

**Request for Proposals for the City of Los Angeles Film Permit  
Coordination, Notification and Complaint Referral Services**

**Question and Answers for Pre-Proposal Conference to be held June 17, 2009**

Q 1: Is it possible to present a proposal for a portion only of the RFP, in particular the notification section?

A 1: In an early draft of the RFP, we had specifically proposed Council approve a RFP which would allow bidders the opportunity to bid on any of the three areas, including notifications. However, upon their review, Council decided it was in the best interests of the City to only allow proposals which would address all three areas of work. A proposal can include the use of subcontractors however, to perform particular portions of the work.

Q 2: Does the job require me to process paperwork only? Or, does it require my personal presence for any work such as mediation and dispute resolution or hearing?

A 2: There is no requirement regarding where proposers must be physically located.

The Scope of Work does include items other than "to process paperwork only" and may require "personal presence". Please refer back to pages four through ten in the RFP.

Q 3: Where would this be located, would it be at Airport's Film Bureau, or downtown?

A 3: The proposed Contract does not include the City providing space. The current contractor is located downtown and previously was located in the Hollywood area.

Q 4: I am interested in providing you with a proposal however, I don't fully understand what it is you're looking for. Would you please explain what the jobs responsibilities would be?

A 4: Please refer back to the details provided in the RFP within the Scope of Work (pages 4 - 10). If you have specific questions, please send them in writing and I will try to answer them. In addition, we anticipate holding a Pre-Proposal Conference on 6/17/09. Details regarding the Pre-Proposal Conference will be posted on our website at <http://www.lacity.org/cao>. However, again we request all questions be made in writing. Please refer to page 11(A) of the RFP which provides further details about the Pre-Proposal Conference and the process for facilitating questions and answers.

Q 5: Can I come in and meet with you?

A 5: No, the RFP is a process to keep things structured, fair, competitive. You should review the RFP, including information regarding the Bidder's Conference noted on the tentative schedule.

Q 6: Why would someone/consultant, pulling permits, based on an engineering design by a different company, would require liability insurance, other than the required auto insurance?

A 6: Our Risk Manager for the City has evaluated the entire Scope of Work and has determined the responsibilities are of a nature which require liability insurance.

Q 7: Is the City proposing some new services? I received a one page letter, but what is this all about? I use to know some guys who use to do this sort of thing for Hollywood. I have not had a chance to read the RFP.

A 7: Services are not really new, we currently contract for similar services with an organization. Please read the RFP which includes background information.

Q 8: Page 9, Complaint Referral Services paragraph on Service Levels – 3<sup>rd</sup> and 4<sup>th</sup> bullets: Does “refer” indicate the full extent of the Contractor’s responsibility to facilitate solutions to the complaint?

A 8: No, but it does communicate the primary responsibility within the Complaint Referral Services Scope of Work. Other related duties are described in the Scope of Work. An example is on page 5 within the Film Permit Coordination Services Scope of Work, “respond to complaints”. Some complaints will be appropriate for the Contractor to respond directly to. Others will require the attention and response of City personnel.

Q 9: Page 17, 4<sup>th</sup> bullet: Please explain the intention of the sentence, “A Proposer may offer a price based upon a multiple year contractual arrangement.” Does the word, “price” indicate a payment by the City to the Contractor?

A 9: No, the word price does not indicate a payment by the City to the Contractor. However, the proposal is to include fees to be charged to Entertainment Industry Customers. The intention is to communicate a proposal may have a different fee schedule for Entertainment Industry Customers if a contract was awarded for a single year when compared to a contract awarded for multiple years.

Q 10: Appendix M page 7, #38. Does the City anticipate the creation of fines and/or financial penalties for Entertainment Industry Customers? Would the

Contractor be expected to hold deposits for the potential of law enforcement issued citations? How would the City recommend the Contractor establish deposit amounts for potential fines and/or financial penalties? For example, will the City be creating a schedule of such fines and/or penalties?

A 10: Yes, the City anticipates the creation of fines and/or financial penalties for Entertainment Industry Customers. It has not been determined if the Contractor would be expected to hold deposits for the potential of law enforcement issued citations and therefore the City has no recommendations on how the Contractor would establish deposit amounts for potential fines and/or financial penalties. If the City creates fines and/or financial penalties it would create a schedule of such fines and/or penalties.

Q 11: Appendix N does not contain any reference to insurance requirements. Is it anticipated that the Contractor will have no role or responsibility in confirming the Entertainment Industry Customer has valid insurance prior to releasing a permit?

A 11: The Contractor will have a role and will be responsible for confirming Entertainment Industry Customers have valid insurance prior to releasing a permit. The City Risk Manager will receive and verify proof of insurance from Entertainment Industry Customers and will publish the information on their website. It will be up to the Contractor to incorporate into their permit process a mechanism to confirm valid insurance has been verified by the City's Risk Manager prior to the release of permits.

Q 12: We would like to meet with you concerning this proposal. Please let me know when you may be available.

A 12: There will not be an opportunity for any proposers to meet with us prior to submitting responses, other than at the bidders conference, tentatively scheduled for June 17, 2009. Please refer to pages 11-13 and Appendix A for additional information of how to submit questions, targeted schedule and process for submission.