



CHIEF EXECUTIVE OFFICE

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR ON-CALL REAL ESTATE SERVICES AND SPECIALIZED SUPPORT SERVICES

Bid No.: CEO-RFSQ-RELD-23

**Prepared By
County of Los Angeles**

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1 SOLICITATION INFORMATION AND MINIMUM REQUIREMENTS*

Event & Information	Date/Time & Information
RFSQ Release Date	02/03/23
Request for a Solicitation Requirements Review Due by E-mail	By 5:00 PM (Pacific Time) on 02/10/23
Proposals Due by E-mail **	By 5:00 PM (Pacific Time) on by 03/16/23** (Initial due date)
Anticipated Contract Term	Anticipated Initial Term of Master Agreement (MA): Five years, with the option of two additional one-year renewal periods and twelve month to month extensions, for a maximum total contract term of eight years. Prospective MA term will go into effect upon the effective date following execution by the Chief Executive Officer, or her designee, as authorized by the Board of Supervisors.
Minimum Requirements	Interested and qualified Vendors (prospective contractors) are invited to submit a Statement of Qualifications (SOQ), provided they meet the requirements of the RFSQ, and the minimum qualifications stated in Paragraph 3, Vendors' Minimum Qualifications, of the RFSQ, on the date/time of the SOQ submission. ▪ Experience of Firm: Vendor must have at least five (5) years of experience, within the last ten (10) years, providing professional real estate services and specialized support services in the greater Los Angeles region commercial real estate market including commercial leasing, property management, construction management (tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings, or services equivalent or similar to the services outlined in Paragraph 2.2, Scope of Services, of the RFSQ. For purposes of this solicitation, "the greater Los Angeles region" shall be defined as to the area consisting of Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties. ▪ Primary Contact: Vendor must have a primary contact. A primary contact is a management level professional designated as the primary point of contact for contract operations under an agreement with the County of Los Angeles (County) that may result from this solicitation. A primary contact is typically a chief executive officer, chief operating officer, president, managing director, senior vice president, partner, principal, executive or senior project manager. Vendor must demonstrate that the designated primary contact has a minimum of twenty (20) years of cumulative experience, within the last twenty-five (25) years, providing professional real estate services and specialized support services in the Southern California area commercial real estate market including all aspects of commercial leasing, property management, construction management

	(tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings. For purposes of this solicitation, "the Southern California area" shall be defined as the area consisting of Los Angeles, Orange, Riverside, San Bernardino, San Diego, Imperial, Ventura, Santa Barbara, and Kern Counties. ▪ Project Manager(s): Vendor must identify project manager(s) who will oversee the performance of any work authorized by the County to be provided by the Vendor under an agreement with the County that may result from this solicitation. A project manager is typically a lower-level vice president, assistant vice president, manager, or non-manager and must be directly employed by the Vendor. Vendor must demonstrate that the designated project manager(s) has a minimum of ten (10) years of cumulative experience, within the last fifteen (15) years, supervising, managing, planning, and leading professional consulting services for all aspects of real estate services and specialized support services, including negotiations, due diligence, processing, and documentation. ▪ Key Support Staff: Vendor must identify key support staff who will be involved in the performance of any authorized work to be provided by the Vendor under an agreement with the County that may result from this solicitation. Key support staff typically includes lease administrators, assistant leasing agents, assistant property managers, assistant accountants, lease processors, and real estate analysts and other staff that will be supervised by key support staff. Vendor must demonstrate that the designated key support staff and related staff that will be supervised by the above each has a minimum of four (4) years of cumulative work experience, within the last ten (10) years, in their positions or at similar and equivalent levels of positions. ▪ Compliance with a County Contract: If Vendor's compliance with a County contract has been reviewed by the County Department of the Auditor-Controller within the last 10 years, Vendor must not have unresolved questioned costs identified by the County Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. ▪ New Firm Eligibility (if applicable): Vendors may submit SOQs in the event that their firm has not been in business for the minimum number of years required. Vendors may qualify if the Vendor's principals, partners, or officers personally meet the minimum qualifications from previous organizations. Vendors must explicitly state in their proposal that they are seeking to qualify under this provision.
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* The table above is provided to assist in navigating the RFSQ. Vendors are strongly encouraged to review the entire RFSQ and not only the sections listed above.

** SOQs received by the initial due date identified above will be reviewed by the County Chief Executive Office (CEO) to determine if the Vendor meets the minimum qualifications stated in Paragraph 3, Vendor's Minimum Qualifications, and the requirements of the RFSQ. SOQs received after the initial due date and while the RFSQ remains open and until the conclusion or termination of an approved Master Agreement term for the required services, will be reviewed on an intermittent basis to qualify additional Vendors, depending on the anticipated service needs of the CEO.

2 GENERAL INFORMATION

2.1 Background and Purpose

2.1.1 The County of Los Angeles (County) Chief Executive Office, also referred to herein as “CEO” or “Department,” through its Asset Management Branch is responsible for overseeing the County’s portfolio of resources and maximizing the utilization of assets to ensure recommendations for capital and maintenance programs align with the County Board of Supervisors goals and objectives, strategic service priorities, and County operating budget. The Real Estate and Leasing Division within the Asset Management Branch manages a large real estate portfolio, which includes:

- 60 million square feet (sf) of County owned buildings most of which are fully utilized by County departments.
- Over 1.6 million sf of County owned real property, which generally includes 353 leases/agreements totaling about \$23 million in revenue to the County. In a typical year, approximately nine (9) leases expire and need to be renewed or terminated. In addition, the CEO acquires between two (2) through ten (10) new properties each year, however, the acquisitions vary from year to year.
- 7.4 million sf of leased space from private landlords which generally includes 403 leases/agreements totaling about \$210 million of annual expenditures. In a typical year, approximately 30 leases expire and need to be renewed, and relocated to a new space or terminated. In addition, the CEO has been generally requested to locate approximately 15 new leases each year.
- 25 Common Maintenance Area agreements require an annual review or reconciliation.

2.1.2 The CEO is issuing this Request for Statement of Qualifications (RFSQ) to solicit Statement of Qualifications (SOQ) from experienced and qualified firms, organizations, or other entities to enter into prospective master agreements with the County to provide on an as-needed basis, on-call real estate services and specialized support services on related public projects, including public private partnership projects, required in the CEO’s management of a large real estate portfolio throughout the County.

