

March 14, 2014
Office of the Chief Legislative Analyst
Office of the City Administrative Officer

**Request for Bids to Evaluate Studies Related to a Proposed Requirement
that Hotels with 100 or More Rooms Pay an Hourly Wage of \$15.37**

Deadline: April 3, 2014 at 3 p.m.

The Office of the Chief Legislative Analyst (CLA) and the Office of the City Administrative Officer Office of Economic Analysis (CAO/OEA) request bids (RFB) for an economist or team of economists (Economic Analysis Team) to analyze and provide recommendations to the City concerning studies and analyses related to a proposal to require hotels with 100 or more rooms to pay their employees an hourly wage of at least \$15.27.

Project Background

A Motion (Bonin-Martinez-Price-Koretz-LaBonge, CF#14-0223) was presented for consideration by the Los Angeles City Council that seeks to require hotels with 100 or more rooms to pay their employees an hourly wage of at least \$15.27. Upon consideration of this Motion in the Council's Economic Development Committee, members of the Committee requested that interested parties submit to the City their analyses, data, and other documentation concerning this proposal, and further instructed the Chief Legislative Analyst and City Administrative Officer to seek the assistance of an economist to evaluate all submissions received.

Project Factors

The Economic Development Committee requested that interested parties submit studies, data, and other materials related to the question of a requirement that hotels with 100 or more rooms pay their employees an hourly wage of at least \$15.37. Such information is to be provided to the Office of the Chief Legislative Analyst no later than March 25, 2014.

The selected Economic Analysis Team will conduct a peer review of all materials submitted and report findings regarding the adequacy of those materials in addressing the economic impacts of this proposal on the City and on the hotels affected by the regulation. The selected Economic Analysis Team will also recommend any additional analysis required to provide insight into the economic effects of this proposal.

The City will post all materials received on the web at <http://hotellivingwage.lacity.org/>. Bidders are encouraged to review all materials posted to determine the effect these materials will have on the proposed scope of the analysis required and the cost to conduct the review. It is anticipated that the materials posted at this site will comprise the sum total of all materials to be evaluated by the chosen Economic Analysis Team.

The Economic Analysis Team will be required to make public presentations on their findings to both the Economic Development Committee and the full City Council.

The consultant report will be due by May 16, 2014.

Proposal Contents and Format

Please provide the following information within 10 pages, single-spaced, 12-point font and 1 inch margins:

1. Demonstration of your firm's or team's experience and abilities in these areas, including project names and dates.
2. Description of how your firm will execute the project.
3. Description of what the reports and deliverables will include.
4. Fixed fee, staff and schedule. The proposal should identify the staff who will be involved, their role in the project (including number of hours proposed for each) and their hourly rates. The proposal should include a schedule with milestones to complete the specific Initial and Secondary Factors that your firm will address. The selected economist or team of economists will be expected to present their reports and deliverables to the Council, Mayor, other City officials and the public. Resources for presentations and the number your firm is willing to attend should be included in the bid. The final price and schedule for the analysis will be negotiated by the City with the selected firm or firms prior to the execution of an agreement. Please note that the City does not pay for mileage, parking, travel, internal printing and copying or computer time as these are part of the normal cost of doing business.
5. Description of any conflict of interest that may arise as a result of your firm having conducted work specifically on this living wage proposal of any kind. If no conflict of interest exists, please state that fact.
6. A minimum of three references for the proposed staff for the type of work described in the proposal. The former clients should be able to discuss how they have implemented your recommendations.
7. Cover letter or transmittal signed by an officer or other person empowered to commit the proposer to the terms and conditions of the proposal.

Supporting Documents

A conference call for proposers to ask questions about the RFB will be held on *Thursday, March 20, 2014 at 10:00 AM PST*. The phone number and access code will be e-mailed to all of the firms by Monday, March 17, 2014.

Selection Information

We will be choosing the Economic Analysis Team and reserve the right to form the team with any configuration from the qualified list. Each responsive proposal will be evaluated in accordance with established City criteria. The City may choose to interview responsive bidders as part of the review process. The most qualified firm or firms will be selected based on the proposal, interview (if scheduled), the fixed fee submitted and the specific information provided. The selected Economic Analysis Team will be required to comply with the City's current

Contractor Responsibility Ordinance and other City contracting requirements. In addition, the selected firm or firms will need to provide a copy of their Business Tax Registration Certificate (BTRC) from the City of Los Angeles Office of Finance.

Contractor must be willing to begin work under a Notice to Proceed while a final contract is negotiated.

Proposal Due Date

The bids are due by Thursday, April 3 at 3:00 PM. Deliver three (3) copies to Office of the Chief Legislative Analyst, Room 255, 200 N. Spring Street, Los Angeles, California and by e-mail in an Adobe Acrobat .pdf format to John Wickham at john.wickham@lacity.org. If you have questions about the proposal process, please contact John Wickham at (213) 473-5738 or at the e-mail address provided above or Trina Unzicker at (213) 978-7686 or trina.unzicker@lacity.org. We look forward to hearing from you.

ATTACHMENT

Project Timeframe

March 14, 2014:

Release Request for Bids.

March 20, 2014:

Conduct conference call for prospective bidders.

April 3, 2014:

Request for Bids responses due.

April 7, 2014:

Evaluate proposals and schedule interviews with firms if necessary.

April 11, 2014:

Issue Notice to Proceed to successful proposer.

May 16, 2014:

Report due from proposer.