

VIII. PROPOSAL FORMS

FORM A

PROPOSAL
FOR
CITY OF GLENDALE

VERDUGO WASH MASTER PLAN

Date: _____

Proposer: _____
Name of Business

Tax Identification No.: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

Email: _____

TO THE CITY OF GLENDALE, CALIFORNIA:

In response to the Request for Proposals ("RFP") by the City of Glendale ("City"), the undersigned person or entity ("Proposer") now submits this Proposal ("Proposal"), with the accompanying forms and attachments.

1. In submitting this Proposal, Proposer certifies that:
 - A. Proposer has read, examined, and is fully familiar with all three of the items below (collectively, "the Documents"):
 - (1) The RFP's provisions.
 - (2) The Contract's terms, conditions, requirements, specifications, and minimum performance standards; and
 - (3) Any Addenda issued during the proposal period.
 - B. Proposer has carefully checked all words, figures, and statements made in the Documents.
 - C. Proposer is satisfied that the Documents are accurate.
 - D. Proposer understands and accepts all of the Documents' provisions.

- E. Proposer has examined the location or facility for which this Proposal is submitted, and Proposer is fully familiar with all facts, conditions, circumstances, and matters that may affect, in any way, Proposer's services or costs.
- F. Proposer has fully considered all other matters that may affect, in any way, Proposer's services or costs.
- G. If Proposer is awarded a Contract, Proposer will not make a claim against City based upon ignorance of local conditions or misunderstanding of any of the Contract's provisions. If the conditions turn out otherwise than what Proposer anticipated, Proposer agrees to assume all risks incident to it.
- H. Proposer offers to fully perform all of the duties and obligations specified in the Documents in exchange for the consideration described in the Documents.
- I. This Proposal is an irrevocable offer for a period of at least one hundred and twenty (120) calendar days following City's opening of all Proposals.
- J. Except as the Contract or California law allows, City is not liable or responsible for any costs, fees, or expenses that Proposer incurs for any one or more of the following:
 - (1) Responding to this RFP.
 - (2) Anticipating or preparing for an award of a Contract.
 - (3) Obtaining any equipment, personnel, facilities, or other items to comply with the Documents' provisions; or
 - (4) Performing the services under the Contract.
- K. Within fourteen (14) calendar days after City issues the Notice of Award of Contract, or within any extension that City may allow, Proposer agrees to:
 - (1) Sign and deliver the Contract, of which the RFP, its attached Exhibits, and the Notice calling for Proposals are a part; and
 - (2) Furnish the Performance Bond [,] [Payment Bond,] and Insurance that the Documents require; and
- L. At its expense, Proposer agrees to indemnify, defend, and hold harmless City and its officers, agents, employees, and representatives— from and against any and all liability, suits, actions, proceedings, judgments, claims, demands, liens, losses, damages, costs, and expenses (including attorneys' fees, litigation, arbitration, mediation, appeal expenses), if a dispute, lawsuit, or other proceeding arises out of any one or more of the following:
 - (1) Proposer's submitting the Proposal.
 - (2) City's accepting Proposer's Proposal; or
 - (3) City's awarding a Contract to Proposer in compliance with this RFP, or state, federal, or local laws.

2. Under the penalty of perjury, Proposer certifies that:

- A. This Proposal is genuine, is not a sham or collusive, and is not made in the interest of, or on behalf of, any person, partnership, corporation, firm, organization, or another entity not named or disclosed in the Proposal.

- B. Proposer did not, directly or indirectly, induce, agree, or solicit anyone else to submit a false or sham Proposal, to refrain from proposing, to withdraw a Proposal, or to attempt to induce an action prejudicial to City's interests.
- C. Proposer has not sought by collusion, in any manner, to secure for Proposer any advantage over other proposers; and
- D. All facts and statements in the Proposal are completely true, accurate, and correct.
- E. By signing this Proposal, each individual below represents and warrants that the individual:
 - (1) Has the right, power, legal capacity, and authority not only to sign this Proposal on the Proposer's behalf, but also to bind the Proposer to this Proposal; and
 - (2) Binds the Proposer to this Proposal.