2.1.3 The RFSQ seeks SOQ proposals from interested and qualified prospective contractors (also referred herein as “Proposers” or “Vendors”) who can demonstrate their ability and qualifications to provide professional real estate consulting services in all areas of commercial real estate, including commercial leasing, property management, construction management (tenant improvements and

ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings.

- 2.1.4** The purpose of this solicitation is to establish a list of qualified contractors that can provide temporary professional consulting services on an as-needed basis when the CEO anticipates the need for on-call real estate services and specialized support services. One or more master agreement for on-call real estate services and specialized support services may be awarded from this solicitation. The County reserves the right to determine the number of selected qualified contractors or the total number of master agreements.

2.2 Scope of Work

- 2.2.1** The scope of work will consist of all such professional consulting services as are customarily rendered when providing a variety of on-call real estate services and specialized support services in the following areas:

- o Leasing of Real Property
- o Real Estate Advisory and Financial Services
- o Professional Appraisal Facilitation
- o Property Management/Space Management
- o County Owned Property Management
- o Title and Escrow Services
- o Acquisition Services

- 2.2.2** On-call real estate services and specialized support services that may be required under an agreement with the County resulting from this solicitation include, but are not limited to:

- Leasing of Real Property: Assistance in renewing and obtaining leased space throughout the entire County.
- Real Estate Advisory and Financial Services: Financial and other advisory consultant services to ensure the County receives the real estate transaction that is in the best interest of the County.
- Professional Appraisal Facilitation: Professional appraisal services in connection with its leases and acquisitions and sales to determine fair market value and/or fair market rental value. Appraisals will be used for acquisition and sales of raw and improved land, acquiring and granting of easements and entering into leases and licenses.
- Property Management/Space Management: Review/audit of books, records and substantiating documentation to determine whether a lessor/lessee has been, is currently paying, and or will be overcharged

or is due additional monies in its rent, escalations, additional rent payments, other lease charges, tenant allowances or abatements for Leased or Owned Premises, including, without limitation CAM and OPEX reviews.

- County Owned Property Management: Assistance in managing the County owned and leased property, including but not limited to, assisting with back-log of holdover agreements; data maintenance; site visits; updating lessee contact information; collecting and managing insurance certificates; assisting with estoppel certificates, amendments, assignments, and financing events; and coordinating repairs to properties where the CEO is proprietor.
- Title and Escrow Services: Title and escrow services for acquisitions and sales transactions, including but not limited to, providing title reports, conduct escrows for sales, acquisitions, option agreements and leases; provide title insurance and assist with recording documents.
- Acquisition Services: Assistance in the due diligence and other tasks associated with acquiring real property, including but not limited to locating properties based on County criteria, coordinating and/or providing due diligence, negotiating purchase agreements, and assistance with escrow and document preparation.

2.3 Overview of Solicitation Document

This Request for Statement of Qualifications (RFSQ):

- 2.3.1 Specifies the Vendor's minimum qualifications, provides information regarding some of the requirements of the Master Agreement and the solicitation process.
- 2.3.2 Contains instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).
- 2.3.3 Explains how the SOQ will be reviewed, selected and qualified.
- 2.3.4 The following Appendices are included in the RFSQ:
 - A Sample Master Agreement**: The Sample Master Agreement used for this solicitation. The terms and conditions shown in the Sample Master Agreement are not negotiable.
 - B Required Forms**: Forms contained in this section must be completed and included in the SOQ.
 - C Transmittal Form to Request a Solicitation Requirements Review**: Transmittal sent to the Department requesting a Solicitation Requirements Review.

2.4 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Appendix A (Sample Master Agreement), Paragraph 2 (Definitions).

2.5 Master Agreement Process

The objective of this RFSQ process is to secure one or more qualified Vendors to provide on-call real estate services and specialized support services on an as-needed basis. Specific tasks, deliverables, etc. will be determined at the time the CEO anticipates the need for on-call real estate services and specialized support services.

2.5.1 Master Agreements will be executed with all Vendors determined to be qualified.

2.5.2 Upon the Department's execution of these Master Agreements, the qualified Vendors will become County Contractors, and thereafter be solicited under a specialized Work Order solicitation process to provide as needed on-call real estate services and specialized support services authorized under Work Orders to be issued by the CEO. Each Work Order will result from bids or proposals, solicited by and tendered to the CEO, by County Contractors. Unless otherwise specified in the Work Order request, the CEO will select the lowest cost or contract rate/fee, as applicable, and qualified bid or proposal responding to the requirements of the corresponding Work Order request. Work Order requests for bids or proposals will include a Statement of Work, which will describe in detail the specific project and the work required for the performance thereof. All such Work Orders and projects pursued under a Master Agreement shall be contingent on the necessary approval by the CEO and verification of the necessary funding. Unless otherwise stated and approved by the CEO, all Work Order requests for bid or proposals in which work and/or services are to be provided to the CEO shall be competitively procured. Payment for all work will be either on a time and materials basis or on a fixed price per deliverable basis, or any other purchase method as determined by the CEO to be appropriate to the scope of work and the relevant business sector/service industry, and as set forth in the Work Order, subject to the Total Maximum Amount or Total Maximum Contract Rate/Fee specified on each individual Work Order. The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business.

2.5.3 Under these Master Agreements, when the CEO determines there's a need for services, the CEO will prepare and issue a Work Order request for bids or proposals (Work Order Request) that will define the as-needed services or specific project(s), including but not limited to, the scope of work, project start/completion date(s), evaluation and

selection criteria, as applicable, and any other required work requirements or relevant information, and qualified Vendors will be notified of the request for services and invited to submit a bid or proposal to the CEO within the timeline stated in the Work Order request. The Work Order request may result in the CEO's assignment and execution of a Work Order for the required services to a qualified Vendor(s).

- 2.5.4** The CEO, in its sole discretion, may limit the release of a Work Order request to up to three qualified Vendors, based on relevant information available at the time of the service need, to those determined to be specially trained, experienced, expert, and competent to perform the required work requirements, depending on the service needs of the County. The CEO, in its sole discretion, may utilize evaluation methodologies that take factors other than cost into consideration and to select the bid/proposal when it's determined to be in the best interest of the County. If an evaluation methodology other than lowest cost or contract rate/fee is utilized, it will be explicitly indicated in the individual Work Order request.

