Emergency Pre-Qualified On-Call (PQOC)
Geotechnical/Structural Contract Services Project

BID PROPOSAL

In and for the

City of Los Angeles, California
Department of Public Works
Bureau of Engineering

AVON STREET (1923) BULKHEAD

W.O. E1909302

AVON STREET (1923) BULKHEAD

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BID PROPOSAL

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IMPORTANT NOTICE

INFORMATION FOR BIDDERS

The Board of Public Works authorized that bids be only accepted from contractors currently listed on the Emergency PQOC Geotechnical/Structural Construction Services Projects for Public Works. The Board reserves the right to waive any irregularities or informalities in any bid or in the bidding and to make an award on a contract in the best interest of the City.

All work shall be performed in accordance with the terms and conditions of the Contract Agreement for the Emergency PQOC Geotechnical/Structural Construction Services Projects for Public Works (Contract) and shall conform to the Bureau's Master General Conditions, Master General Requirements, and the Standard Specifications for Public Works Construction "Green Book" (Parts 2 thru 6) 2012, 2014, 2017 and 2021 Editions, and the "Brown Book" May 4, 2022 Edition.

1. BIDDER'S SUBMITTALS

Part I - Must be properly completed and submitted to the Board of Public Works not later than the time and date designated on Page 1-1 of the Proposal at **Los Angeles City Hall; 200 N. Spring Street, Room 355; Los Angeles, California 90012, Attention: Contract Section.**

2. BIDDER INFORMATION AND ASSISTANCE

Requests for clarification of conflicts and omissions from the contract documents shall be addressed in writing to

Daniel Orris
Geotechnical Engineering Division
1149 S. Broadway, 1st Floor
Los Angeles, CA 90015
Email: Daniel.Orris@lacity.org

3. CALIFORNIA STATE SENATE BILL 854:

1. **Contractors are advised of the following changes** made by California State Senate Bill 854 to the State of California Department of Industrial Relations:

   a. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the California Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

   b. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the DIR pursuant to Labor Code section 1725.5.

   c. DIR maintains a current list of registered contractors at this web address

Important Notice (Continued)

https://efiling.dir.ca.gov/PWCR/Search.action

2. **Please see the one-page section, "Senate Bill 854" in Part IV of the Bid Proposal for more information about Senate Bill 854."**

4. EXPEDITED AWARD AND START OF CONSTRUCTION

Due to the need to have this project constructed as expeditiously as possible, the Board of Public Works has requested that all bidders be advised of the following:

a. It is the intention of the Board of Public Works to award this project to the lowest responsive, responsible bidder as expeditiously as possible. A Construction Order will be issued to award the project to the lowest responsive, responsible bidder.

b. Evidence of acceptable insurance and required bonds must be on file with the Board of Public Works before the Contractor may begin work.

c. **A "Bid Bond" is not required for this project**. The successful bidder shall provide two good and sufficient surety bonds. A "Payment Bond" and "Performance Bond" representing 100% of the total bid amount shall be filed with the Board Office before work commences.

d. All bidders are requested to cooperate by submitting all required documentation and any additional documentation requested by staff as expeditiously as possible. Failure of any bidder to submit the required additional documentation by the date and time specified by staff may render the bidder non-responsive and can be used in considering that bidder for any future contract awards.

e. A protest to a particular bid must be submitted in writing and in detail to the Project Award and Control Division via a fax at (213) 847-0703 within one (1) City working day following the close of Board business the day bids are received no later than 4 p.m. Refer to Item No. 2 of the "General Instructions and Information for Bidders" in Part IV of the Bid Proposal for more information.

5. PRE-CONSTRUCTION MEETING

Because the counting of days will commence within one working day after the issuance of the Notice to Proceed (NTP), the successful bidder shall mobilize as soon as possible after the issuance of the NTP. A pre-construction meeting will be scheduled after the NTP is issued. The City reserves the right, in its sole discretion, to reassign the work to the next lowest bidder if the successful bidder fails to mobilize as indicated**.**

6. ELECTRONIC SIGNATURE POLICY
(Types of Documents Permitted for Electronic and Scanned Signature)

This Policy is intended to broadly support the use of electronic signatures. Departments are encouraged to consult with the City Attorney's Office if Departments are uncertain if the electronic/scanned signature is acceptable for a document. However, below are examples of the types of documents where electronic/scanned signatures are allowed:

Important Notice (Continued)

1. Memos, forms, board letters and other correspondence	Electronic/Scanned
2. Contracts	Electronic/Scanned
3. Certificates and Permits	Electronic/Scanned
4. Notarized Document	Scanned

Please note that Ethics Form 50 and 55 must be signed via a software that is accepted by the Ethics Commission (i.e. DocuSign, Adobe). (Issued March 19, 2020)

7. BUY CLEAN CALIFORNIA ACT (BCCA)

I. For projects with a bid due date on or after July 1, 2021 that include eligible materials as part of the permanent work, the successful bidder shall be required to provide current facility-specific Environmental Product Declaration (EPD) for the materials and meet the State of California maximum limits for Global Warming Potential as listed by California's Department of General Services with the applicable submittal.

https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Buy-Clean-California-Act

II. Please see the two-page section, "Buy Clean California Act Implementation" in Part IV of the Bid Proposal for more information about Buy Clean California Act.

THE DOCUMENTS CONTAINED HEREIN HAVE BEEN APPROVED BY:



Arsen Voskerchyan, P.E.
Division Engineer
Project Award and Control Division
Bureau of Engineering

BID PROPOSAL

PART I

BID PROPOSAL

PART I OF IV

AVON STREET (1923) BULKHEAD

W. O. E1909302

In and for the
City of Los Angeles
California

TYPE OF CONTRACT	**CASH**
PROPOSAL ATTACHMENTS	Plan Drawings (13 sheets)
SPECIFICATIONS	General Conditions, General Requirements, Standard Specifications for Public Works Construction (Greenbook) 2012, 2014, 2017 and 2021 Edition* as amended by the City's Brown Book, May 4, 2022 Edition*.
PROJECT LOCATION	See Plan Drawings
COMPLETION TIME	**120 Calendar Days**
LIQUIDATED DAMAGES	**$1,500 per Calendar Day**

BID DATE Bids must be received no later than **2:00 p.m. on March 11, 2026,** at Los Angeles City Hall, 200 North Spring Street, Room 355; Los Angeles, California 90012. Call the Board Office at **(213) 978-0262** if you have difficulties gaining access to City Hall.

Firm Name:		
Address:		
Telephone Number: ( )	**Fax Number: ( )**	
Email Address:		
Contractor's License Number:	**Classification:**	**Expiration Date:**
Business Tax Registration Certificate (BTRC) No.:		

* **Part 1 of the Greenbook and Brown Book are not a part of the Specifications.**

SCHEDULE OF WORK AND PRICES

City of Los Angeles - Department of Public Works - Bureau of Engineering

AVON STREET (1923) BULKHEAD

W.O. E1909302

ITEM	DESCRIPTION	UNIT	QTY.	UNIT PRICE	ITEM TOTAL
1	Mobilization per General Requirements Section 01292	LS			
2	**Allowance for Differing Site Conditions "DSC" per General Requirements Section 01212 & 01253**				**$ 75,000.00**
3	**Allowance for Unforeseen Utilities per General Requirements Section 01212**				**$ 20,000.00**
4	**Allowance for Additional Potholing per General Requirements Section 01732**				**$ 10,000.00**
5	Traffic control and signs, including SB1 sign	LS			
6	Clear, grub, and dispose all bushes/vegetation within construction area.	LS			
7	Remove, haul away, and dispose existing sandbags in construction area.	LS			
8	Remove, haul away, and dispose wood guard rail.	LS			
9	Remove, haul away, and dispose AC pavement (and underlying base) and concrete and/or asphalt curb, and concrete curb and gutter, as shown on SD 101 (including sawcutting).	SF	600		
10	Excavation of soil, weathered bedrock, and debris for 1) pile, 2) lagging, 3) 3/8" pea gravel backdrain, and 4) pavement, curb, and gutter installation, including hauling away of excess.	CY	30		
11	Drill eight (8) 36" diameter holes, averaging 35.5' deep, per Pile Schedule - Plan Sheet SB201. Dispose of excess spoils.	LF	285		
12	Furnish & install eight (8) W24x104 steel soldier beams, averaging 38.5' long, Grade 50 per pile schedule - Plan Sheet SB201	LF	308		
13	Supply, pump, and place concrete for embedded portion of soldier beams.	CY	64		
14	Supply, pump, and place slurry (100-E-100) backfill for upper portion of soldier beams.	CY	4		
15	Supply and install 7'-9" x 8" Precast Concrete Lagging Panels per Plan Sheet SB301 (Detail E9), and dry pack between the lagging and the web.	EA	21		
16	Supply and install 7'-9" x 8" Precast Concrete Lagging Panels with 4" weep hole per Plan Sheet SB301 (Detail E9), and dry pack between the lagging and the web.	EA	6		
17	Supply and install 8'-9" x 8" Precast Concrete Lagging Panels per Plan Sheet SB301 (Detail E9), and dry pack between the lagging and the web.	EA	2		
18	Supply and install nelson studs on steel beams #5 and #6 per Plan Sheet SB302, including welding, galvanization, and painting.	LS			
19	Supply all materials (incl. reinforcement and concrete) and install cast in place wall and associated footing between Pile #5 and #6, per Plan Sheet SB302, including weephole and utility opening.	LS			
20	Supply and install 3/8" pea gravel wrapped in non-woven geo-fabric behind the bulkhead, min. 12" wide.	CY	9		

SCHEDULE OF WORK AND PRICES

City of Los Angeles - Department of Public Works - Bureau of Engineering

AVON STREET (1923) BULKHEAD

W.O. E1909302

ITEM	DESCRIPTION	UNIT	QTY.	UNIT PRICE	ITEM TOTAL
21	Place backfill in lifts and compact to 90% min. relative compaction	CY	17		
22	Supply and install 3.5" diameter Schedule 80 PVC pipe from weephole to finish grade of slope, including connection to the weephole	EA	8		
23	Supply and install L5X3X3/8 angle bracket, including welding per Plan Sheets SB301 and SB302.	EA	6		
24	Construct new Type C integral concrete curb and gutter per Plan Sheets SB101, SB301, and City Standard Plan S-410-2.	LF	92		
25	Asphalt concrete (AC) pavement, 6" thick over 6" crushed miscellaneous base (CMB) (including compaction).	SF	630		
26	Asphalt concrete (AC) pavement, 4" thick over 4" crushed miscellaneous base (CMB), between the bulkhead and the back of the curb, falling 2% towards the street (including compaction).	SF	171		
27	Supply and install metal beam guardrail, Type 2 (Pipe Post), per Standard Plan S-462-2, including cap plates and welding.	LF	72		
28	Hydromulch - approved bonded fiber matrix applied per manufacturer's recommendations with approved seed mix.	SF	428		
	TOTAL BID AMOUNT:				

Unit abbreviation: LS=lump sum, SF=square foot, CY=cubic yard, LF=linear foot, EA=each

NOTES

A. MOBILIZATION: If the successful bidder shows an amount in excess of $25,000 for Mobilization (Bid Item No. 1), the bidder will be paid $25,000 per Specification Section 01292 of the General Requirements. The difference between the Contractor's bid amount for Bid Item No. 1 and $25,000 will be paid after the Statement of Completion has been issued.

B. FIXED COST ITEMS: Bid Item Nos. **2 through 4** are considered Fixed Cost Items at the time of bid. The pre-printed dollar amounts in figures listed in the SCHEDULE OF WORK AND PRICES shall not be changed or deleted.

CITY OF LOS ANGELES
CONTRACTOR RESPONSIBILITY ORDINANCE (CRO) QUESTIONNAIRE

Unless otherwise exempt from the Contractor Responsibility Ordinance (Los Angeles Administrative Code Section 10.40, et. seq.), a Company/Firm bidding with the City of Los Angeles must complete this Questionnaire. If no bid is required, the prospective contractor still must submit a Questionnaire.

The signatory for this Questionnaire must be authorized to respond to these questions on behalf of the Company/Firm. **Any false or misleading statement(s), the failure to answer any of the required questions, or the failure to submit the completed Questionnaire with its bid may render the bid/proposal non-responsive.** If a response does not fit in the space provided, then you may submit an attachment with your questionnaire.

The Company is responsible for keeping the Questionnaire responses current. If any changes have occurred that would render any of the responses inaccurate in any way, this document must be updated within thirty (30) days of the change(s).

A. BIDDER / PROPOSER / PROSPECTIVE CONTRACTOR CONTACT INFORMATION

Business Name _____ Contractor's License Number _____

Street Address _____ City _____ State _____ Zip _____

Contact Person, Title _____ Phone _____ Fax _____

TYPE OF SUBMISSION:

The Questionnaire being submitted is:

☐ An initial submission of a completed Questionnaire.

☐ An update of a prior Questionnaire dated _____/_____/_____.

☐ No change. I certify under penalty of perjury under the laws of the State of California that there has been no change to any of the responses since the last Questionnaire dated ____/_____/____ was submitted by the firm.

B. BUSINESS ORGANIZATION / STRUCTURE

Indicate the organizational structure of your firm. "Firm" includes a sole proprietorship, corporation, joint venture, consortium, association, or any combination thereof.

☐ **Corporation**: Date incorporated: _____/_____/_____ State of incorporation: _____

List the corporation's current officers.