**SIGNATURE MUST BE ACKNOWLEDGED
BEFORE A NOTARY**

PROPOSER:

By _____
Signature

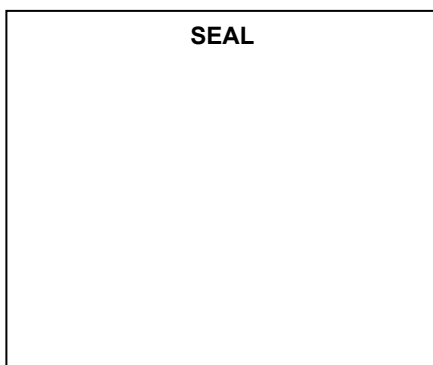
Name _____
Printed

Its _____
Title

Address _____

Telephone _____

**IF PROPOSER IS A CORPORATION,
PLACE IMPRINT OF CORPORATE SEAL
BELOW:**



**IF PROPOSER IS A PARTNERSHIP,
JOINT VENTURE, OR OTHER LEGAL ENTITY,
THEN EACH PARTNER, PRINCIPAL, OR
INDIVIDUAL MUST SIGN THIS PROPOSAL, IN
FRONT OF A NOTARY**

ADDITIONAL SIGNATURE PAGE
FOR PROPOSAL

SIGNATURES MUST BE ACKNOWLEDGED
BEFORE A NOTARY

PROPOSER:

By _____
Signature

Name _____
Printed

Its _____
Title

Address _____

Telephone _____

By _____
Signature

Name _____
Printed

Its _____
Title

Address _____

Telephone _____

By _____
Signature

Name _____
Printed

Its _____
Title

Address _____

Telephone _____

By _____
Signature

Name _____
Printed

Its _____
Title

Address _____

Telephone _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

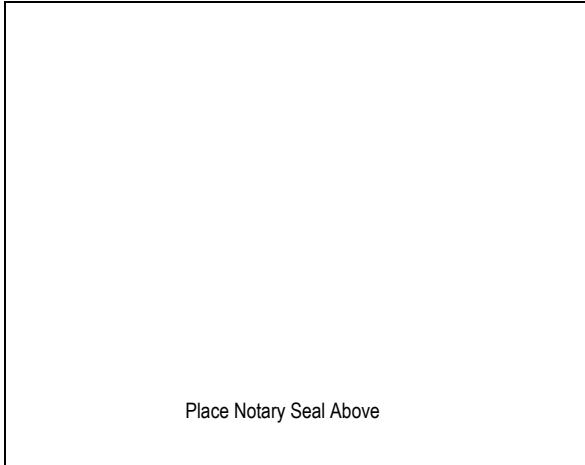
County of _____



On _____ before me, _____
Date Name and Title of the Officer

personally

appeared. _____
Name(s) of Signer(s)



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Public

OPTIONAL

Although the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- ☐ Individual
☐ Corporate Officer — Title: _____
☐ Partner: ☐ Limited ☐ General
☐ Attorney-In-Fact
☐ Trustee
☐ Guardian ☐ Conservator
☐ Other: _____

Signer is representing: _____

RIGHT THUMBPRINT
OF SIGNER
Top of Thumb Here

Signer's Name: _____

- ☐ Individual
☐ Corporate Officer — Title: _____
☐ Partner: ☐ Limited ☐ General
☐ Attorney-In-Fact
☐ Trustee
☐ Guardian ☐ Conservator
☐ Other: _____

Signer is representing: _____

RIGHT THUMBPRINT
OF SIGNER
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FORM B

PREVIOUS EXPERIENCE FORM

:Please provide examples of comparable projects in scope and cost to the Verdugo Wash Master Plan. A portfolio of work not to exceed 75 pages may be submitted as an attachment to this form.

	CONTRACT START DATE	CONTRACT END DATE	CONTRACT \$ AMOUNT	PROJECT NAME	ADDRESS	CONTACT NAME/TITLE	CONTACT PHONE NUMBER
1							
2							
3							

FORM C

PROPOSER'S QUALIFICATIONS STATEMENT

All responses must be typewritten or printed legibly in ink. When additional space is needed to explain an answer, attach sheets as necessary. In Section VIII of this form, list and describe each attachment. Failure to (1) complete this form, (2) return it, or (3) attach a required document may render the Proposal non-responsive.

