Cultural Affairs, or other appropriate City departments, to review the maintenance of those elements.

- 6) Adoption of the Memorandum of Understanding (MOU) with the Grand Vision Foundation (See **Exhibit I**).
- 7) A procedure for Principal Users to schedule use of the theater. Please note that there are 12 days per year guaranteed to the Grand Vision Foundation through the MOU. DCA will have final authority regarding the price setting for the community use, subject to City Council approval if necessary.
- 8) A Parking and Transportation Plan for the theater, to plan for the accommodation of larger audiences, to be submitted within twelve (12) months from the date of the Agreement. The Plan may address the exclusive use of one or more City lots by the theater on event days. It may also address the implementation of a shuttle program from local parking lots to the theater, in conjunction with the local Business Improvement District.

Performance metrics that will be addressed in the Agreement include:

- 1) A schedule of major, high profile performances that increases in number over the term.
- 2) A date certain to begin operations.
- 3) Milestones related to operating revenue.
- 4) Milestones related to the Capital Improvement Plan.

Community Use

Community use of the facility shall be done on a reduced fee pursuant to the City's booking policy and with the approval of City Council if necessary. Examples of community-based groups that are considered "Principal Users" include but are not limited to:

- Grand Vision Foundation
- Golden State Pops Orchestra
- San Pedro City Ballet
- Boys & Girls Clubs of the LA Harbor
- Scalawag Productions
- Encore Entertainers
- The Troupe
- Locally produced film festivals
- Local high school and college graduations
- DCA Performing Arts Division/City of Los Angeles

Information regarding recent use of the Warner Grand is located in **Exhibit H**.

VII. SUBMITTALS, EVALUATION AND AWARD

The proposer shall demonstrate the ability to perform professional and financial oversight in this type of business, clearly articulate achievable plans for a theater operation and capital improvement program, and document compliance with appropriate laws and regulations. Under this plan, no promoter or entity shall have exclusive rights to the theater. The Department is looking for a venue management company to bring a variety of performances and attractions of all genres that also include local community-based groups and principal users that provide performances annually.

The proposing company shall provide a management and operation plan, a financial reporting model, a concession operation plan, a capital improvement plan that identifies major capital improvements and how they will be financed, a proposed event calendar, and performance milestones/timeline for implementation.

The Department will set and define policy and have authority over all contracts and agreements allowed under the City Charter. The selected proposer will implement the Department's objectives, policies and guidelines.

This will be an all-inclusive contract of all management and operation of the theater, including ticketing, food and beverage.

A. Submittals and Scoring

The evaluation of proposals will consist of two levels. **Each proposer must pass Level I in order to advance to Level II.**

Level I – Compliance with RFP Submission Requirements (Exhibit B)

The Department will conduct a preliminary evaluation of all proposals submitted by the deadline to determine compliance with proposal requirements and mandatory document submissions. At a minimum, these include:

1. Cover Letter
2. Compliance Documents
3. Background and Experience

Level II – Evaluation and Scoring Criteria of Proposal Items (Exhibit C)

Maximum points will be given to proposals that represent the most qualified firm that provides the best model to generate maximum artistic and economic benefit to the City and the community while providing the best customer experience in a safe and well managed venue. For the purposes of Level II evaluation, the responsive proposals will be evaluated, ranked and scored based on the criteria below:

- Management and Operation Plan (30 possible points)

- Concession Operation (10 possible points)
- Capital Improvement Plan (20 possible points)
- Proposed Event Calendar (10 possible points)
- Financial Capacity (30 possible points)

B. Evaluation and Recommendation

Responsive proposals will be scored in each of the criteria above and ranked according to scores. A comprehensive evaluation of the proposals by a panel of City and/or non-City stakeholders will be conducted.

The City reserves the right to request additional information to clarify a submitted proposal. Furthermore, the City reserves the right to conduct such investigations as the City considers appropriate with respect to the qualifications of each Respondent and any information contained in its proposal. All proposals will be evaluated solely on the basis of the criteria listed above.

Interviews of the proposers by the evaluation panel may be scheduled at a later date for the purpose of clarifying matters in the proposals or responding to questions by the evaluation panel.

C. Award

The General Manager of the Department of Cultural Affairs recommends contract awards. The Department shall notify all proposers in writing of the General Manager's recommendation.

Section 10.5 of the Los Angeles Administrative Code requires approval by the City Council of contracts for periods of longer than three (3) years. Agreements are deemed to be executed upon the date of signature, or as otherwise stipulated under the Terms section of the Agreement.

Once the award is approved, the selected proposer will complete and submit the additional documents as required by this RFP, City Attorney, City Ordinance, State and/or Federal laws within forty-five (45) calendar days from the date the contract is awarded.

D. Protest

The City will adhere to its Protest and Appeal Policy administered by the City Administrative Officer (CAO), outlined below. Should a proposer object on any ground to any provision or legal requirement set forth in the RFP, or any addendum to the RFP, the proposer must follow the procedure set forth below.

1. Appeal Rights

The City will notify all proposers of the results of the submission evaluations and of their right to file an appeal. Proposers may appeal procedural issues only.

2. Letter of Appeals

Appeals shall be hand delivered to the City no later than five (5) business days after receiving notification of the results of the RFP. Appeals must be submitted in writing and must identify the specific reason for the appeal. Appeals must be delivered to:

Blair Miller, Principal Project Coordinator
Office of the City Administrative Officer
Warner Grand Theatre RFP
200 N. Main Street, Room 1500
Los Angeles, CA 90012-4190

The request for an appeal may not be more than three typewritten pages. Written appeals must include the following information:

- a. The name, address, telephone number and email address of the proposer
- b. The name and title of the RFP to which the organization responded
- c. A detailed statement of the grounds for appeal

Written appeals may not include any new or additional information that was not submitted with the original submission. Only one appeal per submission will be permitted. All appeals and protests must be submitted within the time limits set forth in the above paragraphs. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

3. Review Panel

A panel composed of selected staff will review the appeal of this RFP. The decision of the panel will be the City's final recommendation.

4. Disclaimer

The City is not responsible for representations made by any of its officers or employees prior to the approval of an agreement by the Los Angeles City Council unless such understanding or representation is included in this RFP or in subsequent written addenda. The City is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda.

IMPORTANT:

In approving this RFP, the Department, finds, pursuant to Charter Section 371(e)(10), that the use of competitive bidding would be undesirable, impractical or otherwise excused by the common law and the Charter section 371 because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by the Department for the improvement, operation and maintenance of the Department's concession. To select the best proposer for this concession, the Department finds it is necessary to utilize the competitive process as outlined by Charter section 372 and to evaluate proposals received based upon the criteria included in this RFP. The Department specifically finds that the narrower and more

specialized competitive sealed proposal process authorized but not required by Charter Section 371, subsection (b), would not meet the Department's needs.

City's Right to Reject Proposals and to Waive Informalities

Notwithstanding any other provisions of this RFP, the City reserves the right to withdraw this RFP at any time without prior notice. The City also reserves the right to reject any and all proposals submitted or to waive any minor administrative irregularities contained in any proposals, when to do so would be in the best interest of the City and pursuant to Los Angeles City Charter Section 371 (c): "The City shall reserve the right to reject any and all bids or proposal and to waive any informality in the bid or proposal when to do so would be to the advantage of the City."

CAO Document ID#15170006

VIII: EXHIBITS

REQUEST FOR PROPOSALS FOR THE MANAGEMENT AND OPERATION OF THE WARNER GRAND THEATRE

EXHIBIT A: INSTRUCTIONS TO PROPOSERS

A. Submitting a Written Proposal

To be considered for award of this Agreement, proposers must submit a sealed, written proposal in response to the Proposal Items indicated herein. Proposals provide information about background, current business practice, applicable experience, and plans for this venue. Proposals are evaluated based on several evaluation criteria as indicated in this RFP.

Proposers may wish to consider the following guidelines in preparing their proposals:

- Make sure your proposal is well-organized in its response to the Department objectives and easy to read.
- Verify that your proposal is complete and that you have thoroughly responded to all proposal items and compliance documents in the RFP.
- Formulate your responses precisely and with detail; avoid vague, meaningless, or open-ended responses. Explain how your responses further the stated objectives.
- Make sure your proposal demonstrates that your cost estimates are realistic and sustainable.
- Clearly describe your management team and its oversight structure for the Warner Grand Theatre.
- If there are significant risks in your business strategy, include plans to mitigate those risks, addressing any contingencies that may arise.

Your written submittal in this RFP process will be the primary basis on which the City will consider its award for the Agreement; therefore, proposers should be as thorough and as detailed as possible when responding to each proposal item and assembling a proposal. In the written proposal, proposers must include responses to ALL proposal items requested herein below. Proposers will not be able to add to or modify their proposals after the proposal due date.

The Department may deem a proposer non-responsive if the proposer fails to provide all required documentation and copies.

Proposals accepted by the Department in writing constitute a legally binding contract offer for 120 days. It is requested that proposals be prepared simply and economically, avoiding the use of unnecessary promotional material.

B. Cover Letter

Proposers are to include a cover letter. Include at a minimum:

- Proposing company's legal name (to be used on all documentation associated with this RFP and the resultant agreement);
- Type of business (corporation, partnership, or sole proprietorship);
- Key names, including title and position;
- Name of main point of contact; said point of contact will be the only recipient of all information related to this RFP;
- Complete mailing addresses;
- Telephone and fax numbers (including office and cell numbers as appropriate);
- E-mail addresses, and any other information needed by City staff to contact proposers;
- A statement that the proposer confirms its acknowledgement and acceptance of the terms and conditions set forth herein.

C. Proposal Submitted Information

Deadline for Submission

To be considered, proposals must be received on or before **October 26, 2016 at 4:00 p.m.**

Where to Submit your Proposal

The complete proposal package shall be placed in a sealed envelope(s) or box(es) labeled "Proposal for Capital Improvement, Management and Operation of the Warner Grand Theatre." Said envelope or box shall have the name and address of the Proposer on the outside and be delivered to:

Los Angeles Department of Cultural Affairs
Daniel Tarica, Assistant General Manager
201 N. Figueroa Street, 14th Floor
Los Angeles, CA 90012

Number of Copies

Provide one (1) original, one (1) non-bound reproducible copy, three (3) copies, and an electronic copy on USB or via email to warnergrand.rfp@lacity.org. Plainly identify the respective documents. An original is one in which a form requiring a signature must be signed in wet ink. A reproducible copy is one which can readily be reproduced through a photocopier. If the proposal contains confidential information, a pre-redacted, non-bound reproducible copy must be provided.

Important Notices

Proposers may deliver their proposal to the Department of Cultural Affairs at the address indicated above by personal delivery or by using, at the proposers' sole cost and expense, a messenger or delivery service. Candidates who mail their proposals should allow adequate mail delivery time to ensure timely receipt of the proposals by the cut-off date. Proposals received after October 26, 2016 at 4:00 pm will be deemed late and will not be considered for review. The

City reserves the right to determine the timeliness of all proposals submitted. At the day and time appointed, all timely submitted proposals will be opened and the name(s) of the proposer(s) announced. No other information about the proposals will be made public until such time as a recommendation concerning proposals is made to the City Council.

The Department reserves the right to extend the deadline for submission should such action be in the best interest of the City. In the event the deadline is extended, proposers will have the right to revise their proposal. Proposals may be withdrawn personally, by written request, prior to the scheduled closing time for receipt of proposals. Faxed or email withdrawals will be accepted by the Department office. The fax number is 213-202-5513 and the email is warnergrand.rfp@lacity.org. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time up to the specified due date and time.

A proposal will be returned only if the above-described withdrawal request explicitly requests that it be returned. It will be returned either to a representative of the proposer who personally presents the withdrawal request with original signature to the Department Office or by USPS mail after the original signed request is received. The proposal will be sent by means of some other service only if the proposer pays for that service.

Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. All or portions of this RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if an agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award. The City reserves the right to withdraw this RFP at any time without prior notice and return proposals.

All proposals submitted in response to this RFP become the property of the City of Los Angeles, Department of Cultural Affairs.

Pre-Proposal Conference and Site Walk

The purpose of the Conference is to clarify the contents of this RFP and to discuss the needs of the theater. Attendance is highly recommended. A site walk of the facility will take place after the conclusion of the conference. **It is highly recommended that prospective proposers read the complete RFP prior to the Conference and begin preparation of their proposal in order to maximize the benefits of the Conference.**

Pre-Proposal Conference (Conference) and Site Walk:

Date: Wednesday, September 28, 2016

Time: 11:00 a.m.

Location: Warner Grand Theatre, 478 West 6th Street, San Pedro, CA 90731

Contact With City Personnel

Direct all comments and questions to the Assistant General Manager of the Department of Cultural Affairs. All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Los Angeles Department of Cultural Affairs
Daniel Tarica, Assistant General Manager
Address: 201 N. Figueroa Street, 14th Floor
Los Angeles, CA 90012
E-mail: warnergrand.rfp@lacity.org
Fax: 213-202-5513

To maximize the effectiveness of the Conference, it is requested that proposers provide questions in writing prior to the Conference. Providing questions in advance of the conference will enable the City to prepare responses in advance. Specific questions concerning the RFP should be submitted in writing to the Assistant General Manager.

Additional questions may be accepted at the Conference. However, responses may be deferred and provided at a later date. All questions must be in writing. Responses to questions will be posted to the Department's website and to the Los Angeles Business Assistance Virtual Network (LABAVN – Instructions included as **Exhibit D**). It is recommended that questions be submitted as soon as possible in order to provide the Department sufficient time to post written responses prior to the deadline to submit a proposal. Questions will be deemed late and may not be answered after **October 4, 2016**. The final version of the Questions and Answers will be posted to LABAVN on **October 11, 2016**.

All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions, specify the RFP page number and quote the passage that prompted the question. This will ensure that the passage can be quickly found in the RFP. The Department reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage proposers or, due to unclear instructions, may result in the Department not receiving the best possible responses from proposers.

D. Document Check

The complete RFP package and all forms and information are also available at **LABAVN**. Should you find a discrepancy in or omissions from said documents, or have questions as to their meaning, notify the Assistant General Manager at the above address in writing or fax no later than the deadline date for receiving proposals. It is the responsibility of the applicant to check the contents of the RFP package carefully to ensure that all the necessary documents as referenced within the RFP. The City of Los Angeles will not be bound by any oral statements or representations. If you are missing any items, you should make a written request to the Assistant General Manager.