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

TERMS OF ACCEPTANCE AND SIGNATURE:

I certify under penalty of perjury under the laws of the State of California that I read and understand the questions contained in this questionnaire and the responses contained herein and on all Attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this Questionnaire is true and accurate to the best of my knowledge and belief.

Electronic Signature:

_____ _____

Signature *Date*

☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

Execution of document by E-signature. By clicking on the check box, it indicates an electronic signature. This is considered to be the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.

CITY OF LOS ANGELES
PLEDGE OF COMPLIANCE WITH CONTRACTOR RESPONSIBILITY ORDINANCE

Los Angeles Administrative Code (LAAC) Section 10.40 et seq. (Contractor Responsibility Ordinance) provides that, unless specifically exempt, City contractors working under service contracts of at least $25,000 and three months, contracts for services and for purchasing goods and products that involve a value in excess of twenty-five thousand dollars ($25,000) and a term in excess of three months are covered by this Article; and construction contracts of any amount; public lessees; public licensees; and certain recipients of City financial assistance or City grant funds, shall comply with all applicable provisions of the Ordinance. Upon award of a City contract, public lease, public license, financial assistance or grant, the contractor, public lessee, public licensee, City financial assistance recipient, or grant recipient, and any its subcontractor(s), shall submit this Pledge of Compliance to the awarding authority.

The contractor agrees to comply with the Contractor Responsibility Ordinance and the following provisions:

(a) To comply with all federal, state, and local laws in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
(b) To notify the awarding authority within 30 calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor did not comply with any federal, state, or local law in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
(c) To notify the awarding authority within 30 calendar days of all findings by a governmental agency or court of competent jurisdiction that the contractor has violated any federal, state, or local law in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees.
(d) If applicable, to provide the awarding authority, within 30 calendar days, updated responses to the Responsibility Questionnaire if any change occurs which would change any response contained within the Responsibility Questionnaire and such change would affect the contractor's fitness and ability to continue the contract.
(e) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, or sublicensee that perform or assist in performing services on the leased or licensed premises) shall comply with all federal, state, and local laws in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
(f) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, sublicensee that perform or assist in performing services on the leased or licensed premises) submit a Pledge of Compliance.
(g) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, or sublicensee that perform or assist in performing services on the leased or licensed premises) shall comply with paragraphs (b) and (c).

Failure to complete and submit this form to the Awarding Authority may result in withholding of payments by the City Controller, or contract termination.

Company Name, Address and Phone Number

Signature of Officer or Authorized Representative Date

Print Name and Title of Officer or Authorized Representative

Awarding City Department Contract Number

SRIS/CRO-3, Pledge of Compliance (Rev. 5/07/2014)

SIGNATURE SHEET AND AFFIDAVIT

I/We, _____ depose and say that I am/We are _____
Insert Name(s)

_____ of _____
(Insert "Sole Owner", "Partner", "President", etc.) (Insert firm name and address of bidder)

_____

Contractor's License No. _____ License Classification _____ Expiration Date _____
who submit this proposal to the Board of Public Works and hereby declare:

(1) That I/We have read this proposal and have abided by and agree to the conditions herein and have carefully examined the project plans and read the specifications and I/We hereby propose to furnish all materials and do all the work required to complete the work in accordance with the plans and specifications, for the unit prices or lump sums named in the Schedule of Work and Prices. Furthermore, I/WE have read and understand Ordinance No. 173677 of the "Determination of Contractor Responsibility Policy" of the City of Los Angeles and I/WE understand my/our obligations under this policy as a bidder and as a contractor should this contract be awarded to my/our firm.

(2) That this proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named, and that I/We have not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that I/We have not in any manner sought by collusion to secure for myself/ourselves an advantage over any other bidder.

(3) This contract is expressly made for the benefit of the signatory parties only. It is not the intent of any of the signatory parties to create or discharge any duty, express or implied, to any party other than the signatory parties. Any benefit derived from this contract by a third party is unintended and incidental to the purpose for which this contract is made.

(4) That I/We as principal(s), acknowledge myself/ourselves as being bound by the accompanying Bid Bond when completed by the Surety.

(5) That I have read and understand the provisions of the Pollution Control – Sewage Spill Prevention and Response Requirements and the Board of Public Work's Policy of "Zero Sanitary Sewer Overflows" requirements as contained in this Proposal. If awarded this contract, I/ We agree to furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the containment and clean up of any sewage or other pollutants spills or leaks occurring during the performance of this contract. I/WE further agree to act immediately, without instructions from City staff, to contain and clean up any spill in any way involved with my/ our activities on this project without concern for who or what caused the spill.

ADDENDA - This proposal is submitted with respect to the changes to the contract included in Addenda numbers:

(Fill in Addenda received) _____, _____, _____, _____, _____, _____, _____,

I/We certify or declare under penalty of perjury that the foregoing is true and correct, and that if only one signature is provided, it is provided in accordance with **Note 8** in the General Instructions and Information for Bidders of this proposal.

1.

Name	**Signature**	**Title**	**Date**

2.

Name	**Second Signature**	**Title**	**Date**

Note: ALL SIGNATURES MUST BE PROPERLY COMPLETED AND WITNESSED BY A NOTARY

LIST OF SUBCONTRACTORS

In accordance with provisions pertaining to listing of Subcontractors, the bidder shall list herein each first tier Subcontractor to whom it proposes to subcontract portions of the work in an amount in excess of one half of one percent of the total bid or $10,000.00, whichever is greater.

NAME, BUSINESS ADDRESS, TELEPHONE NUMBER AND SUBCONTRACTOR'S LICENSE NUMBER	DESCRIPTION OF PORTION OF WORK SUBCONTRACTED
--- --- LICENSE # EXP. DATE DIR#	
--- --- LICENSE # EXP. DATE DIR#	
--- --- LICENSE # EXP. DATE DIR#	
--- --- LICENSE # EXP. DATE DIR#	
--- --- LICENSE # EXP. DATE DIR#	
--- --- LICENSE # EXP. DATE DIR#	
--- --- LICENSE # EXP. DATE DIR#	

SUBCONTRACTORS / SUBCONTRACTOR SUBSTITUTIONS

Contractor _____

Acceptance by the City of Los Angeles Board of Public Works of this Contractor's Bid does not indicate automatic approval of the subcontractor(s) listed in the Bid-proposal.

By acknowledging with the signature of an authorized representative below, the Contractor understands that it must obtain approval for **all** Subcontractors, at all levels, whether Bid-Listed or not, from the SRI Section of the General Services Division of the Bureau of Contract Administration (BCA) prior to the Subcontractor(s) performing any work on this project.

The Contractor understands that no entity other than the SRI Section of BCA has the authority to approve either an original request for approval or request for substitution of any subcontractor(s).

The Contractor further understands that Subcontractors approved for work on any other project for the City of Los Angeles does not constitute approval to work on this project also, and that there are no "blanket approvals" of Subcontractors for this, or any other, project.

The Contractor also understands that it may not substitute any Subcontractor, at any level, whether Bid-listed or not, without the approval of the SRI Section of BCA acting on behalf of the Board of Public Works.

The Contractor understands and acknowledges that there shall be a penalty assessed of no more than ten (10) percent of the subcontract amount of each Subcontractor for any of the following:

1. Failure to obtain approval for any Subcontractor(s), at any level, whether Bid-listed or not, from the SRI Section of BCA prior to the subcontractor(s) beginning work on the project.
2. Performing the work of any subcontractor(s) at any level, whether Bid-listed or not, without the approval of the SRI Section of BCA.
3. Reducing the Bid-listed and/or approved dollar amount of work to be performed by any Subcontractor(s), at any level, whether Bid-listed or not, for any reason, without the approval of the SRI Section of BCA.
4. Substituting for any Subcontractor(s), at any level, whether Bid-listed or not, without the approval of the SRI Section of BCA acting on behalf of the Board of Public Works.
5. Assigning the work of any Subcontractor(s), at any level, whether Bid-listed or not, to anyone other than said Subcontractor, without the approval of the SRI Section of BCA.

_____ _____

Authorized Contractor Representative (Print Name) Authorized Contractor Representative Signature

_____

Date

CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS

The undersigned hereby agrees that _____ will:
Name of Business

1. Fully comply with all applicable State and Federal employment reporting requirements for its employees.

2. Fully comply with and implement all lawfully served Wage and earnings Assignment Orders and Notices of Assignment.

3. Certify that the principal owner(s) of the business are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally.

4. Certify that the business will maintain such compliance throughout the terms of the contract.

5. This certification is a material representation of fact upon which reliance was placed when the parties entered into this transaction.

6. The undersigned shall require that the language of this Certification be included in all subcontracts and that all subcontractors shall certify and disclose accordingly.

Upon signing below, the bidder by his/her signature affixed hereto declares under penalty of perjury that he/she has read the Child Support Assignment Orders contained in the City's Ordinance No. 172401 and accepts all the City's requirements contained therein throughout the duration of this project.

_____
Signature Title

_____
Company Name

_____
Date

Part II

(Not Used)

Part III

(Not Used)

BID PROPOSAL

PART IV

PROPOSAL - PART IV

GENERAL INSTRUCTIONS AND INFORMATION FOR BIDDERS

1. INSTRUCTIONS TO BIDDERS

a. Submit your bid in a sealed envelope addressed to the Board of Public Works; 200 N. Spring Street, Room 355; Los Angeles, California 90012. All envelopes must show the project title and the bidder's name and address, with "BID ENCLOSED" indicated in bold letters, and must be received at the above address not later than the time and date designated on Page 1-1 of the bid proposal. Bidders shall use a separate sealed envelope for each bid submitted. Bidders are invited to be present for opening of bid proposals at the above address, at the time indicated above. No facsimile, telegraphic or telephonic bids, or telegraphic modifications of bids will be accepted.

b. State in numerical figures the unit prices, lump sum prices and extensions for item totals as indicated. These shall be the prices for which you propose to supply all materials and services and perform all work required by the contract documents; including, but not limited to, plans, specifications and addenda. All items described are to be construed as complete and in place.

c. Fill in all indicated blanks on the Schedule of Work and Prices. Initial all changes. Any omission(s) will render the proposal irregular and may cause its rejection, unless the omission(s) can be calculated by the City in accordance with d. or e. below.

d. Both the Unit Price and Item Total must be entered for each bid item listed on the Schedule of Work and Prices. The amount of your bid for this proposal shall be a sum of the Item Totals for all bid items. If Unit Prices are left blank and/or Item Totals are left blank, such omissions will be evaluated in the manner set forth below:

1) In the situation when the Unit Price is left blank, but the Item Total for that item is shown, the Unit Price will be calculated by dividing the Item Total for the item by the number of units.

2) In the situation when the Unit Price is listed, but the Item Total for that item is left blank, the Item Total price for the item will be calculated by multiplying the Unit Price by the number of units.

3) In the situation when the Item Total for one item is left blank and the Unit Price for that same item is also left blank, and all other Item Totals and the Total Bid Amount have been filled in, then the value of that Item Total will be calculated by totaling all Item Totals and subtracting their value from the Total Bid Amount. Thereafter the Unit Price can be calculated as described in d.1, above, if necessary.

4) In the situation when more than one Item Total is left blank and the value of the blank items cannot be calculated in the manner described in d.2, above, the bid shall be found to be irregular and rejected as non-responsive.

5) In the situation when only the Total Bid Amount for the project is left blank, and/or, if in addition, any lump sum total for an item(s) is left blank, but is capable of calculation as described in d.2, above, and/or, if in addition the Unit Price of any item(s) is left blank, but is capable of calculation as described in d.1, above, then the Total Bid Amount will be calculated by the City.

e. In case of discrepancy between the Unit Price and the Item Total for a bid item, the Unit Price shall prevail. However, if the Unit Price or the Item Total is ambiguous, unintelligible, and/or identical to the entry in the Item Total column, or uncertain for any cause, then both Unit Price and the Item Total shall be considered by the City as a blank and calculated as described in d.1, d.2, d.3, or d.5, above, whenever possible. Should more than one Item Total be ambiguous, unintelligible, and/or identical to the entry in the Unit Price column, then the provisions of d.4, above, shall govern.

f. In the situation of a lump sum basis bid item, when such bid item is the only bid item on the Schedule of Work and Prices, the Total Bid Amount shall prevail in all cases. The Total Bid Amount shall be shown in figures and also spelled out (in words). If any discrepancy exists between the price in figures and the price spelled out for the Total Bid Amount, the spelled out price shall prevail. If there is a discrepancy between the Total Bid Amount shown in figures and the price spelled out is ambiguous, unintelligible or omitted, then the bid shall be found to be irregular and rejected as non-responsive.

g. By submitting a bid for this project, the City will presume that the bidder has: (1) personally visited the site where the work is to be performed and the vicinity surrounding the site where the work is to be performed prior to submitting its bid to the City; and (2) ascertained the existence of any surface or subsurface conditions affecting the cost of the work. Based upon this presumption, the bidder cannot raise or claim any additional compensation for any surface or subsurface conditions affecting the cost of the work which were obvious had the bidder visited the site where the work was to be performed and the vicinity surrounding the site where the work was to be performed. (NOTE: The Project Location listed on the first page of the Proposal indicates the map page and grid location of the project taken from the current edition of the Thomas Guide available to City staff on the date the project was advertised for bids. This is a map reference location for internal City information purposes only and any mistakes or changes caused by newer editions of the Thomas Guide shall not be considered grounds for protest. It is each bidder's responsibility to personally visit the site where the work is to be performed and ascertain its location and not rely solely upon the Project Location indicated in the Proposal).

h. Do not change the wording on any pre-printed dollar amounts on the Schedule of Work and Prices. Any additions, deletions, conditions, limitations, provisions or unbalanced bid by the bidder will render the proposal irregular and may cause its rejection.

i. A pre-printed Unit Price or Item Total on the Schedule of Work and Prices is considered an allowance or fixed cost at the time of bid. The City will use the pre-printed amounts in computing the final Total Bid Amount.

j. The City reserves the right to recalculate all Total Bid Amounts. If the City’s recalculation results in any amount that is different from the Total Bid Amount submitted by any bidder, the City's calculations shall prevail.