2.6 Master Agreement Term

The term of Master Agreement (MA) will go into effect upon the effective date following execution by the Chief Executive Officer, or her designee, as authorized by the Board of Supervisors. The anticipated initial term of the prospective Master Agreement will be five years, unless sooner extended or terminated, in whole or in part, with the option of two (2) one-year renewal periods and twelve (12) month to month extensions, provided that services are satisfactory and funds are available, for a maximum total contract term of eight (8) years. Each option will be exercised at the sole discretion of the Chief Executive Officer, or her designee, as authorized by the County Board of Supervisors.

The CEO intends to accept SOQs throughout the duration of the Master Agreement to qualify Vendors, as set forth in Paragraph 7.2, of the RFSQ. SOQs received after the initial due date, and while the RFSQ remains open and until the conclusion or termination of the approved term of the MA for the required services, will be reviewed on an intermittent basis to qualify additional Vendors, depending on the anticipated service needs of the CEO.

2.7 Indemnification and Insurance

Vendor will be required to comply with the Indemnification provisions contained in Appendix A (Sample Master Agreement), Paragraph 8.22. Vendor must procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix A (Sample Master Agreement), Paragraphs 8.23 and 8.24.

2.8 Intentionally Omitted

3 VENDOR'S MINIMUM QUALIFICATIONS

Interested and qualified Vendors (prospective contractors) are invited to submit a Statement of Qualifications (SOQ), provided they meet the requirements of the RFSQ, and the following minimum qualifications stated below on the date/time of the SOQ submission.

- 3.1 Experience of Firm:** Vendor must have at least five (5) years of experience, within the last ten (10) years, providing professional real estate services and specialized support services in the greater Los Angeles region commercial real estate market including commercial leasing, property management, construction management (tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings, or services equivalent or similar to the Services outlined in Paragraph 2.2, Scope of Services, of the RFSQ. For purposes of this solicitation, "the greater Los Angeles region" shall be defined as to the area consisting of Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties
- 3.2 Experience of Primary Contact:** Vendor must have a primary contact. A primary contact is a management level professional designated as the primary point of contact for contract operations under an agreement with the County that may result from this solicitation. A primary contact is typically a chief executive officer, chief operating officer, president, managing director, senior vice president, partner, principal, executive or senior project manager. Vendor must demonstrate that the designated primary contact has a minimum of twenty (20) years of cumulative experience, within the last twenty-five (25) years, providing professional real estate services and specialized support services in the Southern California area commercial real estate market including all aspects of commercial leasing, property management, construction management (tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings. For purposes of this solicitation, "the Southern California area" shall be defined as the area consisting of Los Angeles, Orange, Riverside, San Bernardino, San Diego, Imperial, Ventura, Santa Barbara, and Kern Counties.
- 3.3 Experience of Project Manager(s):** Vendor must identify project manager(s) who will oversee the performance of any work authorized by the County to be provided by the Vendor under an agreement with the County that may result from this solicitation. A project manager is typically a lower-level vice president, assistant vice president, manager, or non-manager and must be directly employed by the Vendor. Vendor must demonstrate that the designated project manager(s) has a minimum of ten (10) years of cumulative experience, within the last fifteen (15) years, supervising, managing, planning, and leading professional consulting services for all aspects of real estate services and specialized support services, including negotiations, due diligence, processing, and documentation.

- 3.4 Experience of Support Staff:** Vendor must identify key support staff who will be involved in the performance of any authorized work to be provided by the Vendor under a contract with the County that may result from this solicitation. Key support staff typically includes lease administrators, assistant leasing agents, assistant property managers, assistant accountants, lease processors, and real estate analysts and other staff that will be supervised by key support staff. Vendor must demonstrate that the designated key support staff and related staff that will be supervised by the above each has a minimum of four (4) years of cumulative work experience, within the last ten (10) years, in their positions or at similar and equivalent levels of positions.
- 3.5 Compliance with a County Contract:** If Vendor's compliance with a County contract has been reviewed by the County Department of the Auditor-Controller within the last 10 years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.
- 3.6 New Firm Eligibility (if applicable):** Vendors may submit SOQs in the event that their firm has not been in business for the minimum number of years required in the paragraph above. Vendors may qualify if the Vendor's principals, partners, or officers personally meet the minimum qualifications from previous organizations. Vendors must explicitly state that they are seeking to qualify under this provision.

4 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Contract Execution

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

4.2 County's Right to Amend Request for Statement of Qualifications

The County has the right to amend the RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization which County records indicate has received this RFSQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.3 County Option to Reject SOQs

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County will not be liable for any cost incurred by a Vendor in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

4.4 Background and Security Investigations

Background and security investigations of Vendor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting agreement. The cost of background checks is the responsibility of the Vendor.

5 NOTIFICATION TO VENDORS

5.1 Notice to Vendors Concerning the Public Records Act

5.1.1 Responses to this RFSQ will become the exclusive property of the County. At such time as when Department recommends the qualified Vendor(s) to the Board of Supervisors (Board) and such recommendation appears on the Board agenda, all SOQ's submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by the Vendor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

5.1.2 The County will not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the SOQ as confidential will not be deemed sufficient notice of exception. The Vendor must specifically label only those provisions of their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

5.2 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing to the CEO and submitted by electronic mail (e-mail) using the following CEO in-box address: CEO-RFSQ-RELD-23-contracts@ceo.lcounty.gov. In addition, the accompanying e-mail subject line shall be entered as "RFSQ: On-Call Real Estate Services and Specialized Support Services, RFSQ No.: CEO-RFSQ-RELD-23."

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

Prior to executing a Master Agreement, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>.

5.4 Protest Process

5.4.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)), any prospective Vendor may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Paragraph 5.4.3 below. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Paragraphs below.

5.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Vendor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

5.4.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

5.4.3.1 Solicitation Requirements Review (Referenced in Paragraph 9.1)

5.4.3.2 Disqualification Review (Referenced in Paragraph 9.2)

5.5 Conflict of Interest

No County employee whose position in the County enables them to influence the selection of a Contractor for this RFSQ, or any competing RFSQ, nor any spouse or economic dependent of such employees, will be employed in any capacity by a Vendor or have any other direct or indirect financial interest in the selection of a Contractor. Vendor must certify that they are aware of and have read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms).