E. Contractual Arrangements

The proposer selected to perform the services outlined in this RFP will enter into an Agreement, approved as to form by the City Attorney, directly with the City of Los Angeles.

F. Verification of Information

The Department reserves the right to verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Department reserves the right to reject that proposal. If it is determined that an Agreement was awarded as a result of false statements or other data submitted in response to this RFP, the Department reserves the right to terminate the Agreement.

G. Cost of Preparation

All costs of proposal preparation and delivery to the Department shall be borne by the proposer. The City shall not, in any event, be liable for any expenses incurred by the proposer in the preparation and/or submission of the proposal. All proposers who respond to solicitations do so solely at their own expense.

**REQUEST FOR PROPOSALS
FOR THE MANAGEMENT AND OPERATION OF THE WARNER GRAND THEATRE**

EXHIBIT B: LEVEL I – COMPLIANCE WITH RFP SUBMISSION REQUIREMENTS

1. Compliance Documents

As part of the RFP process, all proposers are to review, complete, and submit the following compliance documents. Information, related forms, and instructions are located in **Exhibit K** of the RFP (“Compliance Documents”).

Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed.

Additional information regarding some compliance documents may be available at the Pre-Proposal Conference, on LABAVN, and/or by phone with the administering City Department of a given ordinance or compliance document. Exemptions from certain ordinances may also apply. The Department reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process.

The following Compliance Documents must be submitted with your proposal:

- A. Proposer’s Signature Declaration and Affidavit
- B. Disposition of Proposals
- C. Contractor Responsibility Ordinance Statement
- D. Equal Benefits / First Source Hiring Ordinance Affidavit (On LABAVN)
- E. Business Inclusion Program
- F. Municipal Lobbying Ordinance / Bidder Certification – CEC Form 50
- G. Form W-9, Request for Taxpayer Identification Number (TIN) and Certification
- H. Bidder Contributions – CEC Form 55 (Measure H)
- I. Slavery Disclosure Affidavit (On LABAVN)

Only the proposer selected for award of this agreement shall submit the following additional required items prior to execution of the Agreement (within forty-five [45] calendar days from the date the agreement is awarded by the City to the selected proposer):

- J. Americans with Disabilities Act Certification
- K. Business Tax Registration Certificate
- L. Certification of Compliance with Child Support Obligations
- M. Contractor Responsibility Ordinance – Pledge of Compliance
- N. City-approved Proof of Insurance (See **Exhibit G**)
- O. Los Angeles Residence Information (location of selected concessionaire’s headquarters and percentage of workforce residing in Los Angeles)
- P. Living Wage Ordinance/Service Contractor Worker Retention – Additional Forms

Failure of the selected proposer to submit all the required documents (specified as items “J” through “P” above) and submit a signed Agreement within forty-five (45) calendar days from the

date the contract is awarded by the City shall cause the proposal to be deemed non-responsive. If, after ninety (90) calendar days from the date the contract is awarded by the City, the contract is not signed and compliance documents not submitted and received by the City, the City maintains the right to move on to the proposer with the next highest selection ranking.

2. Background and Experience

To obtain the most experienced and qualified contractor to successfully manage and care for the Warner Grand Theatre, each proposer must have a minimum qualifying experience of providing venue management service, organizing festivals or presenting performances for at least five years. Venue management experience should be for concert/theater venues with a minimum seating capacity of one-thousand (1,000) per venue.

Describe your business entity's background and experience in providing venue management at large venues such as the Warner Grand Theatre, i.e., venues of 1,000 seats or more, and the number of years of experience. If this is a new company, partnership, or joint venture formed for the management and operation of this venue, describe the background and qualifications of each of the partners or principals.

Note: This section pertains to your business entity's PAST experience and CURRENT operation, not the PROPOSED operation for this Concession.

1 Ownership Description

Proposers must include a response to each proposal item listed below:

- 1.1 ___ Address
- 1.2 ___ Length of time in business (in years and months)
- 1.3 ___ Type: Sole Proprietorship, Partnership, Joint Venture, Corporation or a limited liability company (LLC), etc.
- 1.4 ___ Size of company (includes total number of employees and annual gross revenue)
- 1.5 ___ Organizational chart
- 1.6 ___ Names of persons responsible for operations
- 1.7 ___ Any pending mergers (if none, so state in response to this section)
- 1.8 ___ Ownership information for all proposed subcontractors

2 Description of proposer's experience in and knowledge of operating and managing similar venues.

Proposers must include a response to each proposal item listed below (if none, so state in response to each item below):

- 2.1 ___ Description of similar current and past operations;
- 2.2 ___ Revenues of past or current comparable operations under the proposer's management, broken down by category (promoter rent, parking, sponsorships, etc.), for the previous five years (if applicable).
- 2.3 ___ Proposer's years of above experience.
- 2.4 ___ Extent of any related experience.
- 2.5 ___ Additional information that demonstrates your qualifications

3 Contracts History (include contact information for all contracts listed):

Proposers must include a response to each proposal item listed below (if none, so state in response to each item below):

3.1 ____ List of all contracts commenced and terminated with the City of Los Angeles, for whatever reasons, during the most recent twelve (12) months, along with an explanation of the reasons for the termination.

3.2 ____ List of all contracts which are currently in force with the City of Los Angeles, in addition to those listed above.

4 Current Operations

Proposers must include a response to each proposal item listed below (if none, so state in response to each item below):

4.1 ____ Employee hiring, training, motivation, and promotion policies.

4.2 ____ Methods and controls for accounting.

5 References

Proposers must include a response to each proposal item listed below:

5.1 ____ Business References: Provide a minimum of two (2) references with whom you have conducted business to verify relevant past performance. Include names, addresses, email addresses, telephone numbers, and the scope of the business relationship.

5.2 ____ Financial References: Provide a minimum of two (2) references from banks or other financial institutions. Include names, addresses, email addresses, telephone numbers, and the type of relationship (for example, checking/savings accounts, commercial loans, landlord, lessor, etc.)

5.3____Public Agency References: Provide a minimum of two (2) references from staff or elected officials at a public agency from a jurisdiction within which your business has operated in the last five years. Include names, addresses, email addresses, telephone numbers, and the nature of the relationship.

5.4__Principal Users: If one or more Principal Users of the Warner Grand Theatre are willing to provide a reference, please include up to three (3) references from a Principal User. Include names, addresses, email addresses, and telephone numbers.

**REQUEST FOR PROPOSALS
FOR THE OVERSIGHT OF THE WARNER GRAND THEATRE**

**EXHIBIT C: LEVEL II EVALUATION AND SCORING CRITERIA OF PROPOSAL
REQUIREMENTS**

In the written proposal, proposers should include explicit, detailed responses to each of the Level II Requirements listed here. If selected as the winning proposal, the proposer must be willing and able to commit to these Level II Requirements and all provisions contained in the Sample Agreement. The contents of a proposer's response will be deemed as a binding commitment and included as an attachment to the Agreement.

Proposers must respond to each of the following items in their written proposal. Each response in the proposal must be numbered to correspond with each of the numbered items herein.

A. Operation and Management Plan (30 maximum points)

The selected proposer shall provide operational and maintenance management of the theater, as well as the retail and concession space attached to the theater. The selected proposer shall have the sole responsibility of all aspects of the operation and maintenance of the theater, except as specified in the MOU with the Grand Vision Foundation. Plans shall include long-term care of the theater that addresses conservation, restoration, and sustainability of the theater.

The desired management staff shall include staff capable of performing duties associated with a General Manager, Booking Manager, Operations Manager/Box Office Manager, Maintenance Manager and appropriate administrative support staff. All On-Site Manager(s) must have a minimum of five (5) years' experience in entertainment management and/or facility experience and adequate technical background.

Provide a detailed plan for operation and maintenance of the theater that addresses each of the duties and responsibilities listed below, including budget and staffing. In addition, please include responses to the following items:

1. How will you balance the goal of increasing commercial use of the theater with the commitment to the community use days and the needs of the Principal Users?
2. Describe the procedure you will use to schedule community use days (an annual meeting, an online calendar, and/or other procedure). Please be detailed in your description.
3. Describe your capacity to ticket, market and promote the performances of the Warner Grand Theatre in the Los Angeles market.
4. Describe your experience working with government agencies, city staff and elected officials.
5. Describe how you will work with the Grand Vision Foundation under the Memorandum of Understanding that will be binding on the new theater operator.

The selected proposer will have the following duties and responsibilities:

1. Provide management and operational oversight at the Warner Grand Theatre that attracts world-class concert and performing arts talent.
2. Perform all maintenance associated with the theater and concessions. No City maintenance services will be provided. Proposer will also perform all required annual testing, inspections and repairs including, but not limited to, building systems such as Fire/Life testing, elevators, hoisting equipment, building mechanical and electrical systems, waterproofing/roofing, and stage curtains fireproofing. See **Exhibits E, F and H** for further information regarding the status of the building and its systems.
3. Pay all utilities.
4. Manage the sales of **sponsorships**. Note: The selected proposer shall not be compensated for sponsorship opportunities and sales which originate within or are directly obtained by the Department. The Department reserves the absolute right in its sole discretion to refuse any sponsorship presented by the selected proposer and the Department shall not be liable for any fee in the event of such refusal.
5. Manage the sales of **VIP** areas within the venue.
6. Recruit tenants and manage the two commercial retail spaces on 6th Street.
7. Manage and provide through your company or a subcontractor for all **Front of House and customer-oriented event services** including, but not limited, to ushers, ticket-takers and security on an as-needed basis.
8. Provide pre-, during and post-concert/event **cleaning** of the theater and public use areas, including sidewalk outside of theater.
9. Prepare annual operating budgets, monthly financial reports, marketing plans and pro-forma for length of the agreement, including an accounting detailing all revenues and expenditures for each concert/event. Submit audited financials on an annual basis.
10. Coordinate and collaborate with promoters and Principal Users before, during, and after events.
11. Complete an **end-of-show settlement process** and act as the Department's fiscal agent in collection of all fees.
12. Manage public and concert staff ingress and egress at all times to the venue.
13. Prepare and manage a **Parking and Transportation Plan** with the community, Department and Department of Transportation input.
14. Be completely accessible to the **surrounding community** to answer questions and to collaborate on all aspects of the operation.
15. Manage **Box Office** and develop a ticketing platform and agreement for all events.
16. Coordinate with the **Los Angeles Fire and Police Departments** on all scheduled events regarding Fire, EMS and Security services necessary for public protection.
17. Develop and maintain a Warner Grand Theatre **web-site and ticketing systems**.
18. Develop and implement a **comprehensive marketing strategy** that incorporates all forms of social media, traditional media, public relations, and press releases.
19. Ensure the venue is always operated and maintained in a safe and clean condition, and is user-ready.
20. Maintain insurance as required in **Exhibit G**, Insurance Requirements.
21. Create a **Use Agreement** for both for-profit and nonprofit entities
22. Create a **Booking and Scheduling Policy** for the theater
23. Update the Theater Rental Application

24. Collect statistics from ticketing and share that information with the DCA in regular reports. Information may include the number of tickets sold, paid and unpaid tickets, and zip code of purchaser.

The selected proposer will have the following optional responsibilities:

1. Work with the local Business Improvement District to implement a shuttle program from local parking lots to the theater.
2. Provide food and beverage service at the adjacent pedestrian mall.
3. Create an incentive program for promoters.

B. Concession Operations (10 maximum points)

Provide a detailed plan for operation and maintenance of the theater's food and beverage concessions that includes:

1. Food and beverage service inside the theater.
2. Food and beverage service inside the two (2) spaces in front of the theater.
3. VIP experiences.
4. Minimization of wait times for both food and beverage.
5. Maximization of patron experience through high-quality and uniquely featured menu items, quality of service, and an attractive ambiance.
6. Provision of professional service at reasonable, market prices.
7. Provide food and beverage service which incorporates the demographics and needs of the community and patrons this Concession serves.
8. Establish and increase a strong customer base at the Concession through the use of marketing and advertising tools and outreach to the community.
9. Implement, maintain, and enforce all safety rules and regulations related to this Concession.
10. Maintain all menus and promotional Food and Beverage packages on the Warner Grand website.
11. Preparation and sustaining all City, County, State and Federal permits associated with a food and beverage operation including but not limited to alcohol license and County Health Department.

The proposers shall list in their response the actual percentage being offered to the Department at or above the minimum along with a guaranteed minimum payment.

C. Capital Improvement Plan (20 maximum points)

Provide a detailed capital improvement plan for the length of the term. The capital improvement plan should identify major capital improvements, provide a draft budget and timeline for these improvements, based on the information provided and industry knowledge, and outline a financing plan for the improvements.

For the purposes of the Plan, all building systems should be assumed to be in good working order. Before entering into an Agreement, the selected proposer shall arrange with the Department for a thorough inspection of all building systems.

The capital improvement plan should include the following:

1. Improvements necessary for the building to meet current building codes, including disabled access.
2. Historic renovation of the theater's features, especially the historic interior ceiling and marquee.
3. Enhanced house sound and lighting systems, stage floor and fly loft, artist amenities, and all production equipment and areas.
4. Improvements to enhance the Concession offerings and customer experience.

In preparation for implementing the capital improvement plan, the selected proposer shall hire a consultant to prepare a Historical Structures Report in coordination with the Department and City Office of Historical Resources in the first six (6) months of operation.

All capital improvement plans must be consistent with preserving and maintaining the historic elements of the theater. All construction must meet the Secretary of the Interior's Standards, must incorporate current best practices of historic preservation and restoration, and both the design and construction teams must include historic preservation experts.

No capital improvements will begin without the Department's authorization. All improvements and purchases shall become Department property at the expiration of the contract. No improvements or purchases shall be amortized beyond the term of the contract. The City shall have final approval over all capital improvement activities.

D. Proposed Event Calendar (10 maximum points)

Describe the vision for the mix of high profile and community performances and events at the Warner Grand Theater. ***Propose a detailed plan for creating an event calendar that exemplifies this vision, including:***

1. Manage and book the venue calendar along with challenge process for both commercial and local community performances and events. This includes active oversight of and interaction with all promoters and agents to ensure quality and diverse talent.
2. Building relationships with established and new concert and event promoters and artists
3. Building relationships with new and existing community groups and Principal Users (see list in Section III)
4. The ideal mix between performances, film, concerts and attractions
5. Marketing and promotions to attract the many diverse audiences from the local area and the greater South Bay community

Include a model event calendar for Years 1 through 5 of operation of the Warner Grand Theatre. For the commercial users on the model event calendar, include desired performers or

performances, or a description of the type of performers with examples of the genre. For the community-based users on the event calendar, use the Principal Users list from Section VI, Terms. Review the typical patterns of usage of the community users from **Exhibit H**, and reflect that to the extent possible in the model event calendar. If the usage pattern is anticipated to shift over time, reflect the extent of that shift in the model event calendar.