GENERAL INSTRUCTIONS AND
INFORMATION FOR BIDDERS (CONTINUED)

2. **BID PROTEST PROCEDURES** - The purpose of these procedures is to provide a method for resolving, prior to award, protests regarding the award of construction contracts by the City, by and through its Board of Public Works. These procedures are for the benefit of the City and are not intended to establish an administrative requirement which must be exhausted by the protesting bidder prior to pursuing any legal remedy which may be available. For this reason, no bidder shall have any right to due process, should the City fail to follow these procedures for any reason within its discretion. However, failure by a bidder to follow the protest procedures as discussed below will create the presumption that any subsequent legal action in a court of competent jurisdiction is of no merit. These procedures will enable the Board of Public Works to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

a. A protest relative to a particular bid must be submitted in detail and in writing **via email to Arsen Voskerchyan at eng.plandist@lacity.org within one (1) working day after the receipt of bids no later than 4 p.m.**

b. All protests must be addressed to: **Arsen Voskerchyan**, Department of Public Works, Bureau of Engineering, Project Award and Control Division, 1149 S. Broadway, Suite 140, Los Angeles, CA. 90015.

3. **BID PACKAGE** – Complete sets of bid documents, including all addenda, if issued, are available to interested parties for downloading through the City of Los Angeles Regional Alliance Marketplace for Procurement (www.RAMPLA.org).

If any bidders have any questions in regards to obtaining the bid documents for this project from the Los Angeles Regional Alliance Marketplace for Procurement (www.RAMPLA.org), email the Project Manager at Daniel.Orris@lacity.org.

Bidders are advised that the Board of Public Works has not authorized any other agency, internet service, or plan room distributor other than the City of Los Angeles Regional Alliance Marketplace for Procurement (www.RAMPLA.org) to distribute or sell bid documents for this project. Bidders are therefore further advised that submission of a bid on documents other than those obtained from the City of Los Angeles Regional Alliance Marketplace for Procurement may cause the bid to be deemed non-responsive.

4. **STANDARD SPECIFICATIONS AND STANDARD PLANS** - The Standard Specifications and Standard Plans may be purchased from Building News, Inc. (BNI), 10801 National Blvd., Los Angeles, CA 90064, or at BNI, 1612 S. Clementine St., Anaheim, CA 92802, telephone (714) 517-0970. Standard Plans can be viewed via the internet at http://eng.lacity.org/techdocs/stdplans/.

5. **RESERVED**

6. **BID REJECTION** - The Board of Public Works (Board) reserves the right to reject any or all bids and to waive any irregularities or informalities in any bid or in the bidding and to make awards in the best interest of the City.

7. **RESERVED**

GENERAL INSTRUCTIONS AND
INFORMATION FOR BIDDERS (CONTINUED)

8. SIGNATURE SHEET AND AFFIDAVIT (PAGE 1-4) - Each proposal must have thereon, or attached thereto, the affidavit of the bidder that such proposal is genuine, and not sham or collusive, or made in the interest or in behalf of any person not therein named; and that the bidder has not directly, or indirectly, induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding; and that the bidder has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.

Any bid not accompanied by, or which is made without such affidavit, or in violation thereof, will not be considered and is rejected as a matter of law. **If the bidder is a corporation, said affidavit must be signed by a duly authorized officer or officers of the corporation in accordance with subsection "d." below**. Any bidder making a false affidavit may be excluded from future bidding.

Proper Required Signature(**s**) **for Bidder** (Note - Failure to provide the proper required signature(s) for contract documents with bid may render the bid non-responsive):

a. Individual (Individual DBA [Name of Company] Etc.,): Individual must sign.

b. Partnership: One general partner must sign.

c. Joint Venture: All joint venturers must sign, by an individual authorized to sign for each joint venturer.

d. Corporation:

1) Two signatures: One by chairman of Board of Directors, President, or a Vice President **and** one by Secretary, Assistant Secretary, Chief Financial Officer or an Assistant Treasurer.

2) One signature of a Corporate-designated individual together with a properly attested resolution of the Board of Directors authorizing the individual to sign.

9. RESERVED

10. RESERVED

11. CONTRACT EXECUTION - The successful bidder shall provide two good and sufficient surety bonds. The Payment Bond and Performance Bond shall each be for 100% of the contract price. It is the intention of the Board of Public Works to issue a Notice to Proceed for this project as expeditiously as possible. Therefore, it is requested that acceptable bonds and insurance documents be submitted within five (5) working days after award to: **Elyse Matson,** Executive Officer, Board of Public Works, 200 N. Spring St., Room 355, Los Angeles, CA 90012.

12. COMMENCEMENT AND COMPLETION OF WORK - The work must be completed within the

allowed number of days specified on Page 1-1 of this proposal. Counting of days will commence on the actual date work is started, but in no event will counting commence later than the **first working day** after issuance of the Notice to Proceed.

13. **RESERVED**

14. **SUBMISSION OF FORMS TO THE CITY'S OFFICE OF CONTRACT COMPLIANCE:**

a. "Ethnic Composition of Work Force Report" shall be submitted monthly for all time worked on the project.

b. Certified weekly payroll records shall be submitted, to the City's Office of Contract Compliance by the Prime Contractor and all Subcontractors performing work on the project, regardless of dollar amount or type of contract. These payroll records shall be submitted to the Office of Contract Compliance, 1149 S. Broadway, Suite 300; Los Angeles, CA 90015.

These forms will be supplied to the successful bidder. The period covered shall be from the time work starts until all work is completed on the project. Failure to submit said certified payrolls on time may result in the withholding of progress or retention payments to the Prime Contractor and the assessment of penalties as set forth in the California Labor Code.

15. **PREVAILING WAGES** - Any contract awarded hereunder will require the Contractor to comply with the provisions of the Labor Code of the State of California, relating to Public Works wages.

Information regarding prevailing wage rates may be obtained from the Division of Labor Statistics and Research, Prevailing Wage Unit, P.O. Box 420603, San Francisco, CA 94142, Telephone (415) 972-8628, Fax (415) 972-8640.

The following categories are covered under prevailing wage laws:

. Offsite truck hauling;
. Geotechnical/geological work;
. Inspection; and
. Testing work;

16. **RESERVED**

17. **RESERVED**

Senate Bill 854

1. All contractors and subcontractors who bid, or work on a public works project must register with the state and pay an annual fee of $300.00 to the Department of Industrial Relations (DIR). In order to register, contractors must have valid workers compensation insurance; they must not have any outstanding assessments owed to either the state or any other warding body, or to any workers; and they cannot be debarred on any list (either federal, state, or local).

2. No contractor or subcontractor may be listed on a bid proposal (submitted on or after March 1, 2015) for a public works project unless they are registered with the DIR pursuant to Labor Code Section 1725.5.

3. No contractor or subcontractor may be awarded a contract on a public works project (awarded on or after April 1, 2015) unless they are registered with the DIR pursuant to Labor Code Section 1725.5.

4. No contractor or subcontractor may work on a contract on a public works project (bid on or after March 1, 2015, or awarded on or after April 1, 2015) unless they are registered with the DIR.

5. An awarding body may not accept a bid or enter into a contract for public works with an unregistered contractor.

6. The DIR maintains a current list of registered contractors at: https://efiling.dir.ca.gov/PWCR/Search.action.

7. While the new law does require that all contractors and subcontractors must furnish electronic certified payroll records (ECPR) directly to the Labor Commissioner's Office, contractors and subcontractors working on City of Los Angeles public works projects (as well as those working for three other select awarding bodies, and projects covered by qualifying project labor agreements) are exempt from this requirement. (Note: Any contractor working on a project for a City department or agency which does not utilize the Bureau of Contract Administration's services ***must*** submit their payrolls through the state's ECPR system to the Labor Commissioner's Office ***and*** submit the project to the state for monitoring and enforcement. The new law will apply to any project awarded by a City department for constriction, alteration, installation, demolition, maintenance, or repair.

8. Violation of the requirements mandated by SB 854 will result in any public works contract entered into with any contractor or subcontractor who has not registered being subject to cancellation.

9. A contractor who fails to pay the renewal fee on or before the expiration of the prior period of registration shall be prohibited from bidding on or engaging in the performance of any contract for the public work until they are once again registered. If the failure to pay the renewal fee was inadvertent, the contractor may renew its registration retroactively by paying an additional penalty renewal fee equal to the amount of the renewal fee within 90 days of the due date of the renewal fee. (If the original renewal fee was $300.00, the total amount for renewal including the penalty renewal fee would be $600.00.)

10. If the renewal fee is paid subsequent to 90 days, the contractor will be eligible to bid on public works projects again only if they pay an additional nonrefundable penalty registration fee of $2,000.00 in addition to the annual registration fee (if the original renewal fee was $300, the total amount for renewal including the penalty renewal fee would be $2,300.00).

Required Insurance and Minimum Limits

Name: _____ Date: 01/29/2026

Agreement/Reference: Avon Street (1923 Bulkhead) W.O. E1909302 PQOC Geotechnical/Structural Contract Services

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

✔ **Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)**

WC ***Statutory***

EL **$1,000,000**

☑ Waiver of Subrogation in favor of City ☐ Longshore & Harbor Workers ☐ Jones Act

✔ **General Liability** City of Los Angeles must be named as an additional insured party **$1,000,000**

☑ Products/Completed Operations ☐ Sexual Misconduct _____
☐ Fire Legal Liability _____
☐ _____

✔ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) **$1,000,000**

___ **Professional Liability** (Errors and Omissions) _____

Discovery Period 12 Months After Completion of Work or Date of Termination

✔ **Property Insurance** (to cover replacement cost of building - as determined by insurance company) _____

☐ All Risk Coverage ☐ Boiler and Machinery
☐ Flood _____ ☑ Builder's Risk
☐ Earthquake_____ ☐ _____

✔ **Pollution Liability** **$1,000,000**

☑ 12 Months After Completion of Work or Date of Termination

✔ **Surety Bonds -** Performance and Payment (Labor and Materials) Bonds 100% of the contract price

___ **Crime Insurance** _____

Other: Sent to Daniel Orris @ BOE (213) 847-0488

CITY OF LOS ANGELES
INTERDEPARTMENTAL CORRESPONDENCE

Date: August 13, 2025

To: Board of Public Works
Bureau of Street Services
Bureau of Contract Administration
Department of Transportation
Deputy City Engineers
Central, West Los Angeles, Valley, and Harbor Districts

From: Christine Sotelo, Central District Engineer
Bureau of Engineering

Christine Sotelo
box SIGN 13KVK22V-15YLVRZL

Subject: **2025 HOLIDAY SEASON STREET CLOSURE RESTRICTIONS**

Attached is a copy of a Notice with the list of streets on which lane closures will be prohibited on November 26-30, December 5-7, December 12-28, 2025 and January 1, 2026. Please review the list of streets in your district.

In some cases, these holiday restrictions may be waived for short-term work such as a service connection, a public safety emergency, or for an activity that the Council District Office deems “Business Friendly” or a necessity. Therefore, in an effort to expedite processing in these particular situations, the appropriate District Engineer will have the discretion to waive the restrictions for short-term (one day or less) work and public safety emergencies.

Central District
201 North Figueroa St., 3rd Floor
Los Angeles, CA 90012
Amy Shum
amy.shum@lacity.org

Harbor District
638 South Beacon St., Suite 402
San Pedro, CA 90731
David Perez
dave.perez@lacity.org

Valley District
6262 Van Nuys Blvd, Suite 351
Van Nuys, CA 91401
Jennifer Lee
jennifer.k.lee@lacity.org

West Los Angeles District
1828 Sawtelle Blvd, 3rd Floor
West Los Angeles, CA 90025
Oscar Gutierrez
oscar.gutierrez@lacity.org

In other cases, the restriction should only be waived with concurrence of the Council District Office with a follow-up memo sent to the President of the Board of Public Works.

Additional information regarding the Holiday Moratorium, including procedures for submitting a request for a Holiday Moratorium Exemption can be found online at the Customer Portal at: **https://engpermits.lacity.org**.

If you have any questions, please contact Amy Shum at amy.shum@lacity.org.

CS/AS:as
IDC – Holiday Restrictions Memo 2025
Attachments

Bureau of Engineering

Notice

August 13, 2025 Notice No. 13

To All: Senior Managers
Division Engineers
District Engineers

Subject: **HOLIDAY SEASON STREET CLOSURE RESTRICTIONS**

In accordance with the Board of Public Works policy in effect for many years, **no permits shall be issued** for work **during the holiday season** on certain city streets in an attempt to minimize the impact on shoppers and retail businesses. Accordingly, permits shall be limited to emergency work on the attached lists of streets on **November 26-30, December 5-7, December 12-28, 2025 and January 1, 2026**. In addition, every effort shall be made to prevent blockage of these streets for any other reason during that period.