5.6 Determination of Vendor Responsibility

5.6.1 A responsible Vendor is a Vendor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Vendors.

- 5.6.2** Vendors are hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may determine whether the Vendor is responsible based on a review of the Vendor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Vendor against public entities. Labor law violations which are the fault of the subcontractors and of which the Vendor had no knowledge will not be the basis of a determination that the Vendor is not responsible.
- 5.6.3** The County may declare a Vendor to be non responsible for purposes of this Master Agreement if the Board of Supervisors, in its discretion, finds that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 5.6.4** If there is evidence that the Vendor may not be responsible, the Department will notify the Vendor in writing of the evidence relating to the Vendor's responsibility, and its intention to recommend to the Board of Supervisors that the Vendor be found not responsible. The Department will provide the Vendor and/or the Vendor's representative with an opportunity to present evidence as to why the Vendor should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 5.6.5** If the Vendor presents evidence in rebuttal to the Department, the Department will evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Vendor will reside with the Board of Supervisors.
- 5.6.6** These terms will also apply to proposed subcontractors of Vendors on County contracts.

5.7 Vendor Debarment

- 5.7.1** Vendor is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may debar the Vendor from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Vendor's existing contracts with County, if the Board of

Supervisors finds, in its discretion, that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

5.7.2 These terms will also apply to proposed subcontractors of Vendors on County contracts.

5.7.3 A listing of contractors that are currently on the Debarment List for Los Angeles County may be obtained on the following website: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

5.8 Gratuities

5.8.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Vendor with the implication, suggestion or statement that the Vendor's provision of the consideration may secure more favorable treatment for the Vendor in the award of a Master Agreement or that the Vendor's failure to provide such consideration may negatively affect the County's consideration of the Vendor's submission. A Vendor must not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a Master Agreement.

5.8.2 Vendor Notification to County

A Vendor must immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report must be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Vendor's submission being eliminated from consideration.

5.8.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

5.9 Notice to Vendors Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the “Lobbyist Ordinance”, defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in [County Code Chapter 2.160](#). In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Vendor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by [Los Angeles County Code Section 2.160.010](#), retained by the Vendor is in full compliance with [Chapter 2.160 of the Los Angeles County Code](#) and each such County Lobbyist is not on the Executive Office’s List of Terminated Registered Lobbyists.

5.10 Consideration of GAIN/GROW Participants for Employment

5.10.1 As a threshold requirement for consideration of a Master Agreement, Vendors must demonstrate a proven record of hiring participants in the County’s [Department of Public Social Services Greater Avenues for Independence \(GAIN\) or General Relief Opportunity for Work \(GROW\) Programs](#) or must attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Vendors must attest to a willingness to provide employed GAIN/GROW participants access to the Vendor’s employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.10.2 Vendors who are unable to meet this requirement will not be considered for a Master Agreement. Vendors must submit a completed Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms), along with their SOQ.

5.11 Jury Service Program

5.11.1 The prospective contract is subject to the requirements of the County’s Contractor Employee Jury Service Ordinance (“Jury Service Program”) ([Los Angeles County Code, Chapter 2.203](#)). Prospective Contractors should carefully review Paragraph 8.7 (Compliance with the County’s Jury Service Program) of Appendix A (Master Agreement), which is incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both Contractors and their Subcontractors.

SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 5.11.2** Contractor must certify compliance with County's Contractor Employee Jury Service Ordinance in Exhibit 2 (Certification of Compliance). If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in Exhibit 2 (Certification of Compliance) of Appendix B (Required Forms), and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

5.12 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The Vendor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Vendor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information must be provided by the Vendor in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) of Appendix B (Required Forms). Failure of the Vendor to provide this information may eliminate its SOQ from any further consideration. Vendor should have a continuing obligation to notify the County and update any changes to its response in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) during the solicitation.

5.13 Intentionally Omitted

5.14 Defaulted Property Tax Reduction Program

- 5.14.1** The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") [Los Angeles County Code, Chapter 2.206](#). Prospective Contractors should reference the pertinent provisions of Appendix A (Master Agreement), Paragraphs 8.50 and 8.51, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.
- 5.14.2** Vendors will be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and must maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or must certify that they are exempt from

the Defaulted Tax Program by completing Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms). Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor ([Los Angeles County Code, Chapter 2.202](#)).

- 5.14.3** SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.15 Vendor's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

- 5.15.1** On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits Vendors engaged in human trafficking from receiving contract awards or performing services under a County contract.

- 5.15.2** Vendors are required to complete Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Paragraph 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix A (Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

5.16 Intentionally Omitted

5.17 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)

- 5.17.1** The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 5.17.2** Upon contract award or at the request of the A-C and/or the contracting department, the Contractor must submit a direct deposit authorization request with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

5.17.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.

5.17.4 Upon contract award or at any time during the duration of the agreement/ contract, a Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

5.18 Vendor's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

5.18.1 On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in [California Government Code Section 12952](#).

5.18.2 Contractors are required to complete Exhibit 2 (Certification of Compliance) in Appendix B (Required Forms), certifying that they are in full compliance with [Section 12952](#), as indicated in the Master Agreement. Further, contractors are required to comply with the requirements under [Section 12952](#) for the term of any contract awarded pursuant to this solicitation.

5.19 Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract. ([Los Angeles County Code, Chapter 2.202](#)).

5.20 COVID-19 Vaccinations of County Contractor Personnel

Vendors are advised that it must comply with [Chapter 2.212 \(COVID-19 Vaccinations of County Contractor Personnel\)](#) of County Code Title 2 - Administration, Division 4 as a condition of performing work under any awarded contract resulting from this solicitation. Vendors are advised to review the requirements of Chapter 2.212 ([COVID-19 Vaccinations of County Contractor Personnel](#)) and the sample contract requirements prior to submitting a SOQ to this solicitation. A completed Exhibit E (COVID-19 Vaccination Certification of Compliance) is a required part of any agreement with the County.

5.21 Community Business Enterprise (CBE) Participation

The County has adopted a CBE Program, which includes business enterprises owned by disabled veterans, disadvantaged business enterprises, minority and women-owned businesses, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business enterprises. The County has established an annual goal that 25 percent of all County must be reflected in Exhibit 6 (Community Based Enterprise (CBE) Information) form in Appendix B (Required Forms).

All Vendors must document good faith efforts it has taken to assure that CBEs are utilized, when possible, to provide supplies, equipment, technical services, and other services under this contract. The Vendor must make documents related to these good faith efforts available to the County upon request.

