

Questions and Answers

Request for Qualification (RFQ) Office of Economic Analysis (OEA) Submission Due Date: March 21, 2018

Office of the City Administrative Officer (CAO)
City of Los Angeles

1. *I do not see attached to the RFQ nor can I find on the LABAVN website the Living Wage Ordinance (LWO)/Service Contractor Worker Retention Ordinance (SCWRO). Can you send me these forms or direct me to where I can download them?*

The Living Wage Ordinance (LWO) and Service Contractor Worker Retention Ordinance (SCWRO) item under Section I of Exhibit E (Compliance Documents) in the Request for Qualification (RFQ) document should have been removed. It just refers to the relevant language which has been included under Item #7 (City Contract Requirements) on page 10 in the body of the RFQ. For your Statement of Qualifications submission, there are no separate forms to be completed for the LWO / SCWRO.

2. *If selected, will respondents be qualified for one single consultant panel and receive all future bid opportunities, or will selected respondents be placed on nine separate panels, corresponding with the nine Service Areas identified in Exhibit B of the RFQ?*

Selected respondents will be placed on a single pre-qualified list and future requests for bids will be sent to all consultants placed on the pre-qualified list.

3. *Will the City make the past 10 studies created by the current OEA panel available for review?*

The resultant studies from the current OEA which are available for review are posted on the website of the Office of the CAO at <http://cao.lacity.org/oea/index.htm>

4. *Regarding the 20-page limit, does this include an Appendix for supporting documentation such as resumes?*

The 20-page limit is applicable to the signed cover letter (see bottom of page 6 of the RFQ) and the Statement of Qualification (SoQ) with the exception of the examples of work products. As stated in bullet 3 on page

- 7, “work products may be included as attachments and not counted toward the page limit of the SoQ.”
5. *The RFQ states respondents should state their ability and willingness to comply with City requirements as summarized at LABAVN. Does this mean respondents do or do not need to submit all of the forms attached to the RFQ with their responses?*

The documents to be completed and submitted with the Statements of Qualifications are listed in Exhibit E, under Section I, with the exception of the Living Wage Ordinance (LWO) and Service Contractor Worker Retention Ordinance (SCWRO) item, as clarified in Question 1 above. There are additional City contract requirements that may be applicable upon selection to the pre-qualified list and/or when consultants are selected for a contract. Further information is included in the City Contract Requirements section on page 9, Section II of Exhibit E, and Exhibit F - Standard Provisions for City Contracts.

6. *Can all City departments access this contract vehicle, and if not, which City departments can use this bench contract?*

In accordance with Council and Mayor approval, the Office of the CAO administers the contracts associated with the OEA. The Mayor, Council, and City departments may submit requests for economic analysis and should include potential sources of funding for the economic analysis. All resultant studies of the current OEA panel have been administered by the Office of the CAO.

Clarifications

Funding:

The contract amounts of the previous studies have varied in range. The largest contract amount was for the Economic Development Department study found on the CAO website. There are no separate stand-alone funds for the OEA. The office requesting the study (Council, Mayor or City Department) must identify funding for the contract.