E. Financial Capacity (30 maximum points)

Each proposer must demonstrate the financial means and resources to finance, operate, and sustain the operation as proposed, including start-up and pre-opening costs, inventory and sufficient working capital, and access to additional capital, if needed. To this end, each proposer must provide, with the submitted proposal, the following items. All items submitted are subject to verification by the Department.

1. Proforma Financial Model

A detailed proforma financial model over a five (5) year initial term of the contract including all revenue, expenditures, capital, and equipment investment into the theater.

2. Amount of Investment Required

State the amount of investment you will require to begin operations as proposed. This amount must include Start-Up Costs (Proposers must include a response to each proposal item listed below):

Amount of Investment to begin operations as proposed (to include):

- ☐ Inventory
- ☐ Equipment
- ☐ Operating Supplies
- ☐ Others (list)

3. Source(s) of Funding

Proposers must include a response to each proposal item listed below:

- ☐ Indicate whether the proposed source of funding the above amount is cash reserves, financing from a commercial lender, other sources, or a combination thereof.
- ☐ Of the total amount required, indicate the amount that is to be funded through each source.

4. Financial Documentation

Each proposer must provide, with the proposal, the following written verification of its ability and commitment to provide adequate funding in the amount indicated above. (If a partnership or joint venture, the following must be provided for each of the entities comprising the partnership or joint venture.) Proposers must include a response to each proposal item listed below:

If cash reserves are to be used to fund the operation, provide the following (If no cash is to be used, so state in your response to this section):

☐ Bank statements for the proposer for the twelve (12) months preceding the release date of this RFP.

☐ If proposer is a public corporation, include a letter signed by an officer of the company that represents that company's finance committee or other entity (executive committee, board of directors, etc.) that has the authority to approve the expenditures.

NOTE: Such letter must be an original and must be notarized.

___ Copies of current credit reports/ratings of the proposer. If private capital is to be used, provide copies of current credit reports/ratings of the person(s) whose funds are to be used (“Current” shall mean current as of April 2016 or later).

If loans are to be used to fund the operation, provide the following (if no loans are to be used, so state in your response to this section):

___ A copy of an unconditional, formal letter of commitment from the lender(s);

___ Copies of current credit reports/ratings of the proposer. (“Current” shall mean current as of April 2015 or later)

Provide detailed documentation for any additional sources of funding.

**REQUEST FOR PROPOSALS
FOR THE OVERSIGHT OF THE WARNER GRAND THEATRE**

EXHIBIT D: WARNER GRAND THEATRE HISTORY AND TECHNICAL SPECIFICATIONS

The history of the Warner Grand Theatre reflects the story of Hollywood movie culture. Opened on January 21, 1931 by film pioneer Jack Warner, it is one of three “neighborhood” movie palaces commissioned by Warner Brothers. It was designed by noted architect B. Marcus Priteca in the art deco-moderne style for the five Warner Brothers who founded their studio in Hollywood in 1923. The interior was designed by Anthony T. Heinsbergen who also worked on the Vision Theatre in Leimert Park.

The Warner Brothers were pioneers in the movie business, having made films with sound predominantly used as background noise or music. Their lavish theaters took movie-watching to new levels. Guests were transformed by the beauty and detail of the physical space as well as by the innovative multi-sensory movie experience. Thus, it was the first sound-equipped theater in the South Bay area. Priteca was commissioned by the Warner Brothers to build theaters in Huntington Park, San Pedro, and Beverly Hills. Of the three, only the Warner Grand in San Pedro remains intact, although it has been undergoing renovations since acquisition by the City of Los Angeles in 1996. Other famous buildings by Priteca include the Pantages Theater in Hollywood. From the late 1970s to 1980s the theater’s name was changed to the Juarez Theatre.

Seating Capacity

Orchestra	889
Loge (Lower Balcony)	200
(Upper) Balcony	400
Total Seats	1,489
Orchestra Level Lobby	Approximately 94’ x 20’ usable space
Level Lobby	Mezzanine 86’ x 24’

Stage Dimensions

Proscenium Height	32’
Proscenium Width	50’
Stage Depth	24’
Apron Depth	10’
Center Line to Stage Right Wall	45’
Center Line to Stage Left Wall	35’

Stage Description

- Stage is composed of tongue and groove hardwood laid on concrete. The stage is 50’ X 19’, shallow and wide. There is a 10’ apron downstage of the curtain.
- There is very little backstage area with minimal wings, approximately 20’ stage right and 10’ stage left.

- The stage may be accessed from the audience by stairs on either side of the stage. There is also access via a ramped aisle house right to upstage left. There is no direct access from front of house to dressing rooms.
- The stage and dressing rooms are accessed from 6th Street loading entry to stage left.
- Rigging System is a Standard t-guide counterweight system with 16 linesets.
- Fire Curtain is non-friable, unencapsulated asbestos operated on the counterweight system.
- A swaged valance is deadhung immediately behind the fire curtain.
- House Curtain/Grand Drape is one the first lineset.

Rigging System

(See Lineset Schedule)

Grid Height	65' above stage
Type	Steel
Line Sets	16 sets, 15 usable
Arbors	10 @ 1,000 lb capacity
Arbors	5 @ 1900 lb capacity
Movie Screen	Flies in and out – lineset cannot be moved
Traveler Tracks	None installed
Counterweight Operation	From locking rail stage right. Loading at loading bridge.

Backstage

Soft Goods

1	Full Black Duvetyne Back Drape: 60' w x 30' h, split center
1	Black Duvetyne Border: 60' w x 10' h
1	Gold Velour Border: 80' w x 12' h
1 Set	Black Duvetyne Legs: 10' w x 30' h
1 Set	Black Duvetyne Legs: 15' w x 30' h

Loading Dock

Location	Loading at street level located on 6 th Street directly east of theater storefronts
Loading Door	12' high x 9' wide Stage Left
Trucks	May park temporarily on street beside theater
Loading Door	Loading door is located at street level; accesses stage by way of a 12' ramp.

Dressing Rooms

- All dressing rooms are one floor below the stage.
- There are four (4) rooms with up to two stations.
- There are two (2) rooms with 12 stations.
- There are two (2) single toilets with accessible hardware and showers.
- Access to the stage is by stairs, stage left and stage right.

- There is a quasi-green room/waiting area approximately 8' X 10' on the stage right side of the dressing room area.

Stage Power

- 1 - 600 amp, 3-phase DSR
- 1 - 400 amp, 3 phase DSR
- 1 - 200 amp, 3-phase DSR for sound

Distribution

All house dimmers are located DSR
 48 X 2.4Kw and a 24 X 2.4Kw rack
 Light Instrument Inventory
 4 Electrics (Rigging)

Lighting Throw Distances

Projection Booth to proscenium line	122'
Balcony Rail to Screen	69'
Balcony Rail to Orchestra Pit front	51'
Balcony Rail to proscenium line	61'
Balcony Rail to last lineset	80'

Dimming:

- 1 rack of 48 @ 2.4Kw CD 80 dimmers
- 1 rack of 24 @ 2.4Kw CD 80 dimmers

Control: ETC Expression 3 located front of house next to the sound console.

Houselights: ETC SmartFade operated from Stage Right.

Tech Table - Located stage right section orchestra level. Includes sound and lighting desk area.

Sound System

- The existing house sound system is designed for voice reproduction and simple music playback.
- Mix Position: House left next to the center left aisle in front of the balcony edge.
- Console: There is an Allen & Heath ZED 436 32-channel mixing board next to the light board at the house left position. Local rentals are available to support more advanced sound reproduction.
- Speakers: There are 4 proscenium-mounted QSC ADS 282 H speakers and 2 Harbinger H x 118 S 18' subwoofers to support speech and simple playback of music.

Cinema Film System

Screen Size	50' X 21'
Lens Format	1:85
Projectors	2 matched Norelco AA 35 mm projectors with optical and LED stereo sound supported by SR and Dolby® noise reduction

Digital Video Projector	1 40k lumen hi-def, 3D capable projector is installed in the projection booth. This Projector is privately owned and is on loan to the theater. Rental charge is \$300/day nonprofits or \$500/day for profit or individuals. 1 Sanyo Portable Digital Conference Projector available for \$250 per day or \$750 per week
Speakers	3 Reinkus Heinz ST9, 3-Way Low/Mid/Hi Co-Entrant speakers for floor and under-balcony seating (Left, Center, Right) 3 Reinkus Heinz ST7M, 2-Way Mid/Hi CoEntrant speakers for balcony seating (Left, Center, Right) 2 Reinkus-Heinz BPK15-2K, Double 15" sub speaker, 7 th order bandpass 1 QSC RMX 4050 Power Amplifier
Processors	1 Renkus Heinz X12AD, Subprocessor
Small Projection Screen	1 Dolby CP45 Analog Surround processor 13' x 17' screen. Available for Additional Rental of \$150 per day, \$600 per week.

Concession Opportunities

The Theater currently has several spaces available for concession opportunities. The following is a description of the spaces available inside of the Theater:

- 2 built-in concessions stands in the ground floor lobby, both approximately 12' x 5', each with a hand sink, floor sink and soft drink station with minimal storage;
- 1 preparation kitchen that was added in 1996 with 3 sinks and minimal preparation area. The current concessionaire uses this space for a 400 lb ice machine and refrigerator.
- The lounge in the lower lobby between the Men's and Women's restrooms has room for a combination bar/gift shop; and
- The mezzanine lobby has space to set up a temporary bar between the staircases across from the restrooms.

Additional space includes 2 storefront areas:

- 1) Sacred Grounds Coffee House has a total square footage of 1,260 sf, approximately 60' wide by 18' deep public area. The space also has a service kitchen; one ADA accessible restroom and a small storage room with an employee lavatory. There are 2 entrances and the space does not have heating or cooling. The current operator is on a month-to-month lease.
- 2) Finding's Art Center consists of 2 spaces, each with a single entrance/exit door; the first space is 135 sf and the second space is 419 sf. These spaces have an ADA restroom in the rear of the larger space and neither space has heating or cooling. The current operator is on a month-to-month lease.

Office Space

The business office is in three rooms that were the original manager's apartment immediately off of the mezzanine lobby. The rooms are approximately 15' x 15', 16' x 21' and 13' x 20'; one office also contains a closet space and a walk-in safe. A restroom is attached, and there is a small "kitchenette" just outside the offices.

The mezzanine level includes an office space of approximately 9' x 15' that serves as the technical director's base of operations.

**REQUEST FOR PROPOSALS
FOR THE OVERSIGHT OF THE WARNER GRAND THEATRE**

EXHIBIT E: LABAVN INSTRUCTIONS

All documents for this RFP will be uploaded to LABAVN, which is the Los Angeles Business Assistance Virtual Network: <http://www.labavn.org/>. Once you have registered, the Warner Grand Theatre RFP will appear as an option. At the bottom of the Summary page is the link to the Documents. The Warner Grand Theatre BAVN ID is 27938.

The Warner Grand Theatre RFP is only available to businesses that have selected specific NAICS codes. One of the codes you select must match a code listed below, or you will not be able to access the RFP and supporting documents.

Warner Grand Theatre Selected NAICS Codes for BAVN:

512131: Motion Picture Theaters (except Drive-Ins)
531120: Lessors of Nonresidential Buildings (except Mini warehouses)
531390: Other Activities Related to Real Estate
533110: Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)
561210: Facilities Support Services
561790: Other Services to Buildings and Dwellings
561990: All Other Support Services
711110: Theater Companies and Dinner Theaters
711120: Dance Companies
711130: Musical Groups and Artists
711190: Other Performing Arts Companies
711310: Promoters of Performing Arts, Sports, and Similar Events with Facilities
711320: Promoters of Performing Arts, Sports, and Similar Events without Facilities
711510: Independent Artists, Writers, and Performers
712120: Historical Sites

Contact Department of Cultural Affairs Assistant General Manager at warnergrand.rfp@lacity.org if you have any questions regarding the registration process.

Required Forms:

Once registered, under Company Profile, there is a link for Compliance Documents. The following forms are available there:

- Equal Benefits / First Source Hiring Ordinance
- Slavery Disclosure Ordinance
- California Iran Contracting Act of 2010

Los Angeles Business Assistance Virtual Network BAVN

**Downloading and Uploading
Company Compliance Documents**

5/15/2015

BAVN “Download Templates” Instructions

These instructions are NOT applicable to Bidder/Proposers responding to contracting opportunities advertised by the Los Angeles World Airports, the Port of Los Angeles and the Department of Water & Power

All companies registering on BAVN may at this time complete and upload the compliance forms listed in the “Download Templates” or it may upload the forms at the time it responds to a contracting opportunity. All forms contained in the “Download Templates” section are to be completed and signed prior to being uploaded to the “Company Compliance Documents” section. Each form is only valid for a specified amount of time. Please refer to instructions online for more details.

The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s). The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

Affirmative Action Program (AA)

All companies that have an approved Affirmative Action Plan on file with the Office of Contract Compliance prior to August 15, 2011 shall be required to complete and upload the Equal Employment Practices Affidavit and the Affirmative Action Plan Affidavit (if required by the contracting opportunity posted by the awarding department).

Contractors will remain subject to all applicable provisions of any previously approved EEP/ AAP Plans for all current contracts advertised by the City prior to August 15, 2011.

***Construction Contracts** – The Affirmative Action Plan will be effectuated upon completion of the “Anticipated Employment Utilization Report” (AEUR). Any subsequent bids will require the submittal of the AEUR to the Bureau of Contract Administration’s Office of Contract Compliance prior to the issuance of a Notice to Proceed by the awarding department.*

Every Non-construction contract with or on behalf of the City of Los Angeles for which the consideration is \$100,000 or more shall require the prime contractor to complete and upload an Affirmative Action Plan. Subcontractors are required to submit this form to their prime contractor, who must retain it for the life of the contract, for any subcontracts for which the consideration is \$100,000 or more. Every construction contract with or on behalf of the City of Los Angeles for which the consideration is \$5,000 or more shall require the prime contractor to complete and upload an Affirmative Action Plan. Subcontractors are required to submit this form to their prime contractor, who must retain it for the life of the contract, for any subcontracts for which

the consideration is \$5,000 or more. Additionally, every construction contract as referenced above shall also comply with the Los Angeles Administrative Code Section 10.13.