(VCA CS)

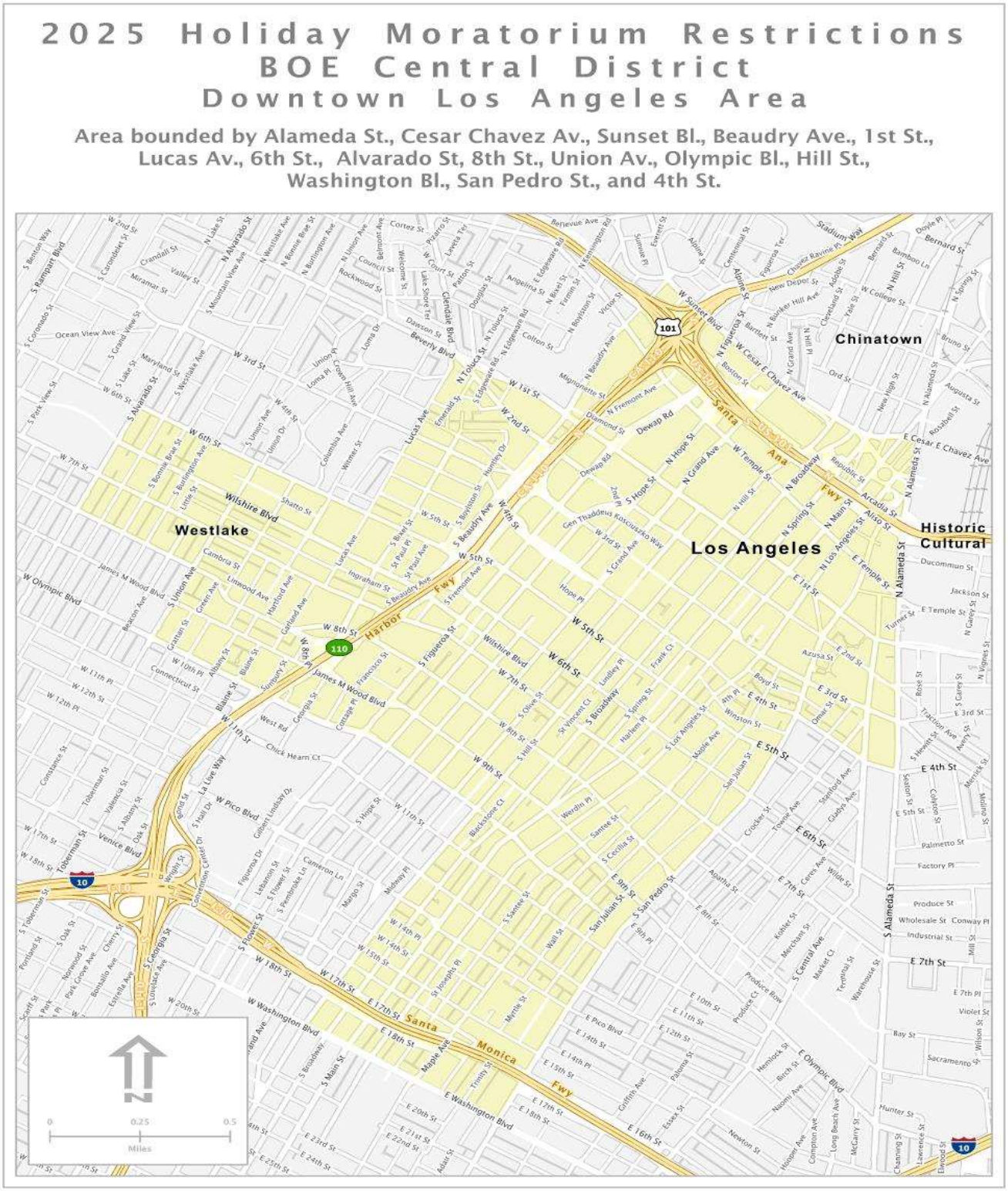
Attachments

CEN/CS/CL/AS/gva Notice No. 13	Approved By: Christine Sotelo box SIGN 13KVK22V-15YLVRZL Christine Sotelo, PE District Engineer, Central District

HOLIDAY SEASON EXCAVATION RESTRICTIONS

2025 CENTRAL DISTRICT

DOWNTOWN LOS ANGELES AREA:



HOLIDAY SEASON EXCAVATION RESTRICTIONS
2025 CENTRAL DISTRICT

STREET	LIMITS
Alvarado Street	Glendale Boulevard to Hollywood Fwy.
Barham Boulevard	Cahuenga Boulevard to South Coyote Cyn Rd.
Beverly Boulevard	La Brea Avenue to San Vicente Boulevard
Broadway (North)	Mission Rd. to Interstate 5
Cahuenga Boulevard	Santa Monica Boulevard to Lankershim Boulevard
Cesar E Chavez Avenue	Interstate 5 to Evergreen Avenue
Colorado Boulevard	Figueroa Street to Glendale City Boundary
Crescent Heights Boulevard	Sunset Boulevard to San Vicente Boulevard
Fairfax Avenue	Beverly Boulevard to 3rd Street
Fairfax Avenue	Melrose Avenue to Olympic Boulevard
Figueroa Street	Colorado Boulevard to Neola Street
First Street	Soto Street to Highway 101
Fletcher Drive	Interstate 5 to Glendale Boulevard
Franklin Avenue	Western Avenue to Highland Avenue
Eagle Rock Boulevard	Colorado Boulevard to Yosemite Drive
Glendale Boulevard	Glendale Fwy. to Alvarado Street
Glendale Boulevard	Fletcher Drive to Silverlake Boulevard
Glendale Boulevard	Glenfeliz Boulevard to Glendale City Boundary
Highland Avenue	Hollywood Fwy. to Santa Monica Boulevard
Hollywood Boulevard	Sunset Boulevard to La Brea Avenue
Huntington Drive	Van Horne Avenue to Eastern Avenue
Hyperion Avenue	Rowena Avenue to Tracy Street
La Brea Avenue	Franklin Avenue to Olympic Boulevard
La Cienega Boulevard	Romaine Street to 18th Street
Larchmont Boulevard	Melrose Avenue to 1st Street

HOLIDAY SEASON EXCAVATION RESTRICTIONS

2025 CENTRAL DISTRICT (continued)

STREET	LIMITS
Los Feliz Boulevard	Western Avenue to Glendale City Boundary
Melrose Avenue	La Brea Avenue to Fairfax Avenue
Melrose Avenue	Vermont Avenue to Croft Avenue
Olympic Boulevard	Alvarado Street to Vermont Avenue
Pico Boulevard	Fairfax Avenue to Crest Drive
Robertson Boulevard	Beverly Boulevard to Venice Boulevard
San Fernando Road	State Highway 2 to City of Glendale
San Vicente Boulevard	Beverly Boulevard to 3rd Street
Santa Monica Boulevard	Sunset Boulevard to City of West Hollywood
Soto Street	Cesar E Chavez Avenue to Olympic Boulevard
Sunset Boulevard	Elysian Park Avenue to Havenhurst Drive
Temple Street	Mountain View Avenue to Westlake Avenue
The Grove Drive	Beverly Boulevard to 3rd St
Vermont Avenue	Franklin Avenue to 6th Street
Vine Street	Hollywood Boulevard to Melrose Avenue
Washington Boulevard	Alameda Street to San Pedro Street
Western Avenue	Franklin Avenue to 3rd Street
Western Avenue	Interstate 10 to Exposition Boulevard
Wilshire Boulevard	Grand Avenue to Lafayette Park Place
York Boulevard	Avenue 57 to Avenue 49
3rd Street	La Brea Avenue to City of Beverly Hills

HOLIDAY SEASON EXCAVATION RESTRICTIONS
2025 WEST LOS ANGELES DISTRICT

STREET	LIMITS
Abbot Kinney Boulevard	Washington Boulevard to Main Street
Airport Boulevard	La Tijera Boulevard to Century Boulevard
Avenue of the Stars	Santa Monica Boulevard to Pico Boulevard
Aviation Boulevard	Arbor Vitae Street to 116th Street
Barrington Avenue	Sunset Boulevard to Barrington Pl.
Bundy Drive	La Grange Avenue to Pico Boulevard
Centinela Avenue	Venice Boulevard to Culver Boulevard
Century Boulevard	La Cienega Avenue to Sepulveda Boulevard
Century Park East	Santa Monica Boulevard to Pico Boulevard
Century Park West	Santa Monica Boulevard to Olympic Boulevard
Constellation Boulevard	Century Park East to Century Park West
Culver Boulevard	L.A. County Boundary to Vista Del Mar Ln.
Gayley Avenue	Le Conte Avenue to Wilshire Boulevard
Glendon Avenue	Wellworth Avenue to Weyburn Avenue
Jefferson Boulevard	Mesmer Avenue to Culver Boulevard
La Tijera Boulevard	Manchester Boulevard to Sepulveda Boulevard
La Tijera Boulevard	Knowlton Street to La Cienega Boulevard
Le Conte Avenue	Gayley Avenue to Hilgard Avenue
Lincoln Boulevard (State Hwy 1)	Navy Street to Manchester Boulevard
Main Street	Santa Monica City Boundary to Grand Boulevard
Manchester Avenue	Aviation Boulevard to Kentwood Avenue
Manning Avenue	Motor Avenue to National Boulevard
Midvale Avenue	Wilshire Boulevard to Ashton Avenue
Mindanao Way	Lincoln Boulevard to Alla Road
Motor Avenue	Manning Avenue to Venice Boulevard
National Boulevard	Venice Boulevard to Motor Avenue

HOLIDAY SEASON EXCAVATION RESTRICTIONS
2025 WEST LOS ANGELES DISTRICT (continued)

STREET	LIMITS
National Boulevard	San Diego Fwy. to 200' W/O Sawtelle Boulevard
Olympic Boulevard	City of Beverly Hills to City of Santa Monica
Overland Avenue	Pico Boulevard to Washington Boulevard
Pacific Avenue	Navy Street to Anchorage Street
Pico Boulevard	Crest Drive to Centinela Avenue
Santa Monica Boulevard (State Hwy 2)	City of Beverly Hills to City of Santa Monica
San Vicente Boulevard	Federal Avenue to Bundy Drive
Sawtelle Boulevard	Ohio Avenue to Pico Boulevard
Sepulveda Boulevard	Sunset Boulevard to Imperial Hwy.
Sunset Boulevard	Kenter Avenue to San Diego Fwy.
Sunset Boulevard	Chautauqua Boulevard to Temescal Cyn Rd.
Venice Boulevard	Strongs Drive to Ocean Front Walk
Veteran Avenue	Weyburn Avenue to Ohio Avenue
Washington Boulevard	Lincoln Boulevard to Pacific Avenue
Westwood Boulevard	Le Conte Avenue to National Boulevard
Wilshire Boulevard	City of Beverly Hills to City of Santa Monica

HOLIDAY SEASON EXCAVATION RESTRICTIONS

2025 VALLEY DISTRICT

STREET	LIMITS
Barham Boulevard	Cahuenga Boulevard to South Coyote Cyn. Rd.
Cahuenga Boulevard	Lankershim Boulevard to Santa Monica Boulevard
Cahuenga Boulevard	Chandler Boulevard to Whitnall Hwy.
Cedros Avenue	Roscoe Boulevard to Parthenia Street
Chase Street	Lennox Avenue to Cedros Avenue
Chatsworth Street	Yarmouth Avenue to Lindley Avenue
Corbin Avenue	Parthenia Street to Plummer Street
Erwin Street	Topanga Cyn Boulevard to Owensmouth Avenue
Erwin Street	Colfax Avenue to Laurel Canyon Boulevard
Fallbrook Avenue	Sylvan Street to Vanowen Street
Foothill Boulevard	East City Boundary to Fenwick Street
Foothill Boulevard	Arroyo Street to Polk Street
Hamlin Street	Laurel Canyon Boulevard to Saint Clair Avenue
Hazeltine Avenue	Riverside Dr. to Ventura Boulevard
Kester Avenue	Saticoy Street to Raymer Street
Kittridge Street	Laurel Cyn. Boulevard to Saint Clair Avenue
Lankershim Boulevard	Ventura Boulevard to Hart Street
Laurel Canyon Boulevard	Mulholland Dr. to Sherman Way
Magnolia Boulevard	Vineland Avenue to 170 Fwy.
Nordhoff Street	Corbin Avenue to Wilbur Avenue
Owensmouth Avenue	Vanowen Street to Oxnard Street
Oxnard Street	Topanga Canyon Boulevard to Owensmouth Avenue
Parthenia Street	Van Nuys Boulevard to Sepulveda Boulevard
Plummer Street	Tampa Avenue to Corbin Avenue
Radford Avenue	Oxnard Street to Erwin Street
Raymer Street	Kester Avenue to Sepulveda Boulevard
Reseda Boulevard	Lassen Street to San Jose Street
Rinaldi Street	Porter Valley Drive to Avenida Aldea