1. BUSINESS ORGANIZATION / STRUCTURE

1.1 Your firm is a:

☐ Corporation

☐ Sole Proprietorship

☐ Partnership

☐ Limited Liability Company

☐ Other: _____

1.2 If your firm is a **corporation**, answer the following:

1.2.1 Date of incorporation: _____

1.2.2 State of incorporation: _____

1.2.3 Corporate ID number: _____

1.2.4 President's name: _____

1.2.5 Is your firm a publicly traded corporation?

☐ YES

☐ NO

1.2.6 For any person, firm or entity who owns 25% or more of the corporation's stock, identify the individual, firm or entity and the corresponding percentage of ownership:

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

1.3 If your firm is a **limited liability company**, answer the following:

1.3.1 Date of formation: _____

1.3.2 State of formation: _____

1.3.3 Secretary of State's File or ID number: _____

1.3.4 Chief Executive Officer's name: _____

1.3.5 Name of Manager(s): _____

1.3.6 For any person, firm or entity whose ownership or membership interest in the company exceeds 25%, identify the individual, firm or entity and the corresponding percentage of ownership or membership:

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

1.4 If your firm is a **partnership**, answer the following:

1.4.1 Date of formation: _____

1.4.2 Type of partnership (General, Limited, LLP): _____

1.4.3 Secretary of State's Registration or ID number: _____

1.4.4 List the name of the General Partner(s) and any individual who has any equity interest in the partnership:

1.4.5. List jurisdictions in which your firm's fictitious name (dba) is filed:

1.5 If your firm is **individually owned** (a sole proprietorship), answer the following:

1.5.1 Date your firm started: _____

1.5.2 Name of owner: _____

1.5.3 List jurisdictions in which your firm's fictitious name (dba) is filed:

1.6 If your firm is other than the type listed above, such as a **joint venture, consortium, trust, association or other combination**, describe the business organization or structure, identify the principals, and list their corresponding percentage of ownership or control:

1.6.1 Description of business organization or structure: _____

1.6.2 Principals and their corresponding percentage of ownership or control:

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

2. OWNERSHIP AND NAME CHANGES

2.1 How many years has your firm been in business under its present name? _____

2.2 In the past five years, has your firm changed names?

☐ YES ☐ NO

If **yes**, list all prior names, addresses, and the dates they were used. Explain the reason for each name change:

2.2.1 Prior name: _____

2.2.2 Address: _____

2.2.3 Reason name changed: _____

2.2.4 Starting / ending dates of prior name: _____ / _____

2.3 Is your firm a subsidiary, parent, holding company, or affiliate of another firm?

☐ YES ☐ NO

If **yes**, explain the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm:

2.3.1 Associated firm's name: _____

2.3.2 Address: _____

2.3.3 Relationship between your firm and the associated firm: _____

2.3.4 Principals and their corresponding percentage of ownership or control:

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

3. LICENSING

3.1 Do you have a current, active, valid California Contractor License?

☐ YES ☐ NO

If **yes**, provide the Contractor license number, license class, and expiration date:

3.1.1 Contractor License Number: _____

3.1.2 License Class: _____

3.1.3 Expiration Date: _____

- 3.2 Are you registered with California's Department of Industrial Relations (DIR) in accordance with Labor Code Section 1725.5?

☐ YES ☐ NO

If **yes**, provide the DIR Contractor Registration Number and expiration date:

3.2.1 DIR Contractor Registration Number: _____

3.2.2 Expiration Date: _____

- 3.3 List jurisdictions in which your firm is legally qualified to do business, provide license or registration number, and set forth the type of license. Attach additional sheets as necessary.

3.2.1 Jurisdiction: _____

3.2.2 License or registration number: _____

3.2.3 Type of license: _____

- 3.4 Are any of your firm's licenses held in the name of a corporation or partnership?

☐ YES ☐ NO

If **yes**, list below the name of the corporation or partnership that actually holds the license:

3.1.1 Corporation's or partnership's name: _____

3.1.3 Type of license: _____

For the following question, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

- 3.5 In the past seven years, has your firm or any of its owners, partners, officers, or employees been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or found to have violated any licensing laws or regulations?

☐ YES ☐ NO

If **yes**, identify the licensing agency, type of license, date and reason for the disciplinary action. Attach additional sheets as necessary.

3.5.1 Licensing Agency: _____

3.5.2 Type of license: _____

3.5.3 Date of disciplinary action: _____

3.5.4 Reason for disciplinary action: _____

4. CLAIMS; LAWSUITS; CRIMINAL ACTS

For the following questions, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

4.1 In the past five years, has your firm or any of its owners, partners, officers, or employees been a defendant in court, or participated in an arbitration or mediation, or administrative hearing on a matter related to:

4.1.1 The performance, non-performance, default, violation, or breach of a contract or agreement?

☐ YES ☐ NO

4.1.2 Damage to a government entities or a client's premises, facility, or equipment arising out of your equipment, services, or operations?