Equal Benefits Ordinance (EBO)

By completing and uploading the Equal Benefits Ordinance Compliance Affidavit your company is certifying compliance with the requirements of said ordinance. If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance prior to contract award. A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request. Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

First Source Hiring Ordinance (FSHO)

Prime contractors who are awarded a contract that is subject to the requirements of the FSHO must complete and upload the FSHO Compliance Affidavit. Unless otherwise exempt, the FSHO applies to service contracts over \$25,000 and 3 months, and some loan or grant recipients. Awarding departments may seek exemption by submitting a completed FSHO-X Form to the Office of Contract Compliance prior to contract execution.

Non-discrimination/Equal Employment Practices Provisions (ND-EEP)

Every contract with or on behalf of the City of Los Angeles for which the consideration is \$1,000 or more shall complete and upload Equal Employment Practices Provisions Certification. Subcontractors are required to submit this form to their prime contractor, who must retain it for the life of the contract, for any subcontracts for which the consideration is \$1,000 or more.

Slavery Disclosure Ordinance (SDO)

By completing and uploading the Slavery Disclosure Affidavit your company will have satisfied the reporting requirement of the Slavery Disclosure Ordinance. A company wishing to seek an exemption of the SDO provisions must submit the SDO Exemption Form with the bid or proposal. The SDO Exemption Form shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request.

IMPORTANT NOTICE

Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

The following tutorial will walk you through the process of

- Downloading and Uploading Company Compliance Documents

Step 1: Log into BAVN

1. Only the administrator of your company has the authority to upload company compliance documents.
2. Under **Profiles**, go to **Company Profile**, click on the **Compliance Documents** link.

LOS ANGELES

311

LABAVN
Los Angeles Business Assistance Virtual Network

SEARCH PROFILE LOGOUT SUPPORT

Welcome Queeny O

Profiles Bookmarked Related Opportunities BIP - Prime BIP - Sub BIP - Outreach

Company Profile

BAVN Company ID: 47800

Company Name: Carr's Creation - ITA TEST COMPANY-DO NOT CONTACT

Company Type: Prime & Sub Contractor

Company Admin: Queeny O (carr.mensah-oduro@lacity.org)

- [Company Detail](#)
- [Company Users and Access Rights](#)
- [Compliance Documents](#)
- [MOA Emergency Vendor Contact](#)
- [Certifications](#)
- [NAICS Interest Codes / Licenses](#)

The following compliance forms can be downloaded and uploaded on BAVN;

AA – Affirmative Action

- Federally Assisted Construction Projects Equal Employment Opportunity/ Affirmative Action
- Affirmative Action Plan

EBO – Equal Benefits Ordinance

- Equal Benefits Ordinance Affidavit

FSHO – First Source Hiring Ordinance

- First Source Hiring Ordinance Compliance Affidavit

ND-EEP - Non-discrimination/Equal Employment Practices Provisions

- Equal Employment Practices Provisions Certification

SD - Slavery Disclosure Ordinance Forms

- Slavery Disclosure Ordinance Affidavit

Please read instructions before downloading and uploading Company Compliance Documents






Step 2: Download Compliance Form Template

1. Review the **Company Compliance Documents** list
2. Click on the 'Click here to download templates and upload completed forms' link next to the form you would like to download.

Company Compliance Documents

[Return to Profile](#)

- The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award.
- Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s).
- Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

Company Compliance Documents	Status	Edit	Uploaded By	Uploaded	Expires
 Affirmative Action (Read Disclaimer)	Submitted	Modify Remove	Queeny O	04/25/14	04/25/15
 Equal Benefits Ordinance	Not Uploaded	Click here to download templates and upload completed forms			
 First Source Hiring Ordinance	Not Uploaded	Click here to download templates and upload completed forms			
 Non-discrimination/Equal Employment Practices Provisions	Not Uploaded	Click here to download templates and upload completed forms			
 Slavery Disclosure Ordinance (Indefinite Application)	Submitted	Modify Remove	Queeny O	07/09/13	No expiration date

Step 3: Upload Compliance Form Template

1. Click on the “Click here to download the Equal Benefits Ordinance Affidavit form” link

Upload the Equal Benefits Ordinance (EBO) Document

Disclaimer:

- By completing and uploading the Equal Benefits Ordinance Compliance Affidavit your company is certifying compliance with the requirements of said ordinance.
- If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance prior to contract award.
- A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal.
- The EBO Waiver Application shall be forwarded to OCC for processing.
- OCC shall notify the awarding department of the determination resulting from the waiver request.
- Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.
- The Equal Benefits Ordinance provisions apply to all agreements the value of which exceeds \$5,000 unless otherwise exempt.
- It includes Service Contracts, Construction Contracts, Purchase Contracts, Grants, Leases or Licenses as defined by the EBO.

Important Notice:

- These instructions are NOT applicable to Bidder/Proposers responding to contracting opportunities advertised by the Los Angeles World Airports, the Port of Los Angeles and the Department of Water & Power.
- Currently, all other forms pertaining to the Living Wage Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.
- Once uploaded, the forms are valid for three (3) years from the date they are uploaded.

Instructions:






1. [Click here to download the Equal Benefits Ordinance Affidavit form](#)
2. Fill out the form and sign it
3. Scan the form into a PDF file
4. Upload the completed and signed PDF form using the form below

Select File No file chosen

Notes

- Download and Fill form completely
- **Scan the form and save it as and into a single PDF file**
- Select form to upload
- Click on the **Upload Document** button to submit form

3. The **Status** now shows **Submitted**. You can either **Modify** or **Remove** the uploaded document by clicking on the respective links.

Company Compliance Documents	Status	Edit	Uploaded By	Uploaded	Expires
 Affirmative Action (Read Disclaimer)	Submitted	Modify Remove	Queeny O	04/25/14	04/25/15
 Equal Benefits Ordinance (Read Disclaimer)	Submitted	Modify Remove	Queeny O	05/20/14	05/20/15
 First Source Hiring Ordinance	Not Uploaded	Click here to download templates and upload completed forms			
 Non-discrimination/Equal Employment Practices Provisions	Not Uploaded	Click here to download templates and upload completed forms			
 Slavery Disclosure Ordinance (Indefinite Application)	Submitted	Modify Remove	Queeny O	07/09/13	No expiration date

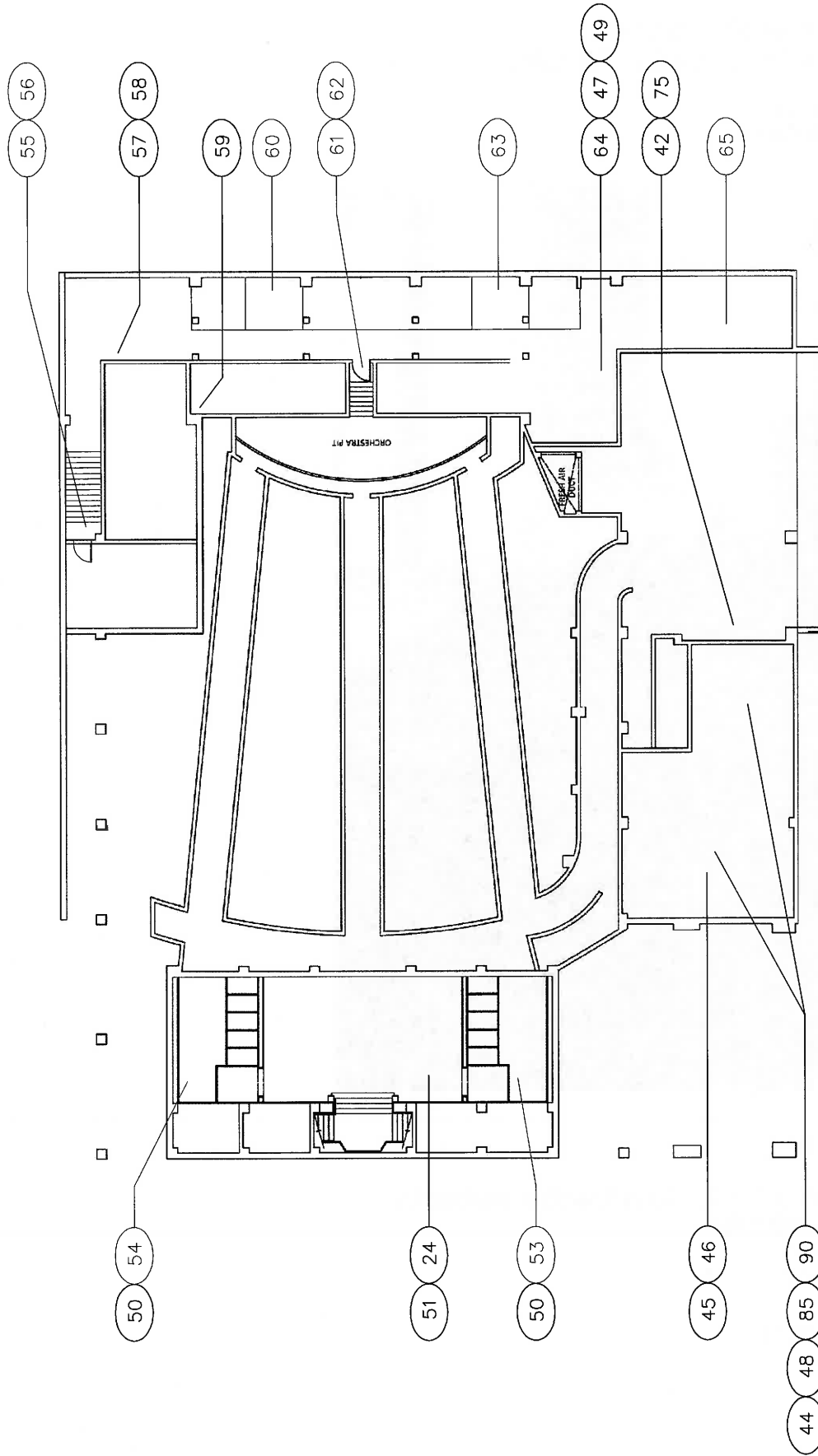
4. Follow the same process to upload the rest of the Compliance documents.

For questions or concerns, please email ITA.BAVN@LACITY.ORG


**REQUEST FOR PROPOSALS
FOR THE OVERSIGHT OF THE WARNER GRAND THEATRE**

EXHIBIT F: SITE PLAN AND INTERIOR FLOOR PLANS

WARNER GRAND THEATER
420 W. 6th Street, San Pedro, CA

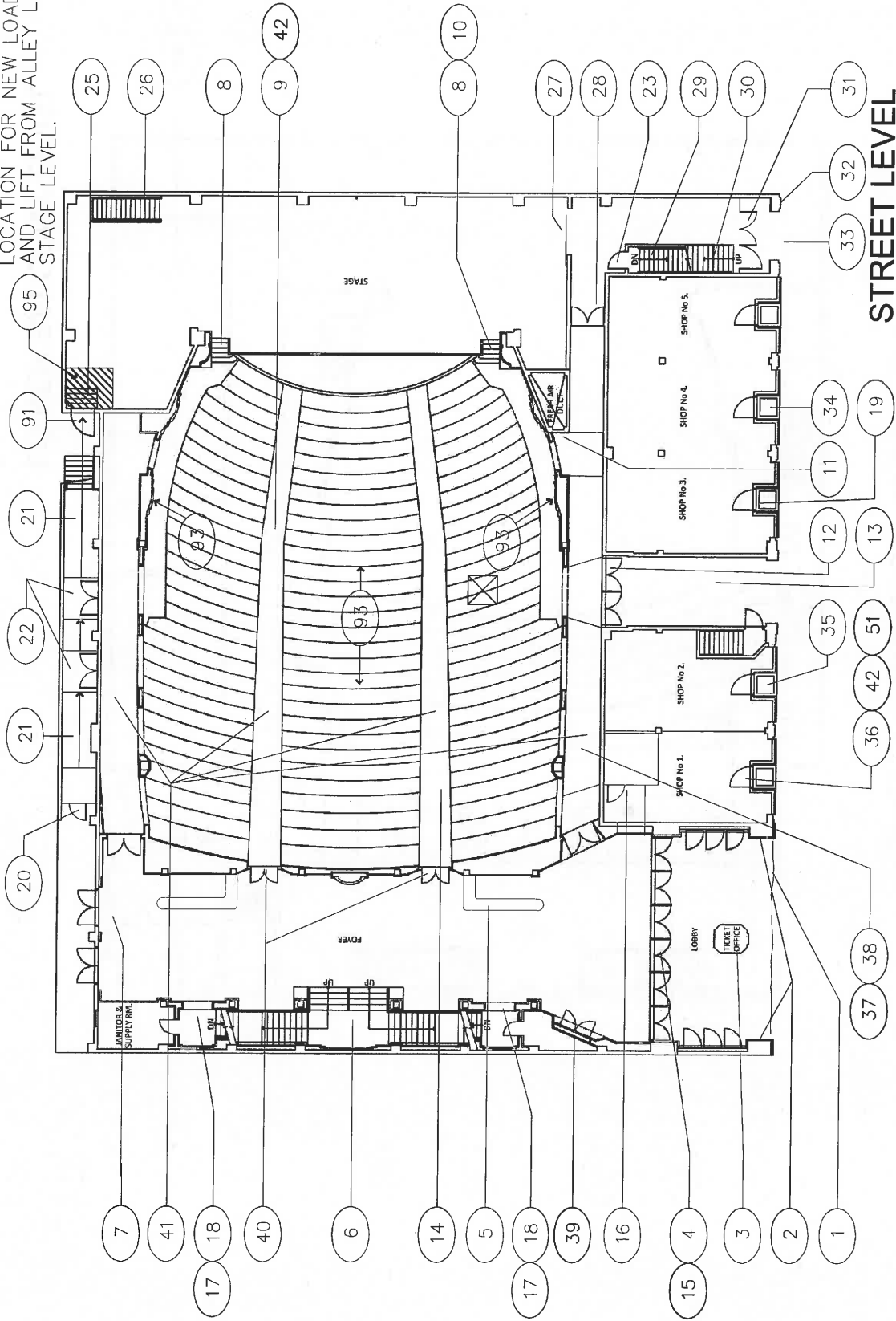


BASEMENT LEVEL

 BOA Architecture Government Services 279 West Seventh Street San Pedro, CA 90731 Tel. 310-832-2681 Fax 310-831-4656 E-MAIL: INFO@BOAARCHITECTURE.COM WWW.BOAARCHITECTURE.COM	—		FACILITY ID #	
	BUILDING Warner Grand Theater		—	
	NAME:			
	FACILITY ADDRESS: 420 W. 6th Street, San Pedro, CA 90731		JOB #:	
	SCALE:		CHECKED:	
	DRAWN BY: LA		DATE: 11-16-11	
	—		2551	
—		SHEET NUMBER: 1 OF 4		

WARNER GRAND THEATER
420 W. 6th Street, San Pedro, CA

LOCATION FOR NEW LOADING DOORS
 AND LIFT FROM ALLEY LEVEL TO
 STAGE LEVEL.