HOLIDAY SEASON EXCAVATION RESTRICTIONS

2025 VALLEY DISTRICT (continued)

STREET	LIMITS
Riverside Drive	Woodman Avenue to Van Nuys Boulevard
Roscoe Boulevard	DeSoto Avenue to Farralone Avenue
San Fernando Mission Boulevard	Ruffner Avenue to Amestoy Avenue
Sepulveda Boulevard	Rayen Street to Brand Boulevard
Sherman Way	Van Nuys Boulevard to DeSoto Avenue
Shirley Avenue	Nordhoff Street to Plummer Street
Sunland Boulevard	Foothill Boulevard to 210 Fwy.
Tampa Avenue	Parthenia Street to Rinaldi Street
Tobias Avenue	Roscoe Boulevard to Parthenia Street
Topanga Canyon Boulevard	Nordhoff Street to Sherman Way
Topanga Canyon Boulevard	Vanowen Street to Oxnard Street
Van Nuys Boulevard	Valley Vista Boulevard to Parthenia Street
Vanowen Street	Canoga Avenue to Topanga Canyon Boulevard
Vanowen Street	Shoup Avenue to Lena Avenue
Ventura Boulevard	Tampa Avenue to Shoup Avenue
Ventura Boulevard	Lankershim Boulevard to Lindley Avenue
Victory Boulevard	Canoga Avenue to Topanga Canyon Boulevard
Victory Boulevard	De Soto Avenue to the City of Burbank
Victory Boulevard	Royer Avenue to Shoup Avenue
Woodman Avenue	Ventura Boulevard to Riverside Drive
Zelzah Avenue	Kingsbury Street to Tribune Street

HOLIDAY SEASON EXCAVATION RESTRICTIONS
2025 HARBOR DISTRICT

STREET	LIMITS
Anaheim Street	Alameda Street to Figueroa Street
Avalon Boulevard	Pacific Coast Hwy. to "F" Street
Beacon Street	6th Street to 9th Street
Capitol Drive	500' E/O Western Avenue to Western Avenue
Gaffey Street	Summerland Avenue to 19th Street
Harbor Boulevard	5th Street to Crescent Avenue
Miner Street	Crescent Avenue to 22nd Street
Pacific Avenue	Oliver Street to Hamilton Avenue
Pacific Coast Hwy (State Hwy 1)	Eubank Avenue to Western Avenue
Park Western Drive	600' E/O Western Avenue to Western Avenue
Sampson Way	Harbor Boulevard to 22nd Street
Western Avenue	Capitol Drive to Summerland Avenue
Western Avenue	25th Street to 600' N/O 25th Street
Western Avenue	1,200' N/O Westmont Dr. to Westmont Dr.
Weymouth Avenue	7th Street to 9th Street
5th Street	Harbor Boulevard to Gaffey Street
6th Street	Harbor Boulevard to Gaffey Street
7th Street	Harbor Boulevard to Gaffey Street
8th Street	Averill Avenue to Weymouth Avenue
9th Street	Pacific Avenue to Meyler Street
25th Street	Gaffey Street to S. Moray Avenue

Municipal Lobbying Ordinance

♦♦♦**Los Angeles Municipal Code §§ 48.01 *et seq.***

Effective January 30, 2013

Prepared by

CITY ETHICS COMMISSION
CEC
LOS ANGELES

200 North Spring Street, 24th Floor
Los Angeles, CA 90012
(213) 978-1960
TTY (213) 978-2609
http://ethics.lacity.org

Los Angeles Municipal Lobbying Ordinance
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Municipal Lobbying Ordinance

Los Angeles Municipal Code Chapter IV, Article 8
Repealed and Re-added by Ordinance No. 169916, effective 8/10/94.

SEC. 48.01. Title and Findings

A. **Title.** This Article shall be known and may be cited as the Los Angeles Municipal Lobbying Ordinance.

B. **Findings.** The following findings are adopted in conjunction with the enactment of this Article:

1. City Government functions to serve the needs of all citizens.

2. The citizens of the City of Los Angeles have a right to know the identity of interests which attempt to influence decisions of City government, as well as the means employed by those interests.

3. All persons engaged in compensated lobbying activities aimed at influencing decisions by City government must, when so engaged, be subject to the same regulations, restrictions and requirements, regardless of their background, training or other professional qualifications or license.

4. Complete public disclosure of the full range of activities by and financing of lobbyists and those who employ their services is essential to the maintenance of citizen confidence in the integrity of local government.

5. It is in the public interest to ensure that lobbyists do not misrepresent facts, their positions, or attempt to deceive officials through false communications, do not place City officials under personal obligation to themselves or their clients, and do not represent that they can control the actions of City officials.

6. It is in the public interest to adopt these amendments to the City's regulations of lobbyists to ensure adequate and effective disclosure of information about efforts to lobby City government.

History:
Amended by Ord. No. 169916, effective 8/10/94.

SEC. 48.02. Definitions

The following terms used in this Article shall have the meanings set forth below. Other terms used in this Article shall have the meanings set forth in the California Political Reform Act of 1974, as amended, and in the regulations of the California Fair Political Practices Commission, as amended, if defined therein.

"Activity expense" means any payment, including any gift, made to or directly benefiting any City official or member of his or her immediate family, made by a lobbyist, lobbying firm, or lobbyist employer.

"Agency" means the City of Los Angeles or any department, bureau, office, board, commission, other agency of the City, or any other government agency, required to adopt a conflict of interest code subject

to City Council approval, and includes the City's Community Redevelopment Agency and the Los Angeles City Housing Authority.

"At the behest" means under the control of, at the direction of, in cooperation, consultation, coordination, or concert with, at the request or suggestion of, or with the express prior consent of any elective City officer or candidate for elective City office. A donation to a religious, charitable, or other nonprofit organization is not made at the behest of an elective City officer or candidate if the donation is solicited through a newspaper publication, through radio, television, or other mass media, or through a suggestion made to the entire audience at a public gathering. A donation to a religious, charitable, or other nonprofit organization is not made at the behest of an elective City officer or candidate solely because the name of the officer or candidate is listed with other names on written materials used to request donations or the officer or candidate makes a speech to the entire audience or is honored and given an award at an event sponsored by the organization.

"Attempting to influence" means promoting, supporting, opposing or seeking to modify or delay any action on municipal legislation by any means, including but not limited to providing or using persuasion, information, statistics, analyses or studies. A person attempts to influence municipal legislation when he or she engages in lobbying activities for the purpose of influencing a decision.

"City official" means any elective or appointed City officer, member, employee or consultant (who qualifies as a public official within the meaning of the Political Reform Act) of any agency, who, as part of his or her official duties, participates in the consideration of any municipal legislation other than in a purely clerical, secretarial or ministerial capacity.

"Client" means both

(1) the person who compensates a lobbyist or lobbying firm for the purpose of attempting to influence municipal legislation and

(2) the person on whose behalf a lobbyist or lobbying firm attempts to influence such municipal legislation, even if the lobbyist or lobbying firm is compensated by another person for such representation.

However, if a lobbyist or lobbying firm represents a membership organization and individual members of that organization, an individual member is not a client solely because the member is individually represented by the lobbyist or lobbying firm unless the member makes a payment for such representation in addition to usual membership fees.

"Compensated services" means services for which compensation was paid during a reporting period or for which the lobbyist or lobbying firm became entitled to compensation during that period.

"Controlled committee" means any committee controlled by an elective City officer or candidate for any elective City office, including any campaign, officeholder, legal defense fund, or ballot measure committee.

"Direct communication" means appearing as a witness before, talking to (either by telephone or in person),

corresponding with, or answering questions or inquiries from, any City official or employee, either personally or through an agent who acts under one's direct supervision, control or direction.

"Donation" means a payment for which full and adequate consideration is not received.

"Elective city officer" means the Mayor, City Attorney, Controller and Member of the City Council.

"Elective officer" means any person who is a City Council Member, City Attorney, Controller or Mayor, whether appointed or elected.

"Fundraiser" means an individual who receives compensation to engage in fundraising activity as defined in this section.

"Fundraising activity" means soliciting a contribution or hosting or sponsoring a fundraising event or hiring a fundraiser or contractor to conduct any event designed primarily for political fundraising at which contributions for an elective City officer, candidate for elective City office, or any of his or her controlled committees are solicited, delivered or made.

"Host or sponsor" means to provide the use of a home or business to hold a political fundraising event without charging market value for the use of that location; to ask more than 25 persons to attend the event; to pay for at least a majority of the costs of the event; or to provide the candidate, campaign, committee and/or fundraiser more than 25 names to be used for invitations to the event.

"Lobbying activities" includes the following and similar compensated conduct when that conduct is related to a direct communication to influence any municipal legislation:

(1) engaging in, either personally or through an agent, written or oral direct communication with a City official;

(2) drafting ordinances, resolutions or regulations;

(3) providing advice or recommending strategy to a client or others;

(4) research, investigation and information gathering;

(5) seeking to influence the position of a third party on municipal legislation or an issue related to municipal legislation by any means, including but not limited to engaging in community, public or press relations activities; and

(6) attending or monitoring City meetings, hearings or other events.

"Lobbying entity" means a lobbyist, lobbying firm or lobbyist employer, as defined in this article.

"Lobbying firm" means any entity, including an individual lobbyist, which receives or becomes entitled to receive $1,000 or more in monetary or in-kind compensation for engaging in lobbying activities (either personally or through its agents) during any consecutive three-month period, for the purpose of attempting to influence municipal legislation on behalf of any other person, provided any partner, owner,

shareholder, officer or employee of the entity qualifies as a lobbyist. Compensation does not include reimbursement of or payment for reasonable travel expenses. An entity receives compensation within the meaning of this definition whether or not the compensation is received solely for activities regulated by this article or is received for other activities as well; however, only that portion of compensation received for the lobbying activities shall count toward the qualification threshold. An entity "**becomes entitled to receive compensation**" when the entity agrees to provide services regulated by this Article, or performs those services, whether or not payment is contingent on the accomplishment of the client's purposes.

"Lobbyist" means any individual who is compensated to spend 30 or more hours in any consecutive three-month period engaged in lobbying activities which include at least one direct communication with a City official or employee, conducted either personally or through agents, for the purpose of attempting to influence municipal legislation on behalf of any other person.

Compensation does not include reimbursement of or payment for reasonable travel expenses. A person receives compensation within the meaning of this definition whether or not the compensation is received solely for activities regulated by this Article or is received for both lobbying activities and other activities as well. However, only the compensation for the lobbying activities shall be calculated to determine whether an individual qualifies as a lobbyist. An individual "**becomes entitled to receive compensation**" when the individual or the entity in which the individual is an employee, partner, owner, shareholder or officer, agrees to provide services regulated by this Article, or performs those services, regardless of whether payment is contingent on the accomplishment of the client's purposes. A lobbyist includes a person who owns an investment in a business entity if that person attempts to influence municipal legislation on behalf of the business entity and if the person acquires the investment as compensation for his or her lobbying services or in contemplation of performing those services.

“Lobbyist employer" means an entity, other than a lobbying firm, that employs a lobbyist in-house to lobby on its behalf.

"Major filer" means any person who makes payments or incurs expenditures totaling $5,000 or more during any calendar quarter for public relations, media relations, advertising, public outreach, research, investigation, reports, analyses, studies, or similar activities, for the purpose of attempting to influence action on any proposed or pending matter of municipal legislation, if these payments or expenditures are not required to be reported on a lobbyist or lobbying firm quarterly report. A "**major filer**" does not include a lobbyist, lobbyist employer, or lobbying firm. Expenditures and payments for regularly published newsletters or other routine communications between an organization and its members shall not be counted for the purpose of this definition.

"Municipal legislation" means any legislative or administrative matter proposed or pending before any agency (as defined in this Article), including but

not limited to those involving the granting, denial, revocation, restriction or modification of a license, permit or entitlement for use (including all land use permits) if the Mayor, the City Council, any of its committees, any agency board, commission, committee, or general manager, or any agency officer or employee charged by law with holding a hearing and making a decision, is charged by law with making a final decision on the matter. However, "**municipal legislation**" does not include any of the following:

(1) A request for advice or for an interpretation of laws, regulations, City approvals or policies, or a direct response to an enforcement proceeding with the City Ethics Commission.

(2) Any ministerial action. An action is ministerial if it does not require the City official or employees involved to exercise discretion concerning any outcome or course of action.

(3) Any action relating to the establishment, amendment, administration, implementation or interpretation of a collective bargaining agreement or memorandum of understanding between an agency and a recognized employee organization, or a proceeding before the Civil Service Commission or the Employee Relations Board. Further, it does not include management decisions as to the working conditions of represented employees that clearly relate to the terms of such collective bargaining agreement or memorandum of understanding. Nevertheless, "**municipal legislation**" does include any action relating to collective bargaining taken by the City Council, any of its committees or members (including the staffs of such members), or by the Mayor or his or her office.

(4) Preparation or compilation of any radius map, vicinity map, plot plan, site plan, property owners or tenants list, abutting property owners list, photographs of property, proof of ownership or copy of lease, or neighbor signatures required to be submitted to the City Planning Department.

"Person" means any individual, business entity, trust corporation association, committee, or any other organization or group of persons acting in concert.

"Solicit" means to ask, personally or through an agent, that another person make a contribution to an elective City officer or candidate for City office, or to his or her controlled committee, including allowing one's signature to be used on a written request for funds. For purposes of this article, a lobbying entity solicits a contribution only when the lobbying entity does so

(1) at the behest of the elective City officer or candidate for elective City office, or his or her campaign treasurer, campaign manager, or member of his or her fundraising committee, or
(2) if the lobbying entity has informed the candidate or officer that the person is soliciting the contributions.

A person does not solicit, however, by making a request for funds publicly to at least a majority of persons who attend

any public gathering, or by making a request that appears published in a newspaper, on radio or television.

History:
Amended by Ord. No. 169916, effective 8/10/94.
Amended by Ord. No. 172479, effective 4/10/99.
Amended by Ord. No. 175432, effective 9/28/03.
Amended by Ord. No. 178064, effective 1/15/07.
Amended by Ord. No. 178356, effective 3/12/07.