☐ YES ☐ NO

4.1.3 Employment-related litigation brought by an employee of your firm?

☐ YES ☐ NO

4.1.4 Payment or non-payment to a subcontractor or supplier?

☐ YES ☐ NO

4.1.5 Federal Davis Bacon or California Labor Code requirements relating to underpayment of wages, failure to maintain or produce payroll records, failure to use apprentices in appropriate ratios, or failure to maintain workers' compensation insurance?

☐ YES ☐ NO

4.1.6 Defective, deficient, substandard, or noncompliant work?

☐ YES ☐ NO

If the answer to any question in 4.1.1 to 4.1.6 is **YES**, identify the name of the person or entity that sued (i.e., "the plaintiff") or was involved in the mediation or arbitration; list the date, court, court address, and case number; describe the facts and circumstances giving rise to the lawsuit, mediation, or arbitration; and set forth the outcome or disposition. Attach additional sheets as necessary.

4.2 Has your firm ever filed a claim for damages or a lawsuit, or requested arbitration or mediation, against a government entity or a client?

☐ YES ☐ NO

If **YES**, identify the government entity or client; list the date, court and case number; describe the facts and circumstances about the claim for damages, or the lawsuit, or both; and set forth the outcome or disposition. Attach additional sheets as necessary.

- 4.3 Are there any pending or outstanding judgments or liens against your firm or any of its owners, partners, officers, or employees?

☐ **YES** ☐ **NO**

If **YES**, identify the name of the person or entity entitled to payment; list the date court and case number; describe the facts and circumstances giving rise to the judgment or lien; and set forth the amount of the judgment or lien. Attach additional sheets if necessary.

- 4.4 In the past five years, has any government entity ever: (a) investigated, cited, disciplined, or assessed any penalties against your firm or any of its owners, partners, officers, or employees, or (b) determined or concluded that your firm or any of its owners, partners, officers, or employees violated any laws, rules, or regulations?

☐ **YES** ☐ **NO**

If **YES**, identify the government entity; list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 4.5 In the past five years, has your firm or any of its owners, partners, officers or employees been convicted of a felony? ("Convicted" includes a verdict of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, or a forfeiture of bail.)

☐ **YES** ☐ **NO**

If **YES**, explain the details of that conviction and, if so, whether you or said officer have served his or her sentence. Attach additional sheets as necessary.

- 4.6 In the past five years, has your firm or any of its owners, partners, officers or employees been convicted of a crime related to the bidding of a government contract, the awarding of a government contract, or the performance of a government contract?

☐ **YES** ☐ **NO**

If **YES**, identify the government entity; list the date, court and case number; describe the facts and circumstances about each instance; and set forth the penalty or punishment imposed. Attach additional sheets as necessary.

- 4.7 In the past five years, has your firm or any of its owners, partners, officers or employees been convicted of a crime involving embezzlement, theft, fraud, forgery, bribery, deceptive or unlawful business practices, perjury, falsifying or destroying records or evidence, or receiving stolen property, or making or submitting a false claim?

☐ **YES** ☐ **NO**

If **YES**, identify the crime or offense; list the date, court and case number; describe the facts and circumstances about each instance; and set forth the penalty or punishment imposed. Attach additional sheets as necessary.

- 4.8 In the past five years, has a government entity determined or concluded that your firm or any of its owners, partners, officers or employees made or submitted a false claim (including a false claim for payment), or made a material misrepresentation?

☐ **YES** ☐ **NO**

If **YES**, identify the government entity, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 4.9 Is a government entity currently investigating your firm or any of its owners, partners, officers or employees for making false claim(s) or material misrepresentation(s)?

☐ **YES** ☐ **NO**

If **YES**, identify the government entity, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 4.10 Have you or your company ever been charged by any governmental agency for failure to follow safety procedures?

☐ **YES** ☐ **NO**

If **YES**, explain. Attach additional sheets as necessary.

-
- 4.11 Has any governmental agency ever submitted a complaint against you to the California State Labor Commission for failure to submit certified payrolls or use apprentices in proper ratios?

☐ YES ☐ NO

If **YES**, provide the details of such complaint. Attach additional sheets as necessary.

- 4.12 Has any governmental agency ever issued against you or one of your subcontractors Civil Wage and Penalty Assessments?