STREET LEVEL

BOA Architecture
 Government Services

279 West Seventh Street
 San Pedro, CA 90731
 Tel. 310-832-2681
 Fax 310-831-4656
 E-MAIL: INFO@BOAARCHITECTURE.COM
 WWW.BOAARCHITECTURE.COM

BUILDING Warner Grand Theater				FACILITY ID#	
NAME:				—	
ADDRESS: 420 W. 6th Street, San Pedro, CA 90731				JOB #:	
SCALE: N/A				CHECKED: 11-16-11	
DRAWN BY: LA				SHEET NUMBER: 2 OF 4	

[illegible]

LOWER BALCONY LEVEL



BOA

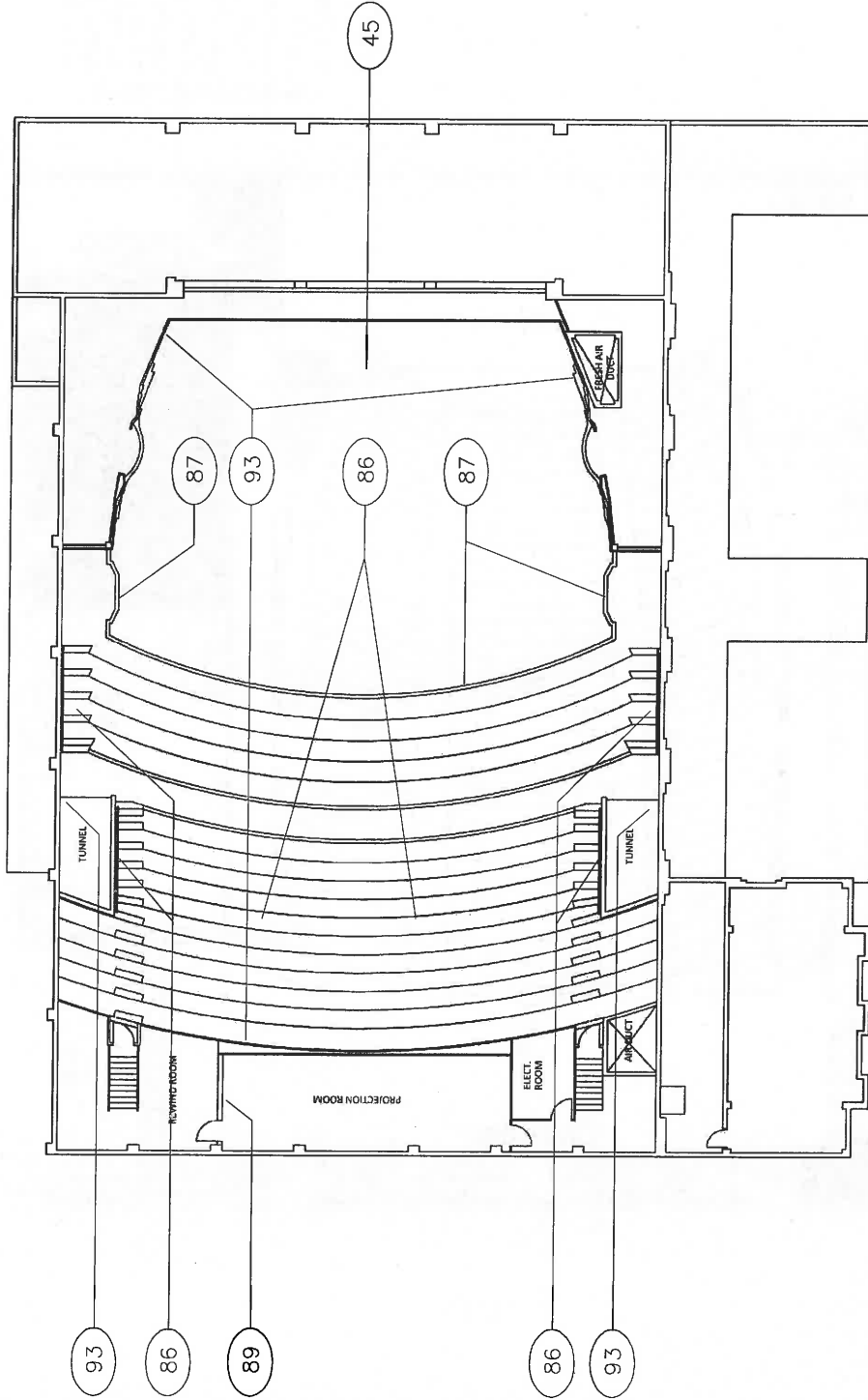
Architecture
Government Services

279 West Seventh Street
San Pedro, CA 90731
Tel. 310-832-2681
Fax 310-831-4656

E-MAIL: INFO@BOAARCHITECTURE.COM
WWW.BOAARCHITECTURE.COM

—				
BUILDING NAME: Warner Grand Theater				
FACILITY ADDRESS: 420 W. 6th Street, San Pedro, CA 90731				
SCALE:		DRAWN BY: LA	DATE: 11-16-11	CHECKED: —
—				
FACILITY ID#				—
SHEET NUMBER:				3 OF 4

WARNER GRAND THEATER
420 W. 6th Street, San Pedro, CA

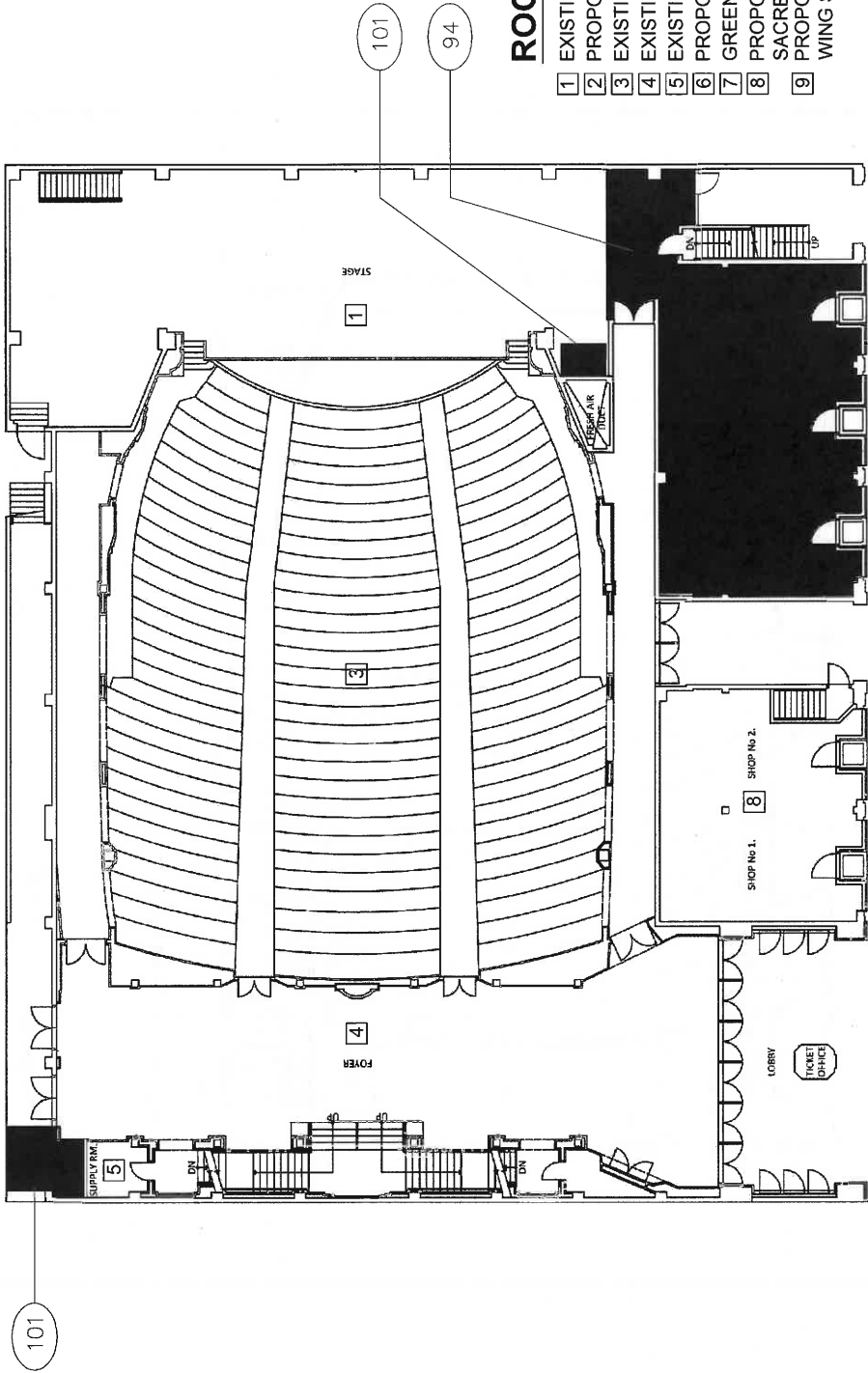


UPPER BALCONY LEVEL

BOA Architecture Government Services 279 West Seventh Street San Pedro, CA 90731 Tel. 310-832-2681 Fax 310-831-4656 E-MAIL: INFO@BOAARCHITECTURE.COM WWW.BOAARCHITECTURE.COM	BUILDING NAME: Warner Grand Theater		FACILITY ID# —	
	ADDRESS: 420 W. 6th Street, San Pedro, CA 90731		JOB #: 2551	
SCALE: —		DRAWN BY: LA	CHECKED: —	SHEET NUMBER: 4 OF 4

ATTACHMENT #1

WARNER GRAND THEATER 420 W. 6th Street, San Pedro, CA



ROOM LEGEND

- 1 EXISTING STAGE
- 2 PROPOSED ELEVATORS
- 3 EXISTING SEATING AREA
- 4 EXISTING FOYER
- 5 EXISTING JANITOR/SUPPLY RM.
- 6 PROPOSED LIFT
- 7 GREEN ROOM
- 8 PROPOSED LOCATION OF SACRED GROUNDS
- 9 PROPOSED EXPANDED STAGE WING SPACE

STREET LEVEL

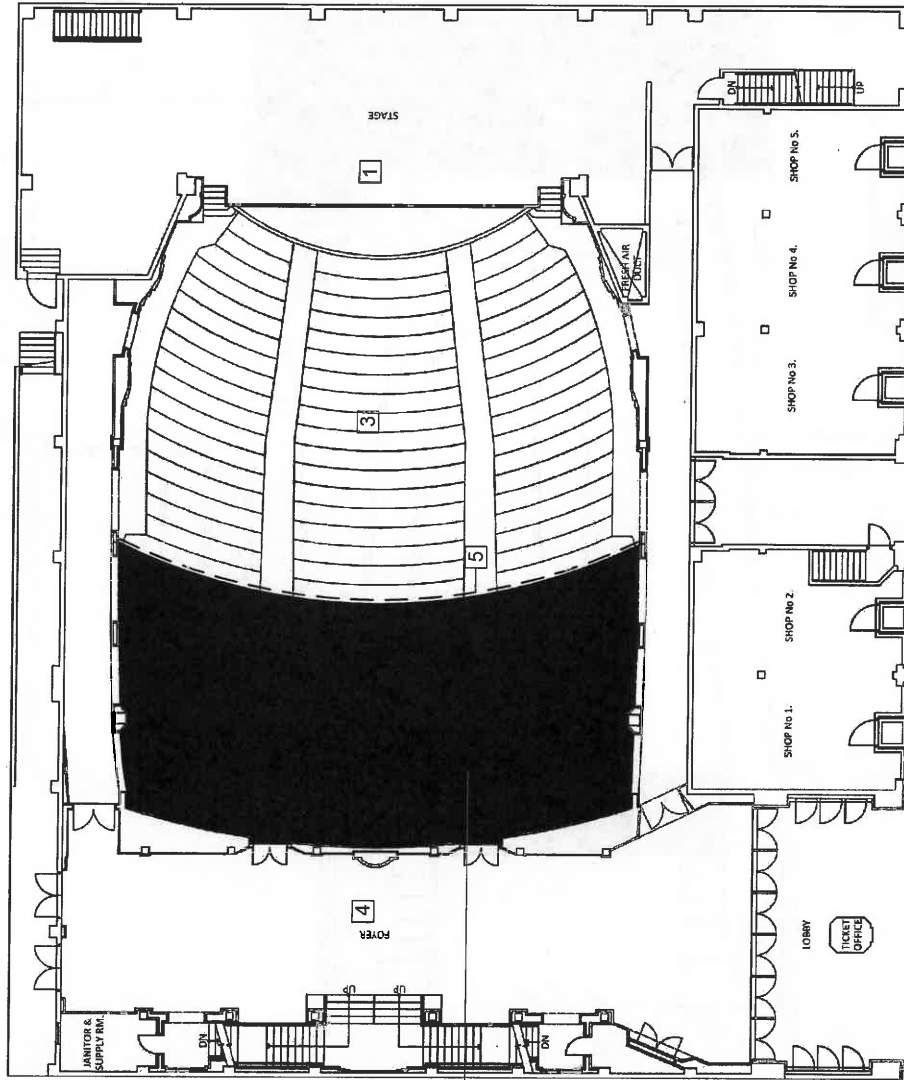
BOA Architecture Government Services 279 West Seventh Street San Pedro, CA 90731 Tel. 310-831-2881 Fax 310-831-4636 E-MAIL: INFO@BOAARCHITECTURE.COM WWW.BOAARCHITECTURE.COM	BUILDING Warner Grand Theater		FACILITY ID#	
	NAME: 420 W. 6th Street, San Pedro, CA 90731		—	
SCALE: —		DRAWN BY: MA	CHECKED: 11-16-11	JOB #: 2551
DATE: 11-16-11		SHEET NUMBER: 1		OF 4