SEC. 48.03. Exemptions

The following persons are exempt from the requirements of this Article:

A. Any public official acting in his or her official capacity, and any government employee acting within the scope of his or her employment.

B. A newspaper or other regularly published periodical, radio or television station or network, including any individual who owns, publishes or is employed by such newspaper, periodical or station or network, when, in the ordinary course of its business, it publishes or broadcasts news, editorials or other comments, or paid advertising, which directly or indirectly attempts to influence action on municipal legislation. This exemption does not apply to any other action by any such newspaper, periodical, station or network, or by any such person, to attempt to influence municipal legislation, if such activity otherwise regulated by this Article.

C. A person acting without any compensation or consideration other than reimbursement or payment of reasonable travel expenses.

D. Any person whose only activity is submitting a bid on a competitively bid contract, submitting a written response to or participating in an oral interview for a request for proposals or qualifications, or negotiating the terms of a written agreement with any City agency if selected pursuant to that bid or request for proposals or qualifications. Except with regard to persons covered by subsections E and F, this exemption shall not apply to any person who attempts to influence the action of the Mayor or Mayor's staff, any member of the City Council or their staffs, or any board or commission member with regard to any such contract.

E. Any organization exempt from federal taxation pursuant to Section 501(c)(3) of the Internal Revenue Code, which receives funding from any federal, state or local government agency for the purpose of representing the interests of indigent persons and whose primary purpose is to provide direct services to those persons, if the individual or individuals represented by the organization before any City agency provide no payment to the organization for that representation. This exemption shall not apply to direct contracts with a City official in other than a publicly noticed meeting, for the purpose of attempting to influence a City decision with regard to any City funding which the organization is seeking.

F. Any person employed by an organization described in Subsection E with respect to his or her activities as an employee of the organization.

History:
Amended by Ord. No. 169916, effective 8/10/94.

SEC. 48.04 Prohibitions

No lobbyist or lobbying firm subject to the requirements of this Article shall:

A. Do any act with the purpose and intent of placing any City official under personal obligation to the lobbyist, the lobbying firm, or to the lobbyist's or firm's employer or client.

B. Fraudulently deceive or attempt to deceive any City official with regard to any material fact pertinent to any pending or proposed municipal legislation.

C. Cause or influence the introduction of any municipal legislation for the purpose of thereafter being employed or retained to secure its passage or defeat.

D. Cause any communication to be sent to any City official in the name of any nonexistent person or in the name of any existing person without the consent of such person.

E. Make or arrange for any payment to a City official, or act as an agent or intermediary in making any such payment by any other person, if the arrangement or the payment would violate any provision of the City's Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1, et seq.)

History:
Amended by Ord. No. 169916, effective 8/10/94.

SEC. 48.05. Record Keeping Responsibilities

A. Lobbying entities and major filers shall prepare and retain detailed records (including all books, papers and other documents) needed to comply with the requirements of this Article. Treasurers and fundraisers for elective City officeholders and City candidates, or for any elective City officer's or City candidate's controlled committees shall prepare and retain detailed contribution activity records for any contributions received as a result of fundraising activity engaged in by a lobbyist, lobbying firm or lobbyist employer, as defined by this article. These records shall be retained for not less than four years.

B. If a lobbying entity engages in fundraising activities as defined in Section 48.02 of this Code at the behest of a candidate or officeholder running for elective City office, the lobbying entity shall maintain records detailing any contributions that they know or have reason to know resulted from the fundraising activities.

C. If an officeholder or a candidate running for elective City office contracts with a lobbying entity to engage in fundraising activity as described in Section 48.02 of this Code, the committee treasurer and fundraiser shall maintain records detailing any contributions that they know or have reason to know resulted from the fundraising activities. The treasurer and fundraiser shall make the records available to the lobbying entity upon request of the lobbying entity.

D. If a lobbying entity delivers or sends written communications to a certified neighborhood council in an attempt to influence municipal legislation as described in Section 48.08.8 of this Article, the lobbying entity shall prepare and maintain detailed records of these written communications for not less than four years.

History:
Amended by Ord. No. 175432, effective 9/28/03.

SEC. 48.06. Filing Methods

A. All registrations, reports, and other filings required by this Article must be submitted under penalty of perjury by the person who is required to file and must be filed in a format prescribed by the Ethics Commission. The Ethics Commission must provide public access to all filings.

B. Lobbying entities and persons who qualify as lobbying entities must file registrations, quarterly reports, terminations and amendments to those filings electronically.

C. If an electronic filing is required, the Ethics Commission must provide a unique identifier to the person who is required to file, to be used in place of a physical signature for submitting and verifying data under penalty of perjury. All electronic filings are presumed to be filed under penalty of perjury by the person required to file.

D. If a paper filing is required, it must contain the physical signature of the person who is required to file. A document is considered filed on the earlier of the date of receipt by the Ethics Commission or the date of the postmark if it is mailed and bears the correct address and postage.

History:
Amended by Ord. No. 177105, effective 12/18/05.
Amended by Ord. No. 182360, effective 1/30/13.

SEC. 48.07. Registration

A. **Requirement.** An individual who qualifies as a lobbyist shall register with the City Ethics Commission within 10 days after the end of the calendar month in which the individual qualifies as a lobbyist. A person, including an individual lobbyist, shall register with the City Ethics Commission as a lobbying firm within 10 days after the end of the calendar month in which a partner, owner, shareholder, officer or employee qualifies as a lobbyist. If a person is not registered as a lobbyist or lobbying firm, but is performing acts which would require that person to so register, that person may continue to act as a lobbyist or lobbying firm so long as the person registers with the City Ethics Commission within 10 days after the person knew or should have known of the obligation to register. A lobbyist or lobbying firm shall register each client on whose behalf or from which the lobbyist or lobbying firm receives or becomes entitled to receive $250 or more in a calendar quarter for engaging in lobbying activities related to attempting to influence municipal legislation.

B. **Duration of Status.** A person who registers as a lobbyist or lobbying firm shall retain that status through December 31 of that year unless and until that person terminates the status as set forth below.

C. **Registration Fees.** Every lobbyist shall pay an annual registration fee of $450 plus $75 for each client on whose behalf or from which the lobbyist receives or becomes entitled to receive $250 or more in a calendar quarter. Persons who initially register during the last quarter of a calendar year (October through December) shall pay prorated registration fees of $337 for each lobbyist plus $56 for each client.

D. **Contents of Registration Statements — Lobbyists.** Registration statements of lobbyists shall contain the following:

1. The lobbyist's name, business address, business email, and business telephone number.

2. The lobbying firm, if any, of which the lobbyist is an employee, partner, officer or owner.

3. If the lobbyist is not an employee, partner, officer or owner of a lobbying firm, the name, address and telephone number of the lobbyist's employer.

4. Each City agency that the lobbyist has the authority to attempt to influence on behalf of any client or employer.

5. A statement that the lobbyist has reviewed and understands the requirements of this Article.

6. Any other information required by regulation of the City Ethics Commission, consistent with the purposes and provisions of this Article.

E. **Contents of Registration Statements — Lobbying Firms** Registration statements of lobbying firms (including individual contract lobbyists) shall contain the following:

1. The name, address, email, and telephone number of the firm.

2. The name of each lobbyist who is a partner, owner, shareholder, officer or employee of the firm.

3. For each client on whose behalf or from which the firm received or became entitled to receive $250 in compensation during the calendar quarter for engaging in lobbying activities related to attempting to influence municipal legislation within the meaning of this Article:

(a) The client's name, business or residence address, and business or residence telephone number.

(b) The period during which the representation will occur.

(c) The item or items of municipal legislation for which the firm was retained to represent the client, or, if no specific items of municipal legislation for which the firm was retained to represent the client can be identified, a description of the types of municipal legislation for which the firm was retained to represent the client.

(d) Each City agency that the lobbying firm has the authority to attempt to influence on behalf of the client.

(e) In the case of a lobbyist who is an individual contract lobbyist, a

statement that he or she has reviewed and understands the requirements of this Article.

(f) The name, address, email, and telephone number of the person responsible for preparing the statement.

(g) Any other information required by regulation of the City Ethics Commission, consistent with the purposes and provisions of this Article.

F. **Amendments to Registrations.** Lobbyists and lobbying firms shall file amendments to their registration statements within 10 days of any change in information required to be set forth on the registration statement.

G. **Termination.** Any person registered under this Article shall file a termination statement with the City Ethics Commission within 20 days after ceasing all activity governed by this Article.

H. **Education Requirement.** Every individual who is required to register as a lobbyist shall attend a City lobbying information session conducted by the City Ethics Commission no less than once every two calendar years, according to the following schedule:

(1) An individual who has not registered as a lobbyist in the immediately preceding two calendar years shall attend a City lobbying information session within six months of his or her registration date as a lobbyist.

(2) A registered lobbyist who did not attend a City lobbying information session during the previous calendar year shall attend a City lobbying session by the end of the current calendar year.

(3) A registered lobbyist who attends a City lobbying information session during the current calendar year is not required to attend a City lobbying information session during the following calendar year.

History:
Amended by Ord. No. 172479, effective 4/10/99.
Amended by Ord. No. 175028, effective 2/5/03.
Amended by Ord. No. 182360, effective 1/30/13.

SEC. 48.08. Disclosure Reports

A. **Reporting Requirement.** Every lobbyist, lobbying firm, lobbyist employer and major filer shall file the quarterly disclosure reports required by this Section on or before the last day of the month following each calendar quarter.

1. All lobbyists and lobbying firms shall file quarterly reports for every calendar quarter during which they retain that status. An individual who qualifies both as a lobbyist and lobbying firm shall file only a lobbying firm quarterly report. Lobbyist employers shall file quarterly reports for every calendar quarter during which any individual employed by that employer retains the status as lobbyist. Information required to be disclosed concerning compensation received or expenditures made for lobbying shall be disclosed either by the lobbyist or by his or her lobbying firm or employer.

2. Major filers shall file quarterly reports for every calendar quarter

during which they made qualifying payments or incurred qualifying expenditures totaling $5,000 or more.

3. Quarterly reports shall disclose all required information for the calendar quarter immediately prior to the month in which the report is required to be filed.

B. **Quarterly Reports by Lobbyists — Contents.** Quarterly reports by lobbyists shall contain the following information:

1. The lobbyist's name, business address and business telephone number.

2. The lobbying firm, if any, of which the lobbyist is a partner, owner, shareholder, officer or employee.

3. If the lobbyist is not a partner, officer or owner of a lobbying firm, the name, address and telephone number of the lobbyist's employer.

4. The date, amount and description of each activity expense of $25 or more made by the lobbyist during the reporting period, the name and title of the City official benefiting from the expense, the name and address of the payee, and the client, if any, on whose behalf the expense was made. An activity expense shall be considered to be made on behalf of a client if the client requested or authorized the expense or if the expense was made in connection with an event at which the lobbyist attempted to influence the official on behalf of the client.

5. The total amount of activity expenses made by the lobbyist during the reporting period, whether or not itemized.

6. The name of any elective City officer, candidate for elective City office, or any controlled committee of the officer or candidate to which the lobbyist made contributions of $100 or more, or which were delivered by the lobbyist, or in connection with which the lobbyist acted as an intermediary during the reporting period, and the date and amount of the contribution.

7. The name of any elective City officer, candidate for elective City office, or any City controlled committee of the officer or candidate for which the lobbyist engaged in any fundraising activity during the reporting period, the date(s) of the activity and the amount of funds the lobbyist knows or has reason to know were raised as a result of the activity.

8. The date and amount of one or more contributions aggregating more than $1,000 made by the lobbyist at the behest of an elective City officer or candidate for elective City office during the reporting period to any and all controlled committees of any other elective City officer or candidate for elective City office, the name and address of the payee, the name of the elective City officer or candidate for elective City office who made the behest and the date of the behest.

9. The date, amount and description of one or more donations aggregating

$1,000 or more made by the lobbyist at the behest of an elective City officer or candidate for elective City office during the reporting period to any religious, charitable or other nonprofit organization, the name and address of the payee, the name of the elective City officer or candidate for elective City office who made the behest and the date of the behest.

10. If, during the quarterly reporting period, the lobbyist provided compensated services, including consulting services, to the campaign of any candidate for elective City office, or to a campaign for or against any City ballot measure, the name of the candidate, the elective City office sought by the candidate, the ballot number or letter of the ballot measure, the date of the election, the amount of compensation earned for the compensated services, and a description of the nature of the services provided. Such information shall be reported if the lobbyist personally provided the services, or if the services were provided by a business entity in which the lobbyist owns at least a 10% investment, whether the compensation was provided directly to the lobbyist or to such business entity.

11. If, during the quarterly reporting period, the lobbyist provided compensated services under contract with the City or with any City agency, including consulting services, the amount of compensation received, the agency for which the services were provided, a description or other identification of the contract and the nature of the services provided. Such information shall be reported if the lobbyist personally provided the services, or if the services were provided by a business entity in which the lobbyist owns at least a 10% investment, whether the compensation was provided directly to the lobbyist or to such business entity.

12. Each City agency that the lobbyist attempted to influence.

13. Any other information required by regulation of the City Ethics Commission, consistent with the purposes and provisions of this Article.