To obtain a list of firms that are certified by the County in the CBE Program, send an e-mail request to the County of Los Angeles Workforce Development Aging and Community Services (WDACS): CBESBE@wdacs.lacounty.gov with the subject "Request for CBE Listing." For additional information contact the Office of Small Business at: (844) 432-4900 or at OSB@wdacs.lacounty.gov.

The County strongly encourages participation by CBEs; however, the final selection will be made without regard to race, color, creed, or gender. The final selection will be based on the Vendor's ability to provide the best service and value to the County.

6 COUNTY'S PREFERENCE PROGRAMS

6.1 Overview of County's Preference Programs

6.1.1 The County of Los Angeles has three preference programs. The Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.

6.1.2 The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation, as applicable to each Work Order request for bids or proposals to be issued by the CEO for on-call real estate services and specialized support services. This program and how to obtain certification are further explained in paragraph 6.2, 6.4, and 6.5 of this solicitation. Additional information on the County's preference programs is also available on the Department of Consumer and Business Affairs (DCBA) website at: <http://dcba.lacounty.gov>.

6.1.3 In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County

solicitation, as applicable to each Work Order request for bids or proposals to be issued by the CEO for on-call real estate services and specialized support services.

- 6.1.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

6.2 Local Small Business Enterprise (LSBE) Preference Program

- 6.2.1 In reviewing Work Order bid or proposal responses, the County will give LSBE preference to businesses that meet the definition of an LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204 of the Los Angeles County Code](#).
- 6.2.2 To apply for certification as an LSBE, businesses should contact the DCBA at <http://dcba.lacounty.gov>.
- 6.2.3 Certified LSBEs may only request the preference in each of their Work Order bid or proposal responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order bid or proposal response, as applicable, and submit a letter of certification from the DCBA with their bid or proposal.

6.3 Local Small Business Enterprise (LSBE) Prompt Payment Program

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice consistent with Chapter [3.035 of the Los Angeles County Board of Supervisors Policy Manual](#).

6.4 Social Enterprise (SE) Preference Program

- 6.4.1 In reviewing Work Order bid or proposal responses, the County will give preference during the solicitation process to businesses that meet the definition of a SE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).
- 6.4.2 To apply for certification as an SE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 6.4.3 Certified SEs may only request the preference in each of their Work Order request for bids or proposals responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order bid or proposal responses, as applicable, and submit their SE

certification letter (“Certification for Non-Federally Funded Solicitations”) from the DCBA with their bid or proposal.

6.5 Disabled Veteran Business Enterprise (DVBE) Preference Program

- 6.5.1** In reviewing Work Order bid or proposal responses, the County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).
- 6.5.2** The business must be certified by DCBA, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 6.5.3** Certified DVBEs may only request the preference in each of their Work Order bid or proposal responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order bid or proposal response, as applicable, and submit their DVBE certification approval letter from the DCBA with their bid or proposal.

7 STATEMENT OF QUALIFICATION (SOQ) REQUIREMENTS

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

7.1 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ will be sufficient cause for rejection of the SOQ. The evaluation and determination in this area will be at the Director’s sole judgment and his/her judgment will be final.

7.2 RFSQ Timetable

The timetable for this RFSQ is as follows:

Event & Information	Date/Time & Information
Release of RFSQ	02/03/23
Request for a Solicitation Requirements Review Due by E-mail	By 5:00 PM (Pacific Time) on 02/10/23
SOQ Due by E-mail	By 5:00 PM (Pacific Time) on 03/16/23* (Initial due date)

* SOQs received by the due date identified above will be initially reviewed by the CEO to determine if the Vendor meets the minimum qualifications as set forth in Paragraph 3, Vendor’s Minimum Qualifications, and the requirements of the RFSQ. SOQs received after the

initial due date, and while the RFSQ remains open and until the conclusion or termination of an approved Master Agreement term for the required services, will be reviewed on an intermittent basis to qualify additional Vendors, depending on the anticipated service needs of the CEO.

7.3 Intentionally Omitted

7.4 Intentionally Omitted

7.5 Preparation and Format of the SOQ

All SOQs to be submitted in response to this solicitation must be prepared and submitted electronically in the prescribed format as outlined in this RFSQ. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

7.5.1 An electronic version of the SOQ must be submitted as a searchable Color Portable Document Format (PDF) in the prescribed format herein, including all required attachments/exhibits and forms.

7.5.1.1 Each SOQ be submitted in the prescribed format below:

- Signatures required on the SOQ submittal documents are to be processed as either: a color scanned PDF of an original "wet" signature (sign in blue ink); or an acceptable electronic signature representation, such as a digital signature from a secure source (like DocuSign) on a PDF.
- Requested SOQ written material and supporting documentation for review is to be typewritten or word processed in the English language, using a standard font style and point size for written business material, such as Arial font and not less than 10-point font size and formatted/saved to permit a standard 8-1/2" x 11" review and print layout.
- Each section of SOQ must be specifically labeled and in the order as listed in the IFB.

7.5.1.2 The County is not responsible for any costs or other liabilities associated with the preparation, delivery, or submission of any SOQ in response to this solicitation.

7.5.1.3 False, misleading, incomplete, or deceptively unresponsive statements in connection with a SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the CEO's sole judgment and the judgment shall be final.

7.5.1.4 The content and sequence of the SOQ must be as follows:

- Transmittal Letter
- SOQ Cover Page

- Table of Contents
- Section A (Vendor's Qualifications)
 - o Subsection A.1 - Vendor's Background and Experience
 - o Subsection A.2 - Vendor's Business Organization Entity Structure
- Section B (Required Forms)
- Section C (Proof of Insurability)
- Section D (Proof of Licenses)
- Section E (Vendor's Pending Litigation, Threatened Litigation, and Judgments)

7.5.2 Transmittal Letter

The SOQ must contain a copy of a Transmittal Letter that is word processed/typed/printed on the Vendor's official letterhead, dated, no more than three pages and shall include the following:

- a) A statement that the enclosed SOQ is submitted in response to the "County of Los Angeles Chief Executive Office RFSQ for On-Call Real Estate Services and Specialized Support Services (RFSQ No.: CEO-RFSQ-RELD-23)"; and shall indicate that the Vendor has reviewed the RFSQ, including any addenda issued by the County, and the Sample Master Agreement (Appendix A of the RFSQ);
- b) The exact legal business name and legal business status (i.e., partnership, corporation, etc.) of the Vendor, and as it provided in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) of the SOQ;
- c) A brief introduction of the Vendor and its organization primary business activities; and
- d) A condensed summary of the Vendor's organization and its relevant background, experience, qualifications, staffing/technical resources, and status of financial capability to perform the required services outlined in Paragraph 2 (Scope of Services), of the RFSQ, a corporation or other entity to finance and perform the scope of services under a prospective contract with the County.