☐ YES ☐ NO

If **YES**, list all Civil Wage and Penalty Assessments date and dollar amount issued against you or one of your subcontractors by any of the following entities: the California Department of Industrial Relations, a California public entity, or federal public entity, in the last five years and explain how the assessment was resolved. Attach additional sheets as necessary.

5. FIRM'S OPERATIONAL STATUS

- 5.1. In the past seven years, has your firm, or anyone else acting on behalf of your firm, filed for bankruptcy, insolvency, receivership, or reorganization?

☐ YES ☐ NO

If **YES**, list the filing date, identify the court and case number; describe the facts and circumstances giving rise to each instance; and set forth the disposition or current status. Attach additional sheets as necessary.

- 5.2. In the past five years, has your firm had any consolidations, mergers, acquisitions, closings, layoffs or staff reductions?

☐ YES ☐ NO

If **YES**, list the filing date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 5.3. Is your firm in the process of, or in negotiations toward: (a) consolidating, merging, selling, or closing its business, or (b) laying off employees or reducing staff?

☐ YES ☐ NO

If **YES**, describe the transaction; list the anticipated date for completing the transaction, laying off employees, or reducing staff; and describe the facts, circumstances, and reason for taking the action. Attach additional sheets as necessary.

6. BIDDING; DEBARMENT; CONTRACT PERFORMANCE

- 6.1. Has a government entity ever debarred, disqualified, removed, suspended, or otherwise prevented your firm from bidding on, contracting, or completing a construction project?

☐ **YES** ☐ **NO**

If **YES**, identify the name of the government entity, list the date, and describe the facts and circumstances about each instance, and state the reason for the government entity's action against your firm. Attach additional sheets as necessary.

- 6.2. Has a government entity ever rejected your firm's Bid or Proposal on the ground that your firm is a "non-responsible" bidder or proposer?

☐ **YES** ☐ **NO**

If **YES**, identify the name of the government entity, list the date, describe the facts and circumstances about each instance, and state the reason or basis for the government entity's determining that your firm was a "non-responsible" bidder. Attach additional sheets as necessary.

- 6.3. Has your firm ever failed to fulfill or perform — either partially or completely — a contract or an agreement with a government entity or a client?

☐ **YES** ☐ **NO**

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 6.4. In the past five years, has any officer or principal of your firm been an officer of another firm which failed to perform a contract or agreement?

☐ **YES** ☐ **NO**

If **YES**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

-
- 6.5. Has your firm ever advised a government entity or a client, while your firm was under contract with the government entity or client, that your firm could not (or would not) fulfill or perform — either partially or completely — the contract or the agreement based on the prices that your firm had originally submitted in a Bid or a Proposal?

☐ YES ☐ NO

If **YES**, list the date, identify the name of the government entity or client, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 6.6. Has your firm ever requested a government entity or a client, while your firm was under contract with the government entity or client, to renegotiate one or more terms of the existing contract or agreement?

☐ YES ☐ NO

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 6.7. Has your firm ever requested a government entity or a client, while your firm was under contract with the government entity or client, to: (a) cancel the contract or agreement, or (b) release or discharge your firm from the contract or agreement?

☐ YES ☐ NO

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 6.8. Has a government entity or a client ever terminated, suspended, or non-renewed your firm's contract or agreement before its completion?

☐ YES ☐ NO

If **YES**, identify the name of the government entity, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 6.9. Has a government entity or a client ever notified or advised your firm that your firm's performance under a contract or agreement was poor, substandard, defective, deficient, or non-compliant?

☐ YES ☐ NO

If **YES**, identify the name of the government entity or client, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 6.10. In the past five years, has your firm paid, or has your firm been assessed, liquidated damages on a contract or agreement?

☐ **YES** ☐ **NO**

If **YES**, identify all such contracts/projects by owner, owner's address, the date of completion of the project, number of liquidated damages assessed, and all other information necessary to fully explain the assessment or payment of liquidated damages. Attach additional sheets as necessary.

7. INSURANCE AND BONDS

- 7.1. In the past ten years, has an insurance company or a surety company:

- 7.1.1. Refused to insure your firm for liability coverage?

☐ **YES** ☐ **NO**

- 7.1.2. Canceled or non-renewed your firm's insurance coverage?

☐ **YES** ☐ **NO**

- 7.1.3. Refused to issue your firm a bond?

☐ **YES** ☐ **NO**

- 7.1.4. Canceled or revoked a bond obtained by your firm?