WARNER GRAND THEATER
420 W. 6th Street, San Pedro, CA

ATTACHMENT #2

ROOM LEGEND

- 1 EXISTING STAGE
- 2 PROPOSED EXPANDED LOBBY
- 3 EXISTING SEATING AREA
- 4 EXISTING FOYER
- 5 PROPOSED HEAVY DUTY DRAPERY



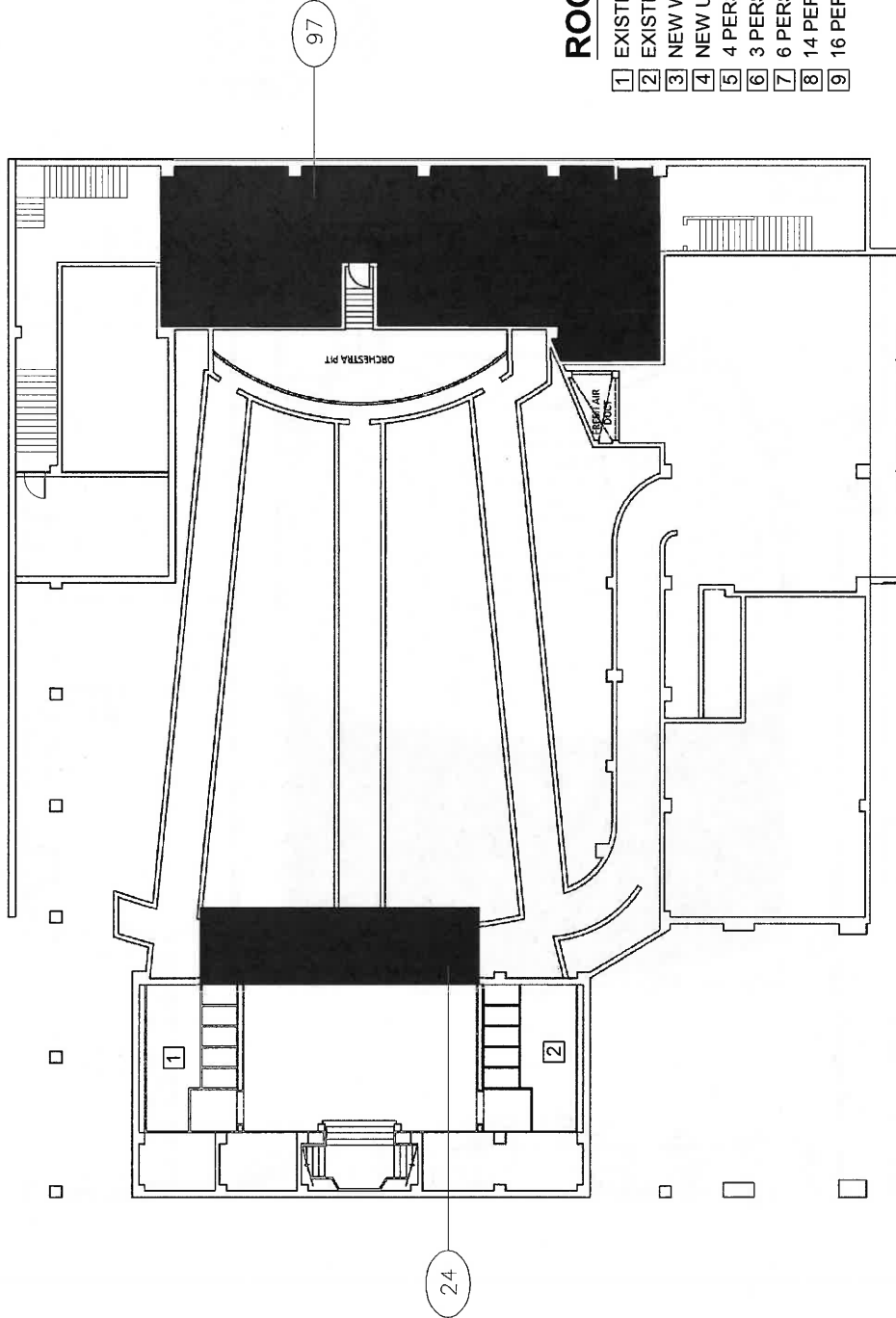
STREET LEVEL

BOA Architecture Government Services 279 West Seventh Street San Pedro, CA 90731 Tel. 310-832-2681 Fax 310-831-4656 E-MAIL: INFO@BOAARCHITECTURE.COM WWW.BOAARCHITECTURE.COM	BUILDING NAME: Warner Grand Theater		FACILITY ID#	
	FACILITY ADDRESS: 420 W. 6th Street, San Pedro, CA 90731		JOB #:	
SCALE:		DRAWN BY: MA	CHECKED: 11-16-11	JOB #:
				2551
				SHEET NUMBER:
				1 OF 4



ATTACHMENT #3

WARNER GRAND THEATER 420 W. 6th Street, San Pedro, CA



ROOM LEGEND

- 1 EXISTING MEN'S RESTROOM
- 2 EXISTING WOMEN'S RESTROOM
- 3 NEW WOMEN'S RESTROOM
- 4 NEW UNISEX RESTROOM
- 5 4 PERSON DRESSING
- 6 3 PERSON DRESSING
- 7 6 PERSON DRESSING
- 8 14 PERSON DRESSING
- 9 16 PERSON DRESSING

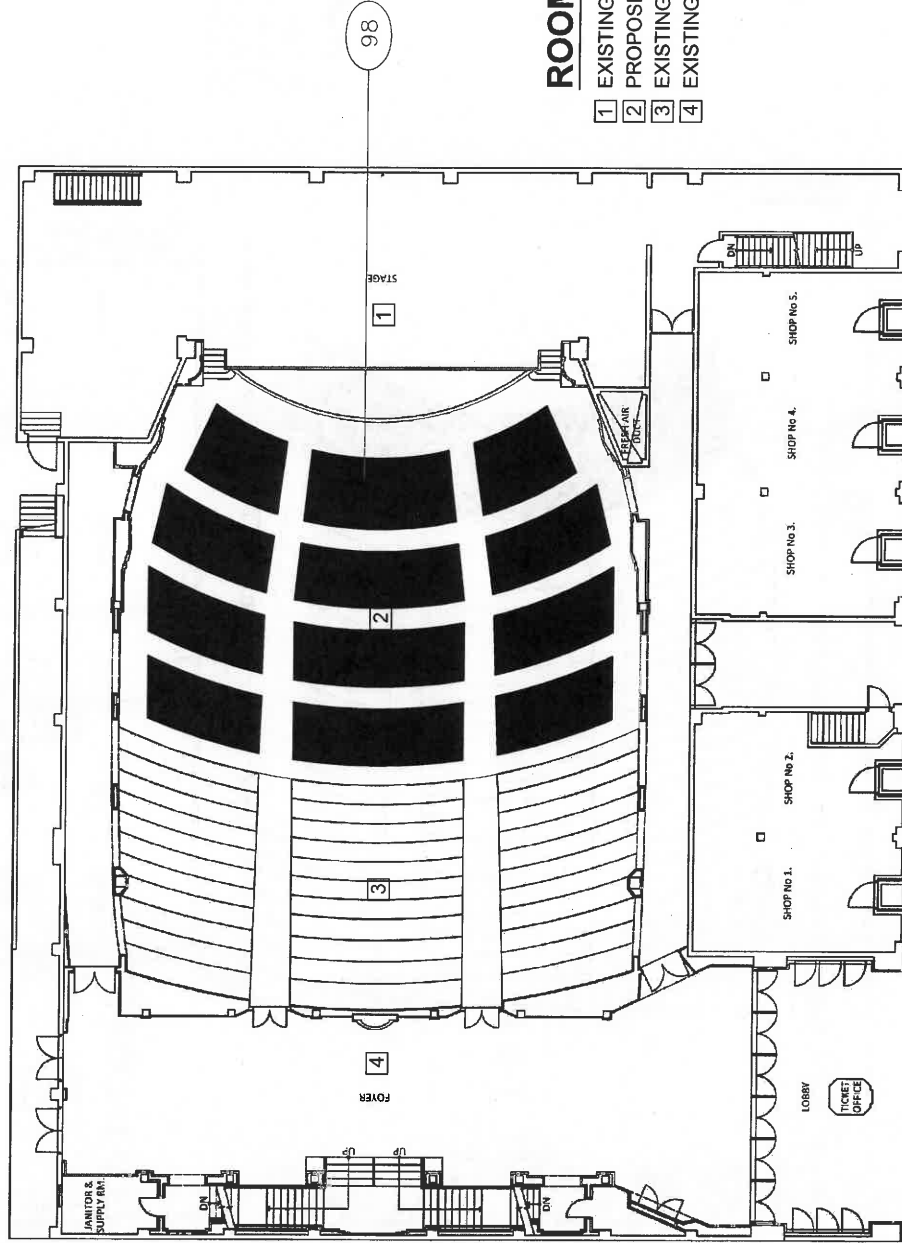
LOWER LEVEL

BOA Architecture Government Services 279 West Seventh Street San Pedro, CA 90731 Tel. 310-837-2686 Fax 310-837-4656 E-MAIL: INFO@BOAARCHITECTURE.COM WWW.BOAARCHITECTURE.COM	BUILDING Warner Grand Theater NAME:		FACILITY ID# —	
	FACILITY ADDRESS: 420 W. 6th Street, San Pedro, CA 90731 SCALE:		JOB #: 2551	
DRAWN BY: MA DATE: 11-16-11		CHECKED: —		SHEET NUMBER: 1 OF 4



ATTACHMENT #4


WARNER GRAND THEATER 420 W. 6th Street, San Pedro, CA



ROOM LEGEND

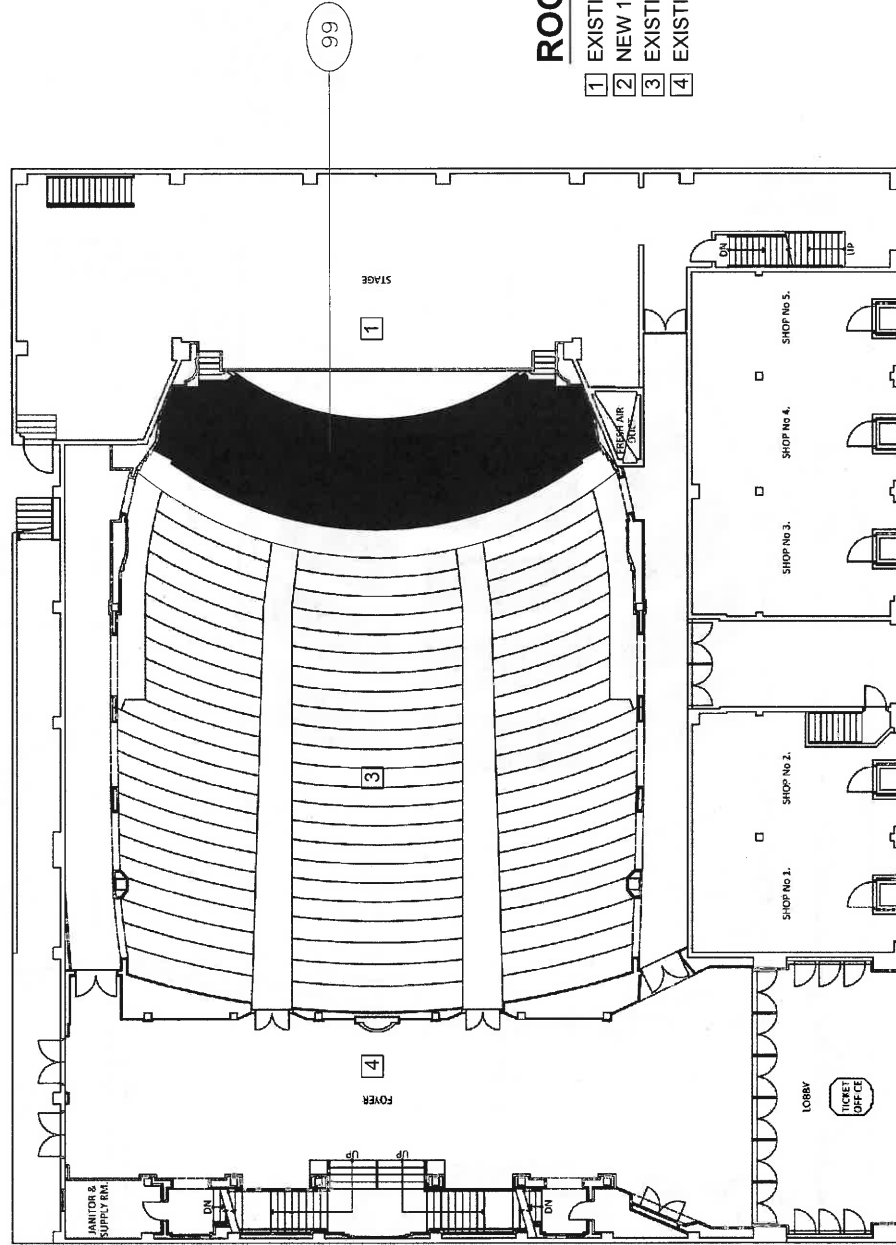
- 1 EXISTING STAGE
- 2 PROPOSED TERRACED PLATFORMS
- 3 EXISTING SEATING AREA
- 4 EXISTING FOYER

STREET LEVEL

 BOA Architecture Government Services 279 West Seventh Street San Pedro, CA 90731 Tel. 310-832-2681 Fax 310-831-4656 E-MAIL: INFO@BOAARCHITECTURE.COM WWW.BOAARCHITECTURE.COM	—				FACILITY ID#	
	BUILDING NAME: Warner Grand Theater				—	
	FACILITY ADDRESS: 420 W. 6th Street, San Pedro, CA 90731				JOB #:	
	SCALE:		DRAWN BY: MA		CHECKED: 11-16-11	
	—		—		—	
	—		—		—	
	—		—		—	
SHEET NUMBER:				1 OF 4		

ATTACHMENT #5

WARNER GRAND THEATER 420 W. 6th Street, San Pedro, CA



ROOM LEGEND

- 1 EXISTING STAGE
- 2 NEW 15 FOOT STAGE EXPANSION
- 3 EXISTING SEATING AREA
- 4 EXISTING FOYER

STREET LEVEL



BOA Architecture
Government Services
279 West Seventh Street
San Pedro, CA 90731
Tel: 310-832-2887
Fax: 310-831-4656
E-MAIL: INFO@BOAARCHITECTURE.COM
WWW.BOAARCHITECTURE.COM

BUILDING Warner Grand Theater		FACILITY ID#	
NAME:		—	
FACILITY: 420 W. 6th Street, San Pedro, CA 90731		SHEET NUMBER:	
ADDRESS:		JOB #:	
SCALE:		2551	
DRAWN BY: MA		CHECKED: —	
DATE: 11-16-11		1 OF 4	

REQUEST FOR PROPOSALS FOR THE OVERSIGHT OF THE WARNER GRAND THEATRE

EXHIBIT G: INSURANCE REQUIREMENTS

(Share this information with your insurance agent or broker)

1. Agreement/Reference All evidence of insurance must identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. Provide the **types of coverage and minimum dollar amounts** specified on the Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

2. When to submit Normally, no work may begin until a CITY insurance certificate approval number (“CA number”) has been obtained, so insurance documents should be submitted as early as practicable. For **As-needed Contracts**, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

3. Acceptable Evidence and Approval Electronic submission is the best method of submitting your documents. **Track4LA®** is the CITY’s online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACORD 25 Certificate of Liability Insurance** in electronic format – the CITY is a licensed redistributor of ACORD forms. Track4LA® advantages include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **Track4LA®** at <http://track4la.lacity.org> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

Insurance industry certificates other than the ACORD 25 that have been approved by the State of California may be accepted, however *submissions other than through Track4LA® will significantly delay the insurance approval process as documents will have to be manually processed.* All Certificates must provide a thirty (30) days’ cancellation notice provision (ten (10) days for non-payment of premium) AND an Additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as Its Interests May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter. Completed **Insurance Industry Certificates other than ACORD 25 Certificates** are sent electronically to CAO.insurance.bonds@lacity.org.