The Transmittal Letter must bear the signature and name/title/contact information of the individual(s) authorized to sign on behalf of the Vendor and bind the Vendor in a contract. Transmittal letter signature must be processed as either: a color scanned PDF of an original "wet" signature (provide original signature in blue color ink); or an acceptable electronic signature representation, such as a digital signature from a secure source (like DocuSign) on a PDF.

7.5.3 SOQ Cover Page

The SOQ Cover Page shall indicate the title of the RFSQ, “County of Los Angeles Chief Executive Office RFSQ for On-Call Real Estate Services and Specialized Support Services”, and RFSQ No.: CEO-RFSQ-RELD-23, and the business name of the Vendor’s organization.

7.5.4 Table of Contents

The Table of Contents must be a comprehensive listing of material included in the SOQ. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

7.5.5 Section A (Vendor’s Qualifications)

Demonstrate that the Vendor’s organization meets the minimum requirements stated in Paragraph 3, Vendor’s Minimum Qualifications, of the RFSQ, and that the Vendor’s organization has the experience and capability to perform the required services outlined in the RFSQ as a corporation or other entity. Supporting documentation written by the Vendor in response for this section of the SOQ must not exceed fifteen pages in total (see guidelines on page limits by subsections below). Note that SOQ reviewers will not read/evaluate written responses by the Vendor provided for this section of the SOQ beyond the fifteen-page limit. This page limit does include attachments of copies of relevant business documents and filings issued and provided by local, state, federal government, and other applicable entities, or documents of applicable licenses, certifications, and training verifications. Also, note that the Vendor shall not merely attest in this section of the SOQ that its company, firm, or organization will comply with the requirements nor restate the requirements of the RFSQ or submit promotional/commercial materials/publications or advertisements. Vendor shall review the following requirements for the preparation of the SOQ to demonstrate that the Vendor’s firm or organization meets the minimum requirements of the RFSQ and provide the requested information, relevant background information, and support documents, as applicable, in the SOQ submittal:

7.5.5.1 Subsection A.1 (Vendor’s Background and Experience)

I. Minimum Requirements

- **Experience of Firm.** (Reference Paragraph 3, Vendor’s Minimum Qualifications, Subparagraph 3.1, of the RFSQ).

Provide a company profile summary of the Vendor’s organization, no more than three pages in total, setting forth brief details of its expertise, personnel, to demonstrate at least five (5) years of experience, within

the last ten (10) years (include specific dates), the firm has been engaged in the business of providing professional real estate services and specialized support services in the greater Los Angeles region commercial real estate market including commercial leasing, property management, construction management (tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings, or services equivalent or similar to the services outlined in Paragraph 2.2, Scope of Services, of the RFSQ. For purposes of this solicitation, “the greater Los Angeles region” shall be defined as to the area consisting of Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties

- **Experience of Primary Contact.** (Reference Paragraph 3, Vendor’s Minimum Qualifications, Subparagraph 3.2, of the RFSQ).

Provide name and title of Vendor’s primary contact to be designated as the primary point of contact for contract operations under a prospective agreement with the County that may result from this solicitation. Provide summary profile or résumé, no more than two pages in total, to demonstrate that the designated primary contact has a minimum of twenty (20) years of cumulative experience, within the last twenty-five (25) years, providing professional real estate services and specialized support services in the Southern California area commercial real estate market including all aspects of commercial leasing, property management, construction management (tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings. For purposes of this solicitation, “the Southern California area” shall be defined as the area consisting of Los Angeles, Orange, Riverside, San Bernardino, San Diego, Imperial, Ventura, Santa Barbara, and Kern Counties.

- **Experience of Project Manager(s).** (Reference Paragraph 3, Vendor’s Minimum Qualifications, Subparagraph 3.3, of the RFSQ).

Identify by name and title of Vendor's project manager(s) to be designated as responsible for planning, supervising, reviewing, and overseeing the performance of any work authorized by the County to be provided by the Vendor under an agreement with the County that may result from this solicitation. Provide a summary profile or résumé, no more than three pages in total, to demonstrate the designated project manager(s) has a minimum of ten (10) years of cumulative experience, within the last fifteen (15) years, supervising, managing, planning, and leading professional consulting services for all aspects of real estate services and specialized support services, including negotiations, due diligence, processing, and documentation.

- **Experience of Support Staff.** (Reference Paragraph 3, Vendor's Minimum Qualifications, Subparagraph 3.4, of the RFSQ).

Identify by name and title of Vendor's key support staff who would be involved in the performance of any authorized work to be provided by the Vendor under a contract with the County that may result from this solicitation. Provide a summary profile or résumé, no more than three pages in total, to demonstrate that the designated key support staff and related staff that will be supervised by the above each has a minimum of four (4) years of cumulative work experience, within the last ten (10) years, in their positions or at similar and equivalent levels of positions.

- **Compliance with a County Contract.** (Reference Paragraph 3, Vendor's Minimum Qualifications, Subparagraph 3.5, of the RFSQ).

Provide a statement on status of Vendor's compliance with a County contract.

- **New Firm Eligibility (if applicable).** (Reference Paragraph 3, Vendor's Minimum Qualifications, Subparagraph 3.6, of the RFSQ).

Vendors may submit SOQs if their firm or organization has not been in business for the minimum number of years required in the Paragraph 3 of the RFSQ. Vendors seeking to qualify under this provision must explicitly state that they are seeking to qualify under this provision, and provide the below requested information to demonstrate that its firm meets this provision of the

RFSQ, and provide the requested and relevant background information, and support documents, as applicable, in this section of the SOQ submittal,

Provide a company profile summary of the Vendor's organization, no more than three pages, setting forth brief details of its expertise, personnel, to demonstrate at least five (5) years of experience, within the last ten (10) years (include specific dates), of the Vendor's principals, partners, or officers that personally meet the minimum qualifications from previous organizations, wherein they have been engaged in the business of providing professional real estate services and specialized support services in the greater Los Angeles region commercial real estate market including commercial leasing, property management, construction management (tenant improvements and ground up development), construction costs, development evaluation and analysis, appraisal, purchases, sales, accounting, architectural and design services, and marketing for leased space and buildings, or services equivalent or similar to the services outlined in Paragraph 2.2, Scope of Services, of the RFSQ. Identify by name and title the Vendor's principals, partners, or officers that personally meet the minimum qualifications from previous organizations. For purposes of this solicitation, "the greater Los Angeles region" shall be defined as to the area consisting of Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties.