☐ **YES** ☐ **NO**

If the answer to any question in 7.1.1 to 7.1.4 is **YES**, identify the name of the insurance company or surety company, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

- 7.2. In the past ten (10) years, has an insurance company or surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims against a performance bond, payment bond, or maintenance bond issued on your firm's behalf?

☐ **YES** ☐ **NO**

If **YES**, identify each contract completed or amount of each claim, the name and telephone number of the claimant, the date, grounds and current status of the claim, and if resolved, the method, nature, and amount of the resolution. Attach additional sheets as necessary.

- 7.3 A Proposer who is awarded a contract must maintain liability and workers' compensation insurance, as more fully described in the RFP and the Contract. Place an "X" below, to indicate the type of insurance coverage that your firm now has:

- ☐ Commercial General Liability
- ☐ Business Automobile Liability
- ☐ Workers' Compensation Liability
- ☐ Cyber Risk and Privacy Liability
- ☐ Excess Liability or Umbrella

- 7.4 If your firm is self-insured, identify the liability(s) listed above for which your firm insures itself, and set forth the amount of the self-insured retention (SIR):

Liability: _____ SIR amount: _____

Liability: _____ SIR amount: _____

Liability: _____ SIR amount: _____

8. CREDIT AND REFERENCE CHECK

- 8.1 The City of Glendale may: (1) request credit reports, or investigative reports, or both, about your firm, and (2) contact the references, government entities, and other persons listed in this Proposal. The City of Glendale will use this information to evaluate your firm's financial resources, responsibility, and integrity with respect to this Proposal, an award of the Contract, or any contract renewal. The City of Glendale will treat any information that it obtains now or later as confidential.

- 8.1.1 Does your firm authorize the City of Glendale to obtain credit and investigative reports about your firm?

☐ Yes ☐ No

- 8.1.2 Does your firm authorize the references, government entities, and other persons listed in this Proposal to release information about your firm to the City of Glendale?

☐ Yes ☐ No

FORM D

PRICE PROPOSAL AMOUNT

This table captures the Proposer Scope of Services and deliverables required to complete each Phase, Task and Sub-task for completion of the Verdugo Wash Master Plan. In order to provide the most accurate Price Proposal Amount for each deliverable, Proposers should carefully review the Scope of Services for each Phase, Task and Subtask.

Each Proposer shall also submit a staffing plan that includes a comprehensive list of all key staff by name and position proposed for this Agreement. Include contract labor by count, position, and rate only, as applicable.

SERVICES	Total Price
PHASE I: PROJECT MANAGEMENT, COMMUNITY ENGAGEMENT, TECHNICAL FRAMEWORK	
Task 1.0 Project Management	
Includes: Project Kick-off Meeting and Site Tour (1.1)	-
Task 2.0 Existing Conditions Memo & Base Plan Framework	
Includes: Background Data (2.1)	-
Includes: Existing Conditions Memorandum (2.2.1)	-
Includes: Market Study (2.2.2)	-
Includes: Master Plan Framework (2.3)	-
Task 3.0 Community Engagement & Outreach	
Includes: Community Engagement & Outreach Plan (3.2)	-
Includes: Project Website (3.3)	-
Includes: Community Engagement, and Findings (3.4 and 3.5)	-
Task 4.0 Marketing and Branding	
Includes: Marketing (4.1)	-
Includes: Branding (4.2)	-
Task 5.0 Final Framework and Major Deliverables	
Includes: Updated Master Plan Framework (5.1)	-
Includes: Transportation Study (5.2)	-
Includes: Construction Plan (5.3)	-
Includes: Operations and Maintenance Plan (5.3)	-
PHASE II: FINAL MASTER PLAN	
Task 6.0 Draft and Final Verdugo Wash Master Plan	
Includes: Draft Verdugo Wash Master Plan (6.1)	-
Includes: Final Verdugo Wash Master Plan (6.2)	-
Includes: Signage and Wayfinding Kit (6.3)	-
PHASE III: ENVIRONMENTAL ANALYSIS	
Task 7.0 Environmental Review	
Includes: Environmental Document	-
ADDITIONAL REQUIRED TASK	
Task 8.0 Verdugo Wash Public Art Master Plan	
Includes: Draft and Final Public Art Master Plan (8.1)	-
TOTAL PRICE PROPOSAL AMOUNT	

FORM E

INSURANCE REQUIREMENTS AFFIDAVIT

THE PROPOSER'S INSURANCE COMPANY(S) OR INSURANCE AGENT MUST COMPLETE THIS FORM
AND
THE PROPOSER MUST SUBMIT THIS AFFIDAVIT WITH THE PROPOSAL FORMS.