C. **Quarterly Reports by Lobbying Firms — Contents.** Quarterly reports by lobbying firms, including individual contract lobbyists, shall contain the following information:

1. The name, address, email, and telephone number of the firm.

2. The name of each lobbyist who is a partner, owner, shareholder, officer or employee of the firm.

3. The name, address and telephone number of each client that is required to be registered and was represented by the firm during the reporting period; a description of each item of municipal legislation for which the firm or its lobbyists represented the client during the reporting period; the total amount of payments received by the firm from each client (including all fees, reimbursements for expenses and

other payments) during the reporting period for such representation.

4. The total payments received from clients required to be registered by the firm during the reporting period in connection with the firm's representation of clients on municipal legislation.

5. The date, amount and description of each activity expense of $25 or more made by the lobbying firm during the reporting period, the name and title of the City official benefiting from the expense, the name and address of the payee, and the client, if any, on whose behalf the expense was made. An activity expense shall be considered to be made on behalf of a client if the client requested or authorized the expense or if the expense was made in connection with an event at which the lobbying firm attempted to influence the official on behalf of the client.

6. The total amount of activity expenses made by the lobbying firm during the reporting period, whether or not itemized.

7. The total amount of expenses incurred in connection with attempts by the firm to influence municipal legislation. These expenses shall include:

   (a) total payments to lobbyists employed by the firm;

   (b) total payments to employees of the firm, other than lobbyists, who engaged in attempts to influence municipal legislation during the reporting period; and

   (c) all expenses attributable to attempts to influence municipal legislation, other than overhead, and other expenses that would not be incurred but for the attempts to influence. Each such expense of $5,000 or more shall be itemized and described.

8. The name of any elective City officer, candidate for elective City office, or any controlled committee of the officer or candidate to which the lobbying firm made contributions of $100 or more, or which were delivered by the lobbying firm, or in connection with which the lobbying firm acted as an intermediary during the reporting period, and the date and amount of the contribution.

9. The name of any elective City officer, candidate for elective City office, or any City controlled committee of the officer or candidate for which the lobbying firm engaged in any fundraising activity during the reporting period, the date(s) of the activity and the amount of funds the lobbying firm knows or has reason to know were raised as a result of the activity.

10. The date and amount of one or more contributions aggregating more than $1,000 made by the lobbying firm at the behest of an elective City officer or candidate for elective City office during the reporting period to any and all controlled committees of any other elective City officer or candidate for elective City office, the name and

address of the payee, the name of the elective City officer or candidate for elective City office who made the behest and the date of the behest.

11. The date, amount and description of one or more donations aggregating $1,000 or more made by the lobbying firm at the behest of an elective City officer or candidate for elective City office during the reporting period to any religious, charitable or other nonprofit organization, the name and address of the payee, the name of the elective City officer or candidate for elective City office who made the behest and the date of the behest.

12. If, during the quarterly reporting period, the lobbying firm provided compensated services, including consulting services, to the campaign of any candidate for elective City office, or to a campaign for or against any City ballot measure, the name of the candidate, the elective City office sought by the candidate, the ballot number or letter of the ballot measure, the date of the election, the amount of compensation earned for the compensated services and a description of the services provided.

13. If, during the quarterly reporting period, the lobbying firm provided compensated services under contract with the City or with any agency, including consulting services, the amount of compensation received, the agency for which the services were provided, a description or other identification of the contract and the nature of the services provided. For an individual contract lobbyist who qualifies as a lobbying firm, such information shall be reported if the lobbyist personally provided the services, or if the services were provided by a business entity in which the lobbyist owns at least a 10% investment, regardless of whether the compensation was provided directly to the lobbyist or to such business entity.

14. For an individual contract lobbyist who qualifies as a lobbying firm, each City agency that the lobbyist attempted to influence.

15. The name, address, email, and telephone number of the person responsible for preparing the report.

16. Any other information required by regulation of the City Ethics Commission, consistent with the purposes and provisions of this Article.

D. **Quarterly Reports by Lobbyist Employers — Contents.** Quarterly reports by lobbyist employers shall contain the following information.

1. The name, address, email, and telephone number of the entity filing the report.

2. The name of each lobbyist who is employed by the entity.

3. Total payments during the reporting period to lobbyists employed by the entity. Such payments shall include solely payments for compensation and reimbursement of expenses relating to the lobbyists' attempts to influence municipal legislation.

4. Total payments to employees of the entity, other than lobbyists, who engaged in attempts to influence municipal legislation during the reporting period. Such payments shall include payments for compensation and reimbursement of expenses relating to such persons' attempts to influence municipal legislation.

5. Total payments for expenses incurred in connection with attempts by the entity during the reporting period to influence municipal legislation. These expenses shall include all expenses attributable to attempts to influence municipal legislation, other than overhead, and other expenses that would not be incurred but for the attempts to influence. Each such expense of $5,000 or more shall be itemized and described.

6. A description of each item of municipal legislation which the entity attempted to influence during the reporting period.

7. The date, amount and description of each activity expense of $25 or more made by the lobbyist employer during the reporting period, the name and title of the City official benefiting from the expense, and the name and address of the payee.

8. The total amount of activity expenses made by the lobbyist employer during the reporting period, whether or not itemized.

9. The name of any elective City officer, candidate for elective City office, or any controlled committee of the officer or candidate to which the lobbyist employer made contributions of $100 or more, or which were delivered by the lobbyist employer, or in connection with which the lobbyist employer acted as an intermediary during the reporting period, and the date and amount of the contribution.

10. The name of any elective City officer, candidate for elective City office, or any City controlled committee of the officer or candidate for which the lobbyist employer engaged in any fundraising activity during the reporting period, the date(s) of the activity and the amount of funds the lobbyist employer knows or has reason to know were raised as a result of the activity.

11. The date and amount of one or more contributions aggregating more than $1,000 made by the lobbyist employer at the behest of an elective City officer or candidate for elective City office during the reporting period to any and all controlled committees of any other elective City officer or candidate for elective City office, the name and address of the payee, the name of the elective City officer or candidate for elective City office who made the behest and the date of the behest.

12. The date, amount and description of one or more donations aggregating $1,000 or more made by the lobbyist employer at the behest of an elective City officer or candidate for elective City office during the reporting period to any religious, charitable or other nonprofit

organization, the name and address of the payee, the name of the elective City officer or candidate for elective City office who made the behest and the date of the behest.

13. The name, address, email, and telephone number of the person responsible for preparing the report.

14. Any other information required by regulation of the City Ethics Commission, consistent with the purposes and provisions of this Article.

E. **Quarterly Reports by Major Filers — Contents.** Quarterly reports by major filers shall contain the following information:

1. The name, address and telephone number of the person filing the report.

2. A description of each item of municipal legislation which the entity attempted to influence during the reporting period.

3. The total payments made during the reporting period for the purpose of attempting to influence action on each proposed or pending matter of municipal legislation.

4. The name, address and telephone number of the person responsible for preparing the report.

5. Any other information required by regulation of the City Ethics Commission, consistent with the purposes and provision of this Article.

History:
Amended by Ord. No. 175432 effective 9/28/03.
Renumbered by Ord. No.175432 effective 9/28/03.
Amended by Ord. No. 182360, effective 1/30/13.

SEC. 48.08.5. Copies of Solicitations

Each lobbying entity that produces, pays for, mails or distributes more than 50 substantially similar copies of a written political fundraising solicitation for any controlled committee of an elective City officer or candidate relating to seeking or holding City elective office or supporting or opposing a City ballot measure shall send a copy of the solicitation to the City Ethics Commission for public access, at the time the solicitation is sent or otherwise distributed, and shall report on its next quarterly report the date(s) on which it is mailed or distributed and a general description of the content of the solicitation, the number of pieces mailed or distributed, and name of the elective City officer, or candidate or City ballot measure committee for which the funds were solicited.

History:
Added by Ord. No. 175432, effective 9/28/03.

SEC. 48.08.6. Lobbying Disclosure — Political Contributions

A. Each lobbying entity, which makes one or more contributions to an elective City officer and/or to any or all of his or her controlled committees, shall file a notice with the City Ethics Commission each time the making of a contribution results in the lobbying entity having made contributions aggregating more than $7,000 to the officer and/or his or her controlled committees within the past 12 months. The notice shall be filed on a form prescribed by the Commission

within one business day after making a contribution that triggers the filing requirement. The notice shall contain the following information:

1. The name, address and telephone number of the filer, the name of the elective City officer, and/or any or all of his or her controlled committees, to which the lobbying entity made contributions aggregating more than $7,000 during the past twelve months, and the date and amount of each contribution.

2. For purposes of this section, a "controlled committee" does not include any committee controlled by an elective City officer that is

   (a) formed to support or oppose a ballot measure or

   (b) formed to support the election of that officer to other than elective City office.

B. The original notice shall be filed with the City Ethics Commission, and copies shall be filed with the City Clerk and the elective City officer involved. Each notice may only include information relative to one elective officer.

C. The form shall be considered filed on the date of the postmark or on the date of delivery to the City Ethics Commission, whichever is earlier.

D. The form shall be verified under penalty of perjury by the individual filing it or by an officer of the entity authorized to file it.

E. The City Ethics Commission shall post the information in the notice on its website within one business day of its receipt of the notice. The City Clerk shall make the notice available for inspection within one business day of its receipt.

History:
Added by Ord. No. 175432, effective 9/28/03.

SEC. 48.08.7. Lobbying Disclosure — Fundraising Activity

A. Every lobbying entity who within any 12 month period (i) engaged in fundraising activities on behalf of an elective City officer and/or any and all of his or her controlled committees, and which knows or has reason to know that the fundraising activities resulted in contributions, and/or (ii) delivered or acted as an intermediary for one or more contributions to the elective City officer and/or any and all of his or her controlled committees, shall file a notice with the City Ethics Commission any time the activities identified in (i) and/or (ii) aggregate more than $15,000 in the case of a member of the City Council, or more than $35,000 in the case of the Mayor, City Attorney, or Controller. The notice shall be filed on a form prescribed by the City Ethics Commission within one business day after any of these thresholds is exceeded. The notice shall contain the following information:

1. The name, address and telephone number of the filer, the name of the elective City officer, and/or any or all of his or her controlled committees, on whose behalf the lobbying entity engaged in fundraising activities, or

delivered or acted as intermediary for one or more contributions to the elective City officer and/or any and all of his or her controlled committees, the date of the fundraising activity, and the amount of contributions raised, delivered or in connection with which the lobbying entity acted as an intermediary.

2. For purposes of this section, a "controlled committee" does not include any committee controlled by an elective City officer that is

   (a) formed to support or oppose a ballot measure or

   (b) formed to support the election of that officer to other than elective City office.

3. For purposes of this notification, if a fundraising event is sponsored or hosted by more than one person, the amount of contributions received at or as a result of the event shall be attributed to each lobbying entity who hosted or sponsored the event according to the amount of the contributions that resulted from that lobbying entity's fundraising activities. If a contribution results from the fundraising of more than one person and/or lobbying entity, that contribution shall be apportioned equally to each of the persons and/or lobbying entity that engaged in the fundraising activity.

B. The original notice shall be filed with the City Ethics Commission, and copies shall be filed with the City Clerk and the elective City officer involved. Each notice may only include information relative to one elective officer.

C. The form shall be considered filed on the date of the postmark or on the date of delivery to the City Ethics Commission, whichever is earlier.

D. The form shall be verified under penalty of perjury by the individual filing it or by an officer of the entity authorized to file it.

E. The City Ethics Commission shall post the information in the notice on its website within one business day of its receipt of the notice. The City Clerk shall make the notice available for inspection within one business day of its receipt.

History:
Added by Ord. No. 175432, effective 9/28/03.

Sec. 48.08.8. Lobbying Disclosure — Written Communications to Neighborhood Councils

(a) No lobbying entity registered with the City of Los Angeles shall deliver or send to a certified neighborhood council a written communication on behalf of a client, including, but not limited to, letters, faxes, electronic messages, and flyers, without a disclosure indicating that the communication was delivered or sent by that lobbying entity.

(b) For purposes of subsection (a), the required disclosure shall be printed clearly and legibly in no less than 8-point type in a color or print that contrasts with the background so as to be legible and shall be presented in a clear and conspicuous manner in

the written communication. The disclosure shall include all of the following information applicable to the written communication:

(1) The name of the lobbyist(s) that prepares, delivers or sends the written communication;

(2) The name of the registered lobbying firm(s) or lobbyist employer(s) who employs the lobbyist(s) that prepares, delivers or sends the written communication; and,

(3) The name of the client or clients on whose behalf the lobbying entity prepares, delivers, or sends the written communication in an attempt to influence municipal legislation.

History:
Added by Ord. No. 176034, effective 7/26/04.

SEC. 48.09 Compliance Measures and Enforcement

A. **Audits.** The City Ethics Commission shall have the authority to conduct audits of reports and statements filed pursuant to this Article. Such audits may be conducted on a random basis or when the City Ethics Commission staff has reason to believe that a report or statement may be inaccurate or has not been filed.

B. **Criminal Penalties.**

1. Any person who knowingly or willfully violates any provision of this Article is guilty of a misdemeanor. Any person who knowingly or willfully causes any other person to violate any provision of this article, or who knowingly or willfully aides and abets any other person in violation of any provision of this article, is guilty of a misdemeanor.

2. Prosecution for violation of any provision of this article must be commenced within one year after the date on which the violation occurred.

3. No person convicted of a violation of this Article may act as a lobbyist or otherwise attempt to influence municipal legislation for compensation for one year after such conviction.