Additional Insured Endorsements DO NOT apply to the following:

- Indication of compliance with statute, such as Workers' Compensation Law.
- Professional Liability insurance.

Verification of approved insurance and bonds may be obtained by checking **Track4LA®**, the CITY's online insurance compliance system, at <http://track4la.lacity.org>.

4. Renewal When an existing policy is renewed, have your insurance broker or agent submit a new Acord 25 Certificate or edit the existing Acord 25 Certificate through **Track4LA®** at <http://track4la.lacity.org>. Page 2 of 2

5. Alternative Programs/Self-Insurance Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing Groups, off-shore carriers, captive insurance programs and self-insurance programs are subject to separate approval after the CITY has reviewed the relevant audited financial statements. To initiate a review of your program, you should complete the Applicant's Declaration of Self Insurance form (<http://cao.lacity.org/risk/InsuranceForms.htm>) to the Office of the City Administrative Officer, Risk Management for consideration.

6. General Liability insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at (www.2sparta.com), or by calling (800) 420-0555.

7. Automobile Liability insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. Errors and Omissions coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. Workers' Compensation and Employer's Liability insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self-Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers'

Compensation Insurance Requirement (<http://cao.lacity.org/risk/InsuranceForms.htm>). A **Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. Property Insurance is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. **Builder's Risk/Course of Construction** is required during construction projects and should include building materials in transit and stored at the project site.

11. Surety coverage may be required to guarantee performance of work and payment to vendors and suppliers. A **Crime Policy** may be required to handle CITY funds or securities, and under certain other conditions. **Specialty coverages** may be needed for certain operations. For assistance in obtaining the CITY required bid, performance and payment surety bonds, please see the City of Los Angeles Bond Assistance Program website address at <http://cao.lacity.org/risk/BondAssistanceProgram.pdf> or call (213) 258-3000 for more information.

2) In the absence of imposed auto liability requirements, all contractors using vehicles during the course of their contract must adhere to the financial responsibility laws of the State of California.

**REQUEST FOR PROPOSALS
FOR THE OVERSIGHT OF THE WARNER GRAND THEATRE**

EXHIBIT H: WARNER GRAND THEATRE VENUE DATA

NON COMMUNITY/
INDIVIDUALS

[illegible]

31 days RESERVED by OTHER NONPROFITS

2 days BOOKED by OTHER THAN NONPROFITS

131 days reserved and booked to date for calendar year 2017

FY 1415 (7/1/14 - 6/30/15)

COMMUNITY / NONPROFIT USE


ORG / NAME	SHOW	# OF DAYS/ PERFS	BILLED	EXPENSES	TOT AUDIENCE
ENCORE ENTERTAINERS	SHREK	7/5	8,987.50	6,179.50	2,380
ENCORE ENTERTAINERS	HAIRSPRAY JR	11/1	3,134.00	2,231.00	417
WARNER GRAND THTR	MUSIC LA	1/1		447.00	53
SCALAWAG PRODUCTIONS	GUYS & DOLLS	15/4	7,759.25	5,920.25	839
STUDENT FILM SHOOT	AYUMU	1	837.25	337.25	
THE TROUPE	INTO THE WOODS	7/4	5,394.50	4,418.50	726
LA WATERFRONT ALL'NC	PUBLIC MTG	1/1	686.25	526.25	160
HP LOVECRAFT FILM FEST		3/3	4,619.50	3,130.50	339
GRAND VISION FND	REEL ROCKUNENTARIES	1/1	465.75	465.75	100
PORTA CAELI CHAMB. PLYRS	CONCERT	1/1	945.25	709.25	236
POLA HIGH SCHL	ASSEMBLY	1/1	102.75	102.75	450
SP INTL FILM FESTIVAL		3/3	3,296.25	2,700.25	596
KIDS' RESOURCE	CONCERT	1/1	934.25	534.25	52
LOYOLA MARYMOUNT	STDT FILM	2	1,990.00	990.00	
AM HAM COMEDY	STAND UP	1/1	500.75	375.75	55
COALICION DE DANZANTES	DANCE	1/1	2,728.00	983.00	345
PALOS VERDES CONSRVNCY	FILM SCRNG	1/1	760.25	465.25	295
GRAND VISION FND	FILM SCRNG	1/1	737.50	630.50	107
BOYS & GIRLS CLUBS	ARTS SHOWCASE	1/1	937.25	787.25	113
AM HAM COMEDY	STAND UP	1/1	701.25	673.25	38
SP CITY BALLET	NUTCRACKER	7/3	5,943.50	3,737.51	2,212
GOLDEN ST POPS ORCH	CONCERT	2/1	1,990.75	1,227.75	713
POLA HIGH SCHL	WINTER W'LAND	1/1	680.25	680.25	158
LA HARB COLL NURSES	GRAD CEREMONY	1/1	1,223.00	973.00	178
ENCORE ENTERTAINERS	WIZARD OF OZ	18/7	12,518.75	8,999.75	2,869
LONG BEACH OPERA	THERESE RAQUIN	13/3	7,967.00	5,738.00	929
CNTRL SP N'HOOD CNCL	PUBLIC MTG	1/1	63.75	63.75	120
PALOS VERDES CONSRVNCY	FILM FESTIVAL	1/1	1,468.25	758.25	710
LA HARBOR DEPT	PUBLIC MTG	1	469.00	469.00	300
NATL CHARITY LEAGUE	"TICK TOCKERS MTG"	1/1	1,341.75	791.75	325
LA HARBOR DEPT	STAFF MTG	1	255.00	255.00	300
GRAND VISION FND	LA OPERA FOR KIDS	1/1	379.00	379.00	900
GRAND VISION FND	REEL ROCKUNENTARIES	1/1	461.50	461.50	60
ROLL'G HILLS PREP SCHL	ONCE ON THIS ISLAND	14/3	4,419.00	3,103.00	316
LA HARBOR COLL NURSES	GRAD CEREMONY	2/1	1,274.25	924.25	265
LONG BEACH OPERA	MARILYN FOREVER	13/3	6,849.00	4,551.00	1,298
MARYMOUNT COLLEGE	SPRING CONCERT	2/1	993.00	793.00	75
LA HARBOR INTL FILM FEST	FILM FESTIVAL	4/4	3,348.75	2,945.75	603
GOLDEN ST POPS ORCH	CONCERT	2/1	1,142.75	1,142.75	467
POLA HIGH SCHL	TALENT SHOW	1/1	531.50	531.50	210
GRAND VISION FND	LA PHIL CONCERT	1/1	1,266.50	1,266.50	1,016

= CONTINUAL
OR FREQUENT WGT USERS

RENAISSANCE SCHOOL	SPRING PLAY	2/1	277.25	177.25	100
HP LOVECRAFT FILM FEST	FILM FESTIVAL	3/3	4,396.00	2,929.00	267
KIDS' RESOURCE	BULLY PRVNTION	1/1	721.25	721.25	135
DRAMA TEACHERS ASSN	SALUTE TO WINNERS	1/1	434.75	434.75	153
LA HARBOR DEPT	STAFF MTG	1/1	241.50	241.50	250
BOYS & GIRLS CLUBS	ARTS SHOWCASE	1/1	754.50	588.50	166
F'LORICO ORGULLO MEX	DANCE CONCERT	1/1	3,204.50	1,222.50	582
HARB. OCC CENTER	GRAD CEREMONY	1/1	674.75	524.75	350
BOYS & GIRLS CLUBS	COLLEGE BOUND GRAD'N	1/1	924.75	774.75	950
SP CITY BALLET	SPRING RECITAL	2/1	1,735.50	1,026.50	659
PALOS VERDES CONSRVNCY	FILM - RENOIR	1/1	783.50	543.50	241
ENCORE ENTERTAINERS	LES MIS	7/3	7,590.50	5,210.50	1,191
SCALAWAG PRODUCTIONS	CHORUS LINE	15/4	5,154.00	4,520.00	634
		184/89	126,996.50	91,314.51	27,003

COMMERCIAL USE

ORG / NAME	SHOW	# OF DAYS/ PERFS	BILLED	EXPENSES	TOT AUDIENCE
BREAKING THROUGH	FILM SHOOT	2	4,240.00	990.00	36
HIP HOP HONOR AWARDS	AWARDS SHOW	1/1	5,565.25	4,362.25	203
PARANORMAL H'SEWIVES	GHOST HUNT	1	369.50	119.50	12
TONY JARAMILLO	TIERRA CONCERT	1/1	4,719.25	3,025.25	444
SWARTZ/BLANCHARD	WEDDING	1	1,006.75	506.75	62
HERENCIA MEXICANA ENT	XMAS CONCERT	1/1	4,427.95	2,933.95	664
SOWA/MCCOY	WEDDING	1	1,668.00	918.00	140
DOWNTOWN REP	VIDEO FILMING	12	3,147.00	1,347.00	20
LIVE NATION	WELCOME - NIGHTVALE	1/1	1,121.00	800.00	321
ANDY NAGLE	IN MY LIFE CONCERT	1/1	1,702.00	987.00	465
LIVE NATION	ADAL RAMONES	1/1	1,272.00	929.00	593
HERENCIA MEXICANA ENT	MOTHERS DAY CONCERT	1/1	2,707.00	1,213.00	442
GOLDEN VOICE	NEUTRAL MILK HOTEL	1/1	5,875.60	3,295.60	1,258
ELITE DANCE STUDIO	SPRING RECITAL	2/1	4,337.25	1,903.25	588
		27/9	42,158.55	23,330.55	5,248
TOTALS FY1415		211/98	169,155.05	114,645.06	32,251

 = CONTINUAL
OR FREQUENT RENTERS

FY 1516 (7/1/15 - 6/30/16)

COMMUNITY / NONPROFIT USE

ORG / NAME	SHOW	# OF DAYS/ PERFS	BILLED	EXPENSES	TOT AUDIENCE
ENCORE ENTERTAINERS	ANNIE JR	6/1	2,027.00	1,386.00	241
PORTA CAELI CHBR PLYRS	CONCERT	1/1	959.00	712.00	247
LA HARBOR DEPT	STAFF MTG	1	241.50	241.50	225
SP INTL FILM FESTIVAL	FILM FEST	3/3	3,012.50	2,463.50	771
POLA HIGH SCHOOL	AWARDS ASSBLY	1/1	422.50	172.50	400
KARPATOK HUNGARIAN	FOLK DANCE	2/1	3,548.00	1,971.00	277
POLA HIGH SCHOOL	TALENT SHOW	1/1	363.50	363.50	125
PALOS VERDES CNSRVCY	FILM SCREENING	1/1	1,071.75	628.75	143
BOYS & GIRLS CLUBS	FALL ARTS SHOWCASE	1/1	877.50	727.50	180
GOLDEN ST POPS ORCH	CONCERT	2/1	1,492.50	1,114.00	670
SP CITY BALLET	NUTCRACKER	7/3	6,298.50	3,978.50	1,570
THE TROUPE	WHITE XMAS	7/3	4,734.75	3,759.75	725
SP CITY BALLET	COPELAND MSTR CLASS	1/1	882.00	732.00	730
ENCORE ENTERTAINERS	MARY POPPINS	15/8	15,051.00	12,150.00	3,383
GHOST WATCH P'NORMAL	Paranormal Investigation	1	399.25	149.25	12
YU, DEMI JIE	CSUN STDT FILM SHOOT	3	2,985.00	1,485.00	24
SP INTL FILM FESTIVAL	FILM SCREENINGS	1/1	1,055.00	608.00	447
LA HARBOR INTL FILM FEST	FILM SCREENINGS	4/4	3,150.00	2,513.00	295
ROLLING HILLS PREP SCHL	LITTLE SHOP OF HORRORS	9/3	6,208.43	4,221.75	382
KOLODNEY, A	USC STDT FILM SHOOT	6	5,259.75	2,759.75	18
GRANDEZA MEXICANA	FOLKLORICO CONCERT	2/1	2,826.00	1,760.00	616
BOYS & GIRLS CLUBS	ARTS SHOWCASE	1/1	960.50	810.50	400
VICTORY OUTREACH SP	"BROKEN"	1/1	3,194.75	1,844.75	570
SP INTL FILM FESTIVAL	FILM SCREENINGS	1/1	548.75	466.75	82
HP LOVECRAFT FILM FST	FILM FESTIVAL	2/2	4,451.00	2,966.00	671
DRAMA TCHRS ASSN SO CA	STDT SHAKESPEARE COMP.	1/1	370.50	370.50	160
SO SHORES MAGNET SCHL	ROCK CONCERT	1/1	2,307.90	1,380.50	384
THE TROUPE	THE BOYFRIEND	7/4	4,918.25	3,887.25	581
HARBOR OCC CENTER	GRADUATION	2/1	737.00	587.00	650
BOYS & GIRLS CLUBS	COLLEGE BOUND GRAD'N	1/1	976.50	826.50	1,150
ENCORE ENTERTAINERS	THE MUSIC MAN	13/4	7,571.00	5,714.00	807
PV CHILDRENS' CHOIR	MUSIC MIRACLES CNCRT	2/1	2,086.50	914.50	172
SP CITY BALLET	SPRING RECITAL	2/1	1,828.50	1,179.50	685
WILDER'S PREP ACAD	GRADUATION	1/1	965.50	565.50	480
WINTER YOUTHBUILD	GRADUATION	1/1	980.25	580.25	600
GHOST WATCH P'NORMAL	Paranormal Investigation	1	399.25	149.25	15
SP CITY BALLET	SUMMER INTENSIVE RCTL	1/1	678.25	578.25	235
		113/69	95,839.83	66,718.25	19,123