I, the undersigned (**check one box:** ☐ underwriter ☐ agent), certify that I and the Proposer listed below have jointly reviewed the "Insurance Requirements" in this Request for Proposals. If the City of Glendale ("City") selects the Proposer to prepare the Verdugo Wash Masterplan and related document, the Proposer will be able—within fourteen (14) calendar days after the Proposers is notified of its selection—to furnish the City with valid insurance forms (including one or more insurance certificates and additional insured endorsements) that fully meet all of the Insurance Requirements.

Name of Insurance Company

Date

Insurance Agent's Name (Printed)

Insurance Agent's Name (signature)

Address

City

State

Zip Code

Telephone Number

FAX Number

Email Address

Proposer's Name

Request for Proposal

Below State the Name of Insurance Company Providing Coverage:

DO NOT write "Will Provide," "To Be Determined," "When required," or similar phrases.

Commercial General Liability

Automobile Liability

Workers' Compensation Liability

Professional Liability

**City Will Purchase Policy, if required
Builders Risk**

iability

NOTE TO THE UNDERWRITER / AGENT: If the insurance forms that the Vendor submits to the City do not fully comply with the Insurance Requirements, and/or if the Vendor fails to submit the forms within the 14-day time limit, the City may: (1) declare the Vendor's Proposal non-responsive, and (2) award the Contract to the next highest scoring, responsible proposer.

If you have any questions about Insurance Requirements, please contact Vilia Zemaitaitis.

FORM F

DISCLOSURE - CAMPAIGN FINANCE ORDINANCE – CONTRACTORS AND SUBCONTRACTORS

The City Council adopted Ordinance No. 5744, "Campaign Finance Ordinance," which became effective on September 9, 2011, and amended it with Ordinance No. 5768, which became effective on April 1, 2012 ("the Ordinance"). The Ordinance prohibits: (1) A contractor* (including a subcontractor**)— who has a contract with the City of Glendale ("City"), Glendale Successor Agency or Glendale Redevelopment Agency ("GSA"), or the Housing Authority of the City of Glendale ("HA") and that contract is subject to approval by the City Council, GSA, or HA— from making a contribution to a City Council member, GSA member, HA member, City Clerk, or City Treasurer; and (2) Council members, GSA members, and HA members from voting on matters concerning a contract affecting a contractor or subcontractor who has provided a campaign contribution.

The provisions of the Ordinance restricting Council members from voting on matters affecting campaign contributors applies to a contractor whose contract requires the City Council's, GSA's, or HA's approval, and specified subcontractors. A contract with the City, GSA, or HA is known as a "City Contract." The Ordinance excludes a competitively bid contract awarded to the lowest responsible bidder.

To assist members of the City Council, GSA, and HA before they vote on a matter regarding a City Contract, the Ordinance requires City staff to prepare this report which discloses certain information about the contractor receiving the City Contract, and specified subcontractor(s) working under the City Contract.

- Information that must be disclosed:**
- Name of the person, entity, or organization (i.e., the Contractor or Subcontractor)
 - Name of the Chief Executive Officer/President
 - Chief Operating Officer
 - Chief Financial Officer
 - Chairperson
 - All members of the Board of Directors
 - All persons who own more than 10% of the person, entity, or organization
 - Name of any campaign committee owned or controlled by the person, entity, or organization

Please complete the following disclosure form:

Contractor(s)*:

Name		Address			
Full Name	Title	Business Address	City	State	Zip
	Chairperson				
	Chief Executive Officer / President				
	Chief Operating Officer				
	Chief Financial Officer				
	Board of Directors				
	More than 10% interest owner				

* "Contractor" is the person, entity, or organization that is the party, or prospective party, to the contract with the City, GSA, or HA. In addition to the name of the person, or entity, the Contractor must also disclose the name(s) of that person's, entity's, or organization's Board of Directors, its Chairperson, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in that person, entity, or organization, and any campaign committee that is owned or controlled by that person, entity, or organization. Please disclose these persons' name and business address.

Subcontractor(s):**

Name		Address			
Full Name	Title	Business Address	City	State	Zip
	Chairperson				
	Chief Executive Officer / President				
	Chief Operating Officer				
	Chief Financial Officer				
	Board of Directors				
	More than 10% interest owner				

** "Subcontractor" is the person, entity, or organization that has entered into a contract for the performance of all or a portion of the work undertaken under an agreement with an architect, design professional, engineer, or general or prime contract, usually by a general or prime contractor. You must also disclose the names of the Subcontractor's Board of Directors, its Chairperson, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in that person, entity, or organization, and any campaign committee that is owned or controlled by that person, entity, or organization. Above please disclose these persons' name and business address.