7.5.5.2 Subsection A.2 (Vendor's Business Organization - Entity Structure and Support Documents)

I. Business Entity Structure

Taking into account the structure of the Vendor's organization, Vendor must determine which of the support documents referenced below the County requires and must submit one of the following documents/certificates or an equivalent document specified for the business entity type unless its business entity structure is a sole proprietorship with no fictitious business name. If the Vendor is domiciled outside of California, the Vendor must provide proof of their status in that domicile. Vendor must be registered with the State of California and the local city where the Vendor will be

conducting business prior to entering into an agreement with the County that may result from this solicitation.

- Sole Proprietorship - If a sole proprietorship is formed with a name other than the individual's name, a Fictitious Business Name Statement must be provided
- Corporation - Articles of Incorporation
- Limited Liability Company - Domestic - LLC-1/Foreign - LLC-5
- Limited Partnership - Certificate of Partnership - LP-1
- General Partnership - Statement of Partnership Authority -GP-1
- Limited Liability Partnership - Registration of Limited Liability Partnership - LLP-1
- A copy of a "Certificate of Good Standing" with the state of incorporation/organization

If the above referenced documents, or an equivalent document specified for the business entity type, are not available at the time of SOQ submission, Vendor must request the appropriate documents from the California Secretary of State and provide a statement, no more than two pages, on the status of the applicable documents for the Vendor's organization. If the Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign contracts.

II. California Secretary of State Filings: Statement of Information

Vendor must submit a current conformed copy of the Vendor's business organization certified Statement of Information (SOI) filed with the California Secretary of State, listing Vendor's business name, corporate officers or members and managers. For the purposes of this solicitation, a current conformed copy of the Bidder's SOI shall mean a SOI as filed with the California Secretary of State, stamped/registered by the California Secretary of State, and dated within five years of the SOQ submission date. If Vendor is not a corporation or a limited liability company, Vendor must provide a statement, no more than two pages, that this subsection is not applicable to the Vendor's business organization.

If the above referenced documents are not available at the time of SOQ submission, Vendor must request the appropriate documents from the California Secretary of State and provide a statement, no more than one page, on the status of the request.

7.5.6 Section B (Required Forms)

The person signing forms must be authorized to sign on behalf of the Vendor and to bind the Vendor in a prospective agreement that may result from this solicitation. Include the following forms as provided in Appendix B (Required Forms), of the RFSQ.

Exhibit 1 Proposer's Organization Questionnaire/Affidavit

Vendor must complete the Proposer's Organization Questionnaire/ Affidavit form. County review of SOQs will include a review of Exhibit 1 in determining if the Vendor meets the minimum qualifications as outlined in Paragraph 3 of this RFSQ.

Exhibit 2 Certification of Compliance

Vendor must complete the Certification of Compliance form

Exhibit 3 Request for Preference Consideration

The County's Preference Programs (LSBE, DVBE, and SE) requires that a business complete certification prior to requesting preference in a solicitation. Eligible Vendors shall complete, sign and date the Request for Preference Consideration form as applicable.

Exhibit 4 Proposer's Debarment History and List of Terminated Contracts

Vendor must complete the Proposer's Debarment History and List of Terminated Contracts form

Contracts terminated within the past three years must be listed with a reason for termination, including details of any failure or refusal of Vendor to complete a contract.

Exhibit 5 Declaration

Vendor must complete, sign and date the Declaration form

Exhibit 6 Community Business Enterprise (CBE) Information (Excel)

Vendor shall complete and submit the CBE form with their SOQ regardless of whether they qualify or have certification under the business enterprises cited on the form.

Exhibit 7 Minimum Requirements

Vendor must complete the Minimum Requirements form. County review of SOQs will include a review of Exhibit 7 in determining if the Vendor complies with the minimum qualifications as outlined in Paragraph 3 of this RFSQ.

Exhibit 8 Vendor's List of References

Vendor must complete the List of References form. Vendor must provide three references where the same or similar scope of services as outlined in the RFSQ that were provided by the Vendor during the previous ten years. It is the Vendor's sole responsibility to ensure that information provided for each reference is accurate. County may disqualify a Vendor if: a) references fail to substantiate Vendor's description of the services provided; or b) references fail to support that Vendor has a continuing pattern of providing capable, productive and skilled personnel, or c) the CEO is unable to reach the point of contact with reasonable effort. It is the Vendor's responsibility to inform the point of contact of normal working hours. A review the County's Contractor Alert Reporting Database (CARD), if applicable, reflecting past performance history on County contracts, and a review of terminated contracts may be conducted.

7.5.7 Section C (Proof of Insurability)

Vendor must provide proof of insurability that meets all insurance requirements set forth in the Appendix A (Sample Master Agreement), Paragraphs 8.23 and 8.24. If a Vendor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Vendor be selected to receive a Master Agreement award may be submitted with the SOQ.

7.5.8 Section D (Applicable Licenses and Permits)

Vendor must furnish copies of applicable license(s)/permit(s) to conduct business in the State of California.

7.5.9 Section E (Vendor's Pending Litigation, Threatened Litigation and Judgments)

Vendor must identify by name, case and court jurisdiction any pending litigation in which Vendor is involved, or judgments against Vendor in the past five (5) years. Additionally, Vendor must provide a statement describing the size and scope of any

pending or threatening litigation against the Vendor or principals of the Vendor.

A review of Vendor's pending litigation and judgements information submitted may include a review conducted by County to determine the magnitude of any pending litigation or judgments against the Vendor.