**= CONTINUAL
OR FREQUENT WGT USERS**

COMMERCIAL USE

ORG / NAME	SHOW	# OF DAYS/ PERFS	BILLED	EXPENSES	TOT AUDIENCE	
LIVE NATION	HANNIBAL BURESS	1/1	1,718.75	954.75	764	= CONTINUAL OR FREQUENT RENTERS
GOLDEN VOICE	MIGUEL	1/1	5,838.22	3,854.22	1,152	
LIVE NATION	CHRIS CORNELL	1/1	4,300.45	2,445.45	1,355	
LFD PRODUCTIONS	TRIBUTE TO SAMMY DAVIS	1/1	1,708.00	1,024.00	47	
LFD PRODUCTIONS	TRIBUTE TO THE DOORS	1/1	1,741.00	1,020.00	84	
BRAZEN IMAGE PRDNS	FILM SCREENING	1/1	608.00	546.50	87	
LFD PRODUCTIONS	TOTALLY AWESOME 80S	1/1	1,939.25	1,166.25	133	
TONY JARAMILLO	LITTLE JOE CONCERT	1/1	4,563.25	2,989.25	365	
CARLOS MARQUEZ	MOTIVATIONAL SMNR	1/1	2,919.00	1,591.00	678	
ELITE DANCE STUDIOS	TWISTED NUTCRACKER	2/1	4,365.75	1,977.75	538	
KIKI TREE PICTURES, INC	FILM SHOOT	3	6,703.50	1,203.50	38	
LIVE NATION	Godspeed You! Blk Empr	1	2,084.75	1,313.75	771	
RABBIT CONTENT	FILM SHOOT	1	2,000.00	495.00	12	
PIGEE/WASHINGTON	WEDDING	2	3,058.25	1,808.25	160	
WINTERSTONE PICTURES	VIDEO SHOOT	1	592.50	142.50	24	(3 hr shoot)
DORRITY, MATT	VIDEO SHOOT	1	2,918.50	418.50	9	
VELA, ALEJANDRO	USC STDT VIDEO SHOOT	1	543.50	143.50	19	(4 hr shoot)
COVELMAN/Brandenburg	CHAPMAN U STDT VIDEO	1	998.50	498.50	15	
GOLDEN VOICE	BEACH HOUSE CONCERT	1	5,753.50	3,518.50	1,390	
PEER 97 MUSIC	SOUND OF DALMATIA	1	3,824.75	1,176.75	398	
OSIPOV/KUTAC	WEDDING	2	2,844.50	844.50	120	
STARODETSKII, K.	NYFA STDT VIDEO SHOOT	2	1,490.00	990.00	18	
ELITE DANCE STUDIOS	SPRING DANCE RECITAL	2	3,291.35	1,150.75	424	
		30/29	65,805.27	31,273.17	8,601	
TOTALS FY1516		143/98	161,645.10	97,991.42	27,724	

Notes from email with Lee Sweet on 08.05.16:

of Days: Total days used including rehearsals

Expenses: Expenses are generally "as-needed" staff wages, hired per event or production, that are charged to the users. The Expenses amount is a piece of the Billed number. The Expenses amount would not necessarily be meaningful to a contracted operator.

WinCalendar Free Version						
July 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 SCALAWAG PRDNS MUSICAL	6 SCALAWAG PRDNS MUSICAL	7 SCALAWAG PRDNS MUSICAL	8 SCALAWAG PRDNS MUSICAL	9 SCALAWAG PRDNS MUSICAL	10 SCALAWAG PRDNS MUSICAL	11 SCALAWAG PRDNS MUSICAL
12 SCALAWAG PRDNS MUSICAL	13 SCALAWAG PRDNS MUSICAL	14 SCALAWAG PRDNS MUSICAL	15 SCALAWAG PRDNS MUSICAL	16 SCALAWAG PRDNS MUSICAL	17 SCALAWAG PRDNS MUSICAL	18 SCALAWAG PRDNS MUSICAL
19 SCALAWAG PRDNS MUSICAL	20	21	22	23	24	25 LIVE NATION HANNIBAL BURESS
26	27	28	29	30	31	Notes:
<div></div> = COMM OR NONPROFIT <div></div> = FOR PROFIT OR PRO						

WinCalendar Free Version						
August 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 ENCORE ENTS ANNIE JR. CAMP	4 ENCORE ENTS ANNIE JR. CAMP	5 ENCORE ENTS ANNIE JR. CAMP	6 ENCORE ENTS ANNIE JR. CAMP	7 ENCORE ENTS ANNIE JR. CAMP	8 ENCORE ENTS ANNIE JR. CAMP
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes:				

WinCalendar Free Version						
September 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12 ENCORE ENTS AUDITIONS
13	14	15	16	17	18	19
20	21 LIVE NATION CHRIS CORNELL	22	23	24	25	26
27	28	29	30	Notes:		

WinCalendar Free Version						
October 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 SP INTL FILM FEST FILM SCREENING	2	3
4 BOYS & GIRLS CLB PORTA CAELI	5	6	7	8	9 SP INTL FILM FESTIVAL	10 SP INTL FILM FESTIVAL
11 SP INTL FILM FESTIVAL	12	13	14	15 POLA HS ASSBLY / ENCORE ENTS RHSL	16	17
18	19	20	21	22 ENCORE ENTS RHSL	23	24
25	26	27	28	29 ENCORE ENTS RHSL	30	31

WinCalendar Free Version						
November 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12 ENCORE ENTS RHSL	13	14
15	16	17	18	19 ENCORE ENTS RHSL	20	21 PV LAND CSRVY FILM SCREENING
22	23	24	25	26	27	28 ELITE DANCE STD NUTCRACKER
29 ELITE DANCE STD NUTCRACKER	30	Notes:				

WinCalendar Free Version						
December 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 GOLDEN ST POPS RHSL	2 GOLDEN ST POPS RHSL	3	4 BOYS/GIRLS CLUB WINTER RECITAL	5 GOLDEN ST POPS HOLIDAY CONCERT
6 SP CITY BALLET NUTCRACKER	7 SP CITY BALLET NUTCRACKER	8 SP CITY BALLET NUTCRACKER	9 SP CITY BALLET NUTCRACKER	10 SP CITY BALLET NUTCRACKER	11 SP CITY BALLET NUTCRACKER	12 SP CITY BALLET NUTCRACKER
13 SP CITY BALLET NUTCRACKER	14 THE TROUPE MUSICAL	15 THE TROUPE MUSICAL	16 THE TROUPE MUSICAL	17 THE TROUPE MUSICAL	18 THE TROUPE MUSICAL	19 THE TROUPE MUSICAL
20 THE TROUPE MUSICAL	21 LA HARBOR COLL NURSES GRADN	22	23	24	25	26
27	28	29	30	31	Notes:	

**WARNER GRAND THEATER
FIVE YEAR AVERAGE
MAINTENANCE AND UTILITY COSTS**

Utility and Maintenance costs provided by Dwight Craft on 08.05.16

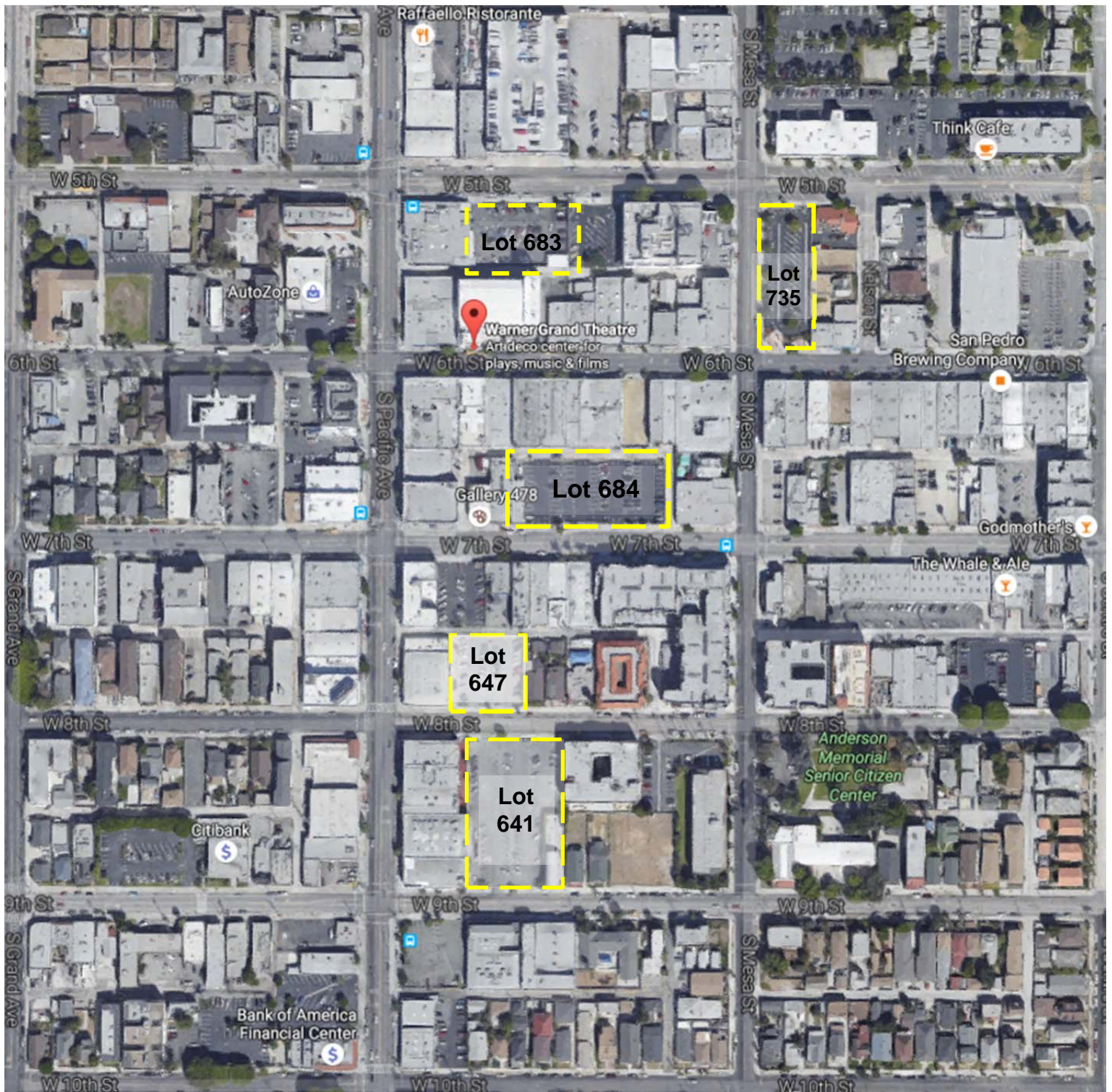
	2011-12	2012-13	2013-14	2014-15	2015-16	5 Year Average
Labor	\$20,092	\$14,794	\$24,408	\$20,302	\$26,060	\$21,131
Materials	\$3,170	\$31,755	\$10,840	\$14,324	\$43,229	\$20,664
Electricity	\$54,036	\$58,867	\$66,675	\$78,347	\$89,425	\$69,470
Water	\$4,658	\$4,962	\$4,405	\$4,604	\$5,377	\$4,801
Natural Gas*	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Totals	\$82,956	\$111,378	\$107,328	\$118,577	\$165,091	\$117,066

Note: Natural Gas usage is an estimate based on a review of Natural Gas invoices.

Janitorial Services costs provided by Loretta Quenon on 08.05.16

Basic Janitorial (current service)	\$37,800
Full Janitorial (contractor estimate for future service)	\$56,000

Current service level paid by City is "basic" (no carpet cleaning, no floor work, limited dusting, etc.)
Would include all daily utility work and daily services for all areas



City Lot #683 is behind the theater on 5th St. between Pacific and Mesa. 24 metered spaces and 2 handicapped accessible spaces.

City Lot #684 is on 7th St. between Pacific and Mesa. 81 metered spaces and 3 handicapped accessible spaces.

City Lot #735 is on Mesa St between 5th St. and 6th St. 46 metered spaces and 2 handicapped accessible spaces.

City Lot #647 is on 8th St. between Pacific and Mesa. 41 metered spaces and 2 handicapped accessible spaces.

City Lot #641 is on 9th St. between Pacific and Mesa. 102 metered spaces and 3 handicapped accessible spaces.

**REQUEST FOR PROPOSALS
FOR THE OVERSIGHT OF THE WARNER GRAND THEATRE**

EXHIBIT K: COMPLIANCE DOCUMENTS

TABLE OF CONTENTS

SECTION I – Compliance Documents to be submitted by Proposers with Proposals

- A. Proposer’s Signature Declaration and Affidavit
- B. Disposition of Proposals
- C. Contractor Responsibility Questionnaire
- D. CRO Pledge of Compliance
- E. Equal Benefits /First Source Hiring Ordinance Affidavit*
- F. Municipal Lobbying Ordinance / Bidder Certification – CEC Form 50
- G. Form W-9 Instructions, Taxpayer ID and Certification
- H. Bidder Contributions – CEC Form 55 (Measure H)
- I. Slavery Disclosure Affidavit*

*These documents can only be accessed via the link for Compliance Documents under the Company Profile tab on LABAVN. They are not included in this Exhibit.

SECTION II – Compliance Documents to be submitted by Selected Proposer

- J. Americans with Disabilities Act Certification
- K. Business Tax Registration Certificate
- L. Certification of Compliance with Child Support Obligations
- M. Contractor Responsibility Ordinance – Pledge of Compliance
- N. City-Approved Proof of Insurance (See **Exhibit G**)
- O. Los Angeles Residence Information
- P. Living Wage Ordinance (LWO) / Service Contractor Worker Retention Ordinance (SCWRO) – Additional Forms