Campaign Committee owned or controlled by: _____

Title	Business Address	City	State	Zip

CERTIFICATION

On behalf of the above-named ☐ Contractor ☐ Subcontractor:

- I acknowledge that I have a continuing obligation to update this disclosure form if I substitute— or if I select additional— architects, design professionals, contractors, or subcontractors within ten (10) days of the selection or change; and
- I hereby certify that:
 - I have identified all persons for which the Ordinance requires disclosure.
 - The information in this disclosure form (and any attachment to this form) is true, accurate, correct, and complete; and
 - I have been legally authorized to submit this disclosure form.

In total, this disclosure form (including attachments) is _____ pages.

Executed on: _____, 20____, at: _____, California.

Signature: _____ Print Full Name: _____

Address: _____

Phone Number: _____ E-mail Address: _____

FORM G

PUBLIC RECORDS EXEMPT INFORMATION

Below identify (by a general description) all copyrighted material, trade secrets, or other proprietary information (“protectable documents”) that Proposer has included in this Proposal which Proposer believes should be exempt from disclosure under California’s Public Records Act, Government Code Section 6250, *et seq.* By listing the protectable documents below, Proposer agrees to indemnify, defend, and hold harmless City— including, its officers, agents, employees, and representatives— from and against any action, claim, lawsuit, or proceeding, including costs and expenses, arising out of or connected with the City’s refusal to disclose the protectable documents to any party making a request for those items. The City will treat any Proposer, who fails to identify below protectable documents that Proposer believes should be exempt from disclosure, as having waived its right to an exemption from disclosure, as the Public Records Act provides.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

FORM H

PROPOSER'S NONCOLLUSION AFFIDAVIT

I am the [title] of [name of Proposer], the party making the foregoing Proposal. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Proposal is genuine and not collusive or sham. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal. The Proposer has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or to refrain from bidding. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer. All statements contained in the Proposal are true. The Proposer has not, directly, or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose. Any person executing this Affidavit on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this Affidavit on behalf of the Proposer.

I
declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this Affidavit is executed on:

-----[date], at----- [city], ----- [state].

Signed:

Print Name:

If the Proposer fails to complete and properly sign this affidavit, the Proposal will be considered non-responsive and will be rejected.

FORM I

VIII. PROPOSAL ATTACHMENTS

Below list and describe any attachment that is a part of this Proposal (e.g., “Employees’ Resumes – 15 pages”; or “Explanation concerning question 4.3 - 2 pages”). If your firm has no attachments, write “None” on line 1.

Our firm declares that the attachments listed below are added and are made a part of this Proposal in order to fully and accurately respond to the RFP:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

FORM J

ADDENDA ACKNOWLEDGMENT

CITY OF GLENDALE VERDUGO WASH MASTER PLAN

PROPOSER NAME: _____

PROPOSER hereby acknowledges that it has received and read the following Addenda:

Addendum # ____ Signature _____

Addendum # ____ Signature _____

Addendum # ____ Signature _____

Addendum # ____ Signature _____

Addendum # ____ Signature _____

FORM K

TABLE OF EXCEPTIONS

Proposer must state whether its proposal does or does not fully comply with the requirements as defined in this RFP, including the Exhibits and Forms, and must provide a detailed list of exceptions to, including, but not limited to, exceptions to the Scope of Services, the Proposed Professional Services Agreement, or any other RFP requirements, exhibits, forms, or appendices. List of exceptions will be inserted in the table form below and identify the page, section number, provision and exception, non-conformance and/or substitute language proposed. Failure to identify any items of non-compliance will result in the City assuming compliance. Changes to the Proposed Professional Services Agreement may not be considered or negotiated if not submitted as part of the proposal. The City, at its sole discretion, may modify or reject any exception or proposed change. The exceptions listed will be taken into consideration when evaluating the section that is most applicable to the exception listed.

Page Number	Section Number	Provision/Exception-Nonconformance and/or Subtitle Language

By signing below, I understand that the information above lists all exceptions expressed by this firm in response to the RFP issued by the City of Glendale for _____.

Dated this day _____ of _____, 20____

(Authorized Signature)

(Title)