7.6 SOQ Submission

7.6.1 SOQs must be submitted as follows:

- An accessible electronic copy of the SOQ shall be submitted in the form of an Adobe Portable Document Format (PDF) file saved in a searchable, color version of the PDF. The SOQ and any related information including all required forms, documents, statements, and letters prepared and completed by the Vendor with signatures shall be processed as either: a color scanned PDF of an original "wet" signature (sign in blue color ink); or an acceptable electronic signature representation, such as a digital signature from a secure source (like DocuSign) on a PDF. SOQ will be electronically submitted by e-mail to the CEO in the prescribed format herein.
- The e-mail to submit the SOQ to the CEO must plainly indicate the name and contact information of the Vendor. E-mail subject line shall indicate a reference to the solicitation as follows: "RFSQ for On-Call Real Estate Services and Specialized Support Services, RFSQ No.: CEO-RFSQ-RELD-23"
- The SOQ and related information must be submitted electronically to the CEO by e-mail to the following CEO inbox address:

CEO-RFSQ-RELD-23-contracts@ceo.lacounty.gov

7.6.2 It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received by the CEO as prescribed in the RFSQ before the initial due date and time as listed in Paragraph 7.2 and while the RFSQ remains open, as applicable. Submitting Vendors will bear all risks associated with delays in delivery by e-mail to the CEO. SOQs received after the initial due date and time will be reviewed at a later time.

7.6.3 All SOQs will be firm offers and may not be cancelled for a period of 180 days following the last day to submit SOQs.

7.6.4 During submission of SOQs while the RFSQ remains open and until the conclusion or termination of the approved Master Agreement term, errors in pending SOQs may be corrected by a written request to withdraw the SOQ (see Subparagraph 7.8) and by submission of another SOQ with the mistakes corrected. Any subsequent SOQ must clearly be marked "REVISED SOQ for On-Call Real Estate Services and Specialized Support Services, RFSQ No.: CEO-RFSQ-RELD-23" on the Cover Page

of the SOQ and submitted electronically as noted above to the CEO inbox address: CEO-RFSQ-RELD-23-contracts@ceo.lacounty.gov. E-mail subject line shall be addressed as: "Revised SOQ for On-Call Real Estate Services and Specialized Support Services, RFSQ No.: CEO-RFSQ-RELD-23"

- 7.6.5 Any change to this RFSQ will be made by written addendum, which will be issued by the CEO and posted on the Doing Business with the County Website accessible from the Los Angeles County solicitations page:

<https://camisvr.co.la.ca.us/lacobids>

Any addendum issued by the CEO will become a part of the RFSQ and the County reserves the right to issue more than one addendum. The County is not responsible for any other explanation or interpretation. Should any addendum issued by the CEO set forth additional requirement(s), Vendor's failure to address the requirement(s) of such addendum in its SOQ proposal may result in the rejection of the SOQ, as determined in the sole discretion of the CEO.

- 7.6.6 Each Vendor agrees to provide the County with an explanation of any information provided in its SOQ, which the County, in its discretion, deems necessary for an accurate determination of the Vendor's qualifications to perform the required services.

7.7 Acceptance of Terms and Conditions of Master Agreement

Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix A (Sample Master Agreement), of the RFSQ. The CEO reserves the right to make changes to terms and conditions under any resulting final agreement from this solicitation for review and consideration, and recommendation for approval of a final agreement recommendation.

7.8 SOQ Withdrawals

During submission of SOQs while the RFSQ remains open and until the conclusion or termination of the approved Agreement term, the Vendor may withdraw its pending SOQ submission upon written request to the CEO submitted electronically with an e-mail subject line "SOQ Withdrawal: On-Call Real Estate Services and Specialized Support Services, RFSQ No.: CEO-RFSQ-RELD-23" to the CEO at the e-mail inbox address:

CEO-RFSQ-RELD-23-contracts@ceo.lacounty.gov

8 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

8.1 Review Process

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

8.1.1 Adherence to Minimum Qualifications

County will review Exhibit 1 (Proposer's Organization Questionnaire/Affidavit of Appendix B (Required Forms), and determine if the Vendor meets the minimum qualifications as outlined in Paragraph 3 of this RFSQ.

Failure of the Vendor to comply with the minimum qualifications may eliminate its SOQ from any further consideration. The CEO may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

8.1.2 Section A (Vendor's Qualifications)

County's review will include review of the qualifications and information provided in Section A of the SOQ.

8.1.3 Section B (Required Forms)

County's review will include the review of the required forms and information provided in Section B of the SOQ.

8.1.4 Section C (Proof of Insurability)

County's review will include the review the proof of insurability and information provided in Section C of the SOQ.

8.1.5 Section D (Applicable Licenses/Permits)

County's review will include the review the proof of applicable licenses/permits provided in Section D of the SOQ.

8.2 Selection/Qualification Process

The CEO will generally select Vendors that have experience in providing a broad range of real estate services and specialized support services. However, in order to ensure the CEO has a varied pool of qualified Contractors, the CEO may offer Master Agreements to Vendors that offer a narrow scope of services in more highly specialized areas.

8.3 Master Agreement Award

Vendors who are notified by the CEO that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to the CEO's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

The CEO will execute Board of Supervisors-authorized Master Agreements with each selected vendor. All Vendors will be informed of the final selections.

9 PROTEST PROCESS OVERVIEW

9.1 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Transmittal Form to Request a Solicitation Requirements Review) to the Department conducting the solicitation as described in this Section and submitted electronically to the CEO with the e-mail subject line "Solicitation Requirements Review: On-Call Real Estate Services and Specialized Support Services RFSQ, RFSQ No.: CEO-RFSQ-RELD-23" to the e-mail address provided in Paragraph 5.2, Contact with County Personnel, of the RFSQ. A request for a Solicitation Requirements Review may be denied, in the CEO's sole discretion, if the request does not satisfy all of the following criteria:

- 9.1.1** The request for a Solicitation Requirements Review is made within the time frame identified in the solicitation document
- 9.1.2** The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a SOQ;
- 9.1.3** The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 9.1.4** The request asserts that either:
 - 9.1.4.1** application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - 9.1.4.2** due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Vendor.

The Solicitation Requirements Review will be completed, and the Department's determination will be provided to the requesting person or entity, in writing, within a reasonable time prior to the SOQ due date.

9.2 Disqualification Review

An SOQ may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that an SOQ is disqualified due to non-responsiveness, the Department will notify the Vendor in writing.

Upon receipt of the written determination of non-responsiveness, the Vendor may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 9.2.1** The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
- 9.2.2** The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review must be completed, and the determination will be provided to the requesting Vendor, in writing, prior to the conclusion of the evaluation process.