C. **Civil Enforcement.**

1. Any person who knowingly violates any provision of Section 48.04 shall be liable in a civil action brought by the City Attorney. Any person who intentionally or negligently violates any other provisions of this Article shall be liable in a civil action brought by the City Attorney. Failure to properly report any receipt or expenditure may result in civil penalties not to exceed the amount not properly reported, or $2,000, whichever is greater. Any other violation may result in civil penalties no greater than $2,000. If the court determines that a violation was intentional, the court may order that the defendant be prohibited from acting as a lobbyist or otherwise attempting to influence municipal legislation for one year.

2. In determining the amount of liability pursuant to this subsection, the court shall take into account the seriousness of the violation and the

degree of culpability of the defendant.

3. If two or more persons are responsible for any violation, they shall be jointly and severally liable.

4. No civil action alleging a violation of this Article shall be filed more than four years after the date the violation occurred.

D. **Injunction.** The City Attorney on behalf of the people of the City of Los Angeles may seek injunctive relief to enjoin violations of or to compel compliance with the provisions of this article.

E. **Administrative Penalties.** The City Ethics Commission may impose penalties and issue orders for violation of this Article pursuant to its authority under Charter Section 706(c).

F. **Late Filing Penalties.** In addition to any other penalty or remedy available, if any person fails to file any report or statement required by this Article, after any deadline imposed by this Article, such person shall be liable to the City Ethics Commission in the amount of twenty-five dollars ($25) per day after the deadline until the statement or report is filed, up to a maximum amount of $500. Liability need not be enforced by the Commission if its Executive Officer determines that the late filing was not willful and that enforcement of the penalty would not further the purposes of this Article. No liability shall be waived if a statement or report is not filed within 10 days after the Commission has sent specific written notice to the filer of the filing requirement.

G. **Restriction on Person Who Violates Certain Laws.**

1. No person shall act or continue to act as a registered lobbyist or lobbying firm if, within the prior four years, that person has been found by the City Ethics Commission, in a proceeding pursuant to Charter Section 706, to have violated City Charter Section 470(k) on any occasion. That determination shall be based either on a finding of the City Ethics Commission made after an administrative hearing or on a stipulation by the lobbyist or lobbying firm entered into with the City Ethics Commission within the previous four years.

2. If the City Ethics Commission makes a finding that the person has either

(1) accepted responsibility for the violation in the form of having entered into a stipulation with the City Ethics Commission in which the party admits the violation, or otherwise exhibits evidence of having accepted such responsibility, or

(2) mitigated the wrongdoing by taking prompt remedial or corrective action, then the City Ethics Commission may reduce the time period during which the above prohibition would apply to a period of not less than one year.

H. **Contract Bidder Certification of Compliance With Lobbying Laws.**

1. Any bidder for a contract, as those terms are defined in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, on a form prescribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualifies as a lobbying entity under Section 48.02 of this article. The exemptions contained in Section 48.03 of this article and Los Angeles Administrative Code Section 10.40.4 shall not apply to this subsection.

2. Each agency shall include the Municipal Lobbying Ordinance in each invitation for bids, request for proposals, request for qualifications, or other solicitation related to entering into a contract with the City. The ordinance must be provided in at least 10-point font and may be provided on paper, in an electronic format, or through a link to an online version of the ordinance. The ordinance is not required to be printed in a newspaper notice of the solicitation.

3. This subsection does not apply to the renewal, extension, or amendment of an existing contract, as long as the solicitation for the original contact met the requirements in Paragraphs 1 and 2 above and the renewal, extension, or amendment does not involve a new solicitation.

4. For purposes of this subsection, “agency” does not include a state agency operating solely within the City such as the Community Redevelopment Agency or Los Angeles City Housing Authority.

History:
Amended by Ord. No. 169916, effective 8/10/94.
Amended by Ord. No. 171142, effective 8/3/96.
Amended by Ord. No. 172942, effective 1/21/00.
Amended by Ord. No. 178064, effective 1/15/07.
Amended by Ord. No. 179934, effective 7/21/08.

SEC. 48.10. Ethics Commission Reports

As soon as practicable after the close of each quarterly reporting period, the City Ethics Commission shall prepare a report to the Mayor and City Council of lobbying activity which occurred during the reporting period. Such report shall be in a form which, in the opinion of the Commission, best describes the activities, receipts and expenditures of persons subject to the requirements of this article.

History:
Added by Ord. No. 169916, effective 8/10/94.

SEC. 48.11. Severability

If any provision of this article, or its application to any person or circumstance, is held invalid by any court, the remainder of this article and its application to other persons and circumstances, other than that which has been held invalid, shall not be affected by such invalidity, and to that extent the provisions of this article are declared to be severable.

History:
Added by Ord. No. 169916, effective 8/10/94.

. . . .

Disclosure Ordinances Affidavit

Unless otherwise exempt by the provisions of the Slavery Disclosure Ordinance (SDO) and Disclosure of Border Wall Contracting Ordinance (DBWCO), any contract awarded under this RFP will be subject to the SDO, Section 10.41 of the Los Angeles Administrative Code, and the DBWCO, Section 10.50 of the Los Angeles Administrative Code. Bidders/Proposers are required to complete a streamlined Disclosure Ordinances Compliance Affidavit web form that is located on the City of Los Angeles' Regional Alliance Marketplace for Procurement (RAMP) at www.rampla.org

Bidders/Proposers are responsible for creating a RAMP profile and completing and submitting the Disclosure Ordinances Compliance Affidavit. The affidavit can be found by navigating to the "My Business Profile" page and clicking on the "Compliance Documents" link. The affidavit should be completed and submitted by the time of RFP submission.

The affidavit will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Proposer/Bidder selected for contract award. Proposers/Bidders seeking additional information regarding the requirements of the SDO and the DBWCO may visit the Bureau of Contract Administration's website at http://bca.lacity.org.

BUREAU OF SANITATION
SOLID RESOURCES CITYWIDE RECYCLING DIVISION
CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT

I. LAMC: Ordinance 181519 (C&D Waste Recycling Ordinance)

a. All Mixed C&D Waste must be hauled by a Permitted Waste Hauler to a City Certified C&D Waste Processor.

b. Source-separated materials must be hauled by a Permitted Waste Hauler to a City Certified C&D Waste Processor or recycling facility.

i. Current Permitted Waste Hauler and City Certified C&D Waste Processors lists can be found on the Bureau of Sanitation website: https://www.lacitysan.org/haulerpermit

The lists are subject to change, and it is the responsibility of the contractor to keep current with the lists.

ii. Violations will be assessed per load if mixed C&D is hauled to Non-Certified Waste Processor.

iii. Violations will be assessed if waste is hauled by a non-permitted hauler.

c. All mixed C&D waste generated within the City must be delivered to a City Certified C&D Waste Processor.

II. General Condition 00221 Construction and Demolition Waste Management

a. The Contractor shall divert all Construction and Demolition (C&D) waste generated from the project in accordance with the City's C&D Waste Recycling Ordinance. LAMC requires that all mixed C&D waste materials generated within the City of Los Angeles be taken to a City Certified C&D Waste Processor. Further, mixed C&D waste can only be legally collected, removed, or transported by City of Los Angeles Permitted Solid Waste Haulers. If the Contractor plans on collecting, removing, or transporting its own waste, it must first apply for and obtain a Solid Waste Hauler Permit from the Solid Resources Citywide Recycling Division of the Bureau of Sanitation.

b. Failure to meet the C&D waste recycling requirements as detailed above will result in the assessment of penalties up to $5,000 per each load of C&D waste not taken to

City Certified Processors. Further, collecting, removing, or transporting C&D waste within the City without a valid Solid Waste Hauler Permit is a criminal misdemeanor subject to fines and/or imprisonment.

c. Other sections of the Specification may require specific recycling rates in addition to the LAMC requirements.

III. General Requirement 01572 Summary (Refer to GR 01572 spec for more information)

a. A minimum of 80% of inert debris and 65% of remaining mixed C&D debris generated must be reused or recycled.

b. Waste Management Plan (WMP) Attachment A

i. The WMP must be completely filled out with estimated waste for the entire project, then submitted, and approved before construction begins.

1. Name and address of facilities must be included in the WMP.
2. Name(s) and permit number(s) of permitted waste hauler(s) must be included in the WMP.
3. The contractor may add extra back-up facilities in the WMP.

ii. Circumstances may require additional facilities to be added after the project begins. The contractor must contact SRCRD to receive approval of that facility before hauling any waste there.

c. Solid Waste Diversion and Disposal Report (SWDDR) Attachment B

i. All three pages (Parts I, II, and III) of the SWDDR must be completed and submitted with the Requests for Progress Payments even if waste was not generated.

ii. Diversion and disposal for a particular time period are to be documented in Parts I and II of SWDDR.

iii. The cumulative history of diversion and disposal for the project is to be documented in Part III of SWDDR.

iv. Manifests, weight tickets, receipts, and any other documentation must be submitted with the SWDDR.

If there are any other questions, please contact sansrcrd_cdrecycling@lacity.org.

ORDINANCE NO. 181519

An Ordinance amending Chapter VI, Article 6, Sections 66.32 though 66.32.5, and repealing Sections 66.32.6 through 66.32.8, of the Los Angeles Municipal Code to require that construction and demolition waste generated within the City of Los Angeles be taken to a City certified construction and demolition waste processing facility.

THE PEOPLE OF THE CITY OF LOS ANGELES DO ORDAIN AS FOLLOWS:

Section 1. Section 66.32 of the Los Angeles Municipal Code is amended to read as follows:

SEC. 66.32. PURPOSE AND DEFINITIONS.

In order to meet the diversion goals of AB 939 and the City of Los Angeles which will total 70 percent (70%) by the year 2013, solid waste haulers, contractors and recyclers shall register with the City to obtain a permit. Among the various purposes of this program is the goal of maintaining an open and competitive market for all companies providing solid waste and disposal services in the City, and to mandate the recycling of construction and demolition waste. As used in this Section and in Sections 66.32.1 through 66.32.5, the following terms shall have the meanings set forth below:

1. **AB 939** shall mean the State of California's Integrated Waste Management Act of 1989, as may be amended from time to time, and as set forth in California Public Resources Code Sections 40050, *et seq.*, and implementing regulations of the Department of Resources Recycling and Recovery (CalRecycle).

2. **AB 939 Compliance Permit** shall mean a permit issued pursuant to the provisions of Subsection (a) of Section 66.32.1.

3. **Appellant** shall mean a Person who files a written request for a hearing pursuant to the provisions of Subdivision (1) of Subsection (d) of Section 66.32.3.

4. **Board** shall mean the City of Los Angeles Board of Public Works.

5. **Certified Construction and Demolition Waste Processing Facility** shall mean a waste processing facility, possessing valid and current certification from the City of Los Angeles, that accepts loads of Construction and Demolition Waste for the purpose of recovering reusable and recyclable materials and disposing of non-recyclable residual materials.

6. **City** shall mean the City of Los Angeles.

7. **Co-Mingled Recyclables** shall mean material that has been separated or kept separate from the solid waste stream, at the point of generation, for the purpose of

additional sorting or processing the material for recycling or reuse in order to return the material to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace. Co-Mingled recyclables shall not consist of Construction and Demolition Waste.

8. **Contractor** shall mean any Person who enters into a contract for any construction or demolition project that requires a permit from the Department of Building and Safety.

9. **Construction and Demolition Waste** shall mean solid waste that results directly from construction, remodeling, repair, demolition, or deconstruction of buildings and other structures, does not contain hazardous waste (as defined in California Code of Regulations, Title 22, Section 66621.3, *et seq.),* and contains no more than one percent (1%) putrescible wastes by volume, calculated on a monthly basis. Construction and Demolition Waste includes, but is not limited to, asphalt, concrete, Portland cement, brick, lumber, wallboard, roofing material, ceramic tile, pipe, glass, carpet or associated packing.

10. **Gross Receipts** shall mean those receipts defined as Gross Receipts in Los Angeles Municipal Code Section 21.00 (a) generated by the collection of Solid Waste including, but not limited to, service, container rental, disposal and processing charges. For purposes of this Section and Sections 66.32.1 through 66.32.5, Gross Receipts shall not be applicable to receipts generated by the collection and sale of Source-Separated Materials or Co-Mingled Recyclables.

11. **Permittee** shall mean a Person issued an AB 939 Compliance Permit pursuant to the provisions of Subsection (a) of Section 66.32.1.

12. **Person** shall mean natural person, business, contractor, joint venture, joint stock company, firm, partnership, association, club, company, corporation, business trust, or organization, or the manager, employer, agent, servant, officer, or employee of any of them. Person shall not mean the City of Los Angeles, or any of its constituent entities, departments, boards, employees or officers.

13. **Self-hauler** shall mean a Person who is not primarily engaged in the business of collection, removal or transportation of Solid Waste but in the course of performing the Person's primary business function incidentally transports Solid Waste. Examples of Self-haulers include, but are not limited to, gardeners, landscapers, and household cleanup service firms. If the incidental collection, removal or transportation of Solid Waste includes Construction and Demolition Waste, however, the Person is not a Self-Hauler but instead is a Solid Waste Hauler subject to all of the requirements applicable to Solid Waste Haulers.

14. **Solid Waste** shall mean waste that the Department of Resources Recycling and Recovery (CalRecycle) has deemed acceptable for disposal at a Class III Landfill,

including Construction and Demolition Waste, and shall not include Source-Separated Material or Co-Mingled Recyclables.

15. **Solid Waste Hauler** shall mean any Person engaged in the business of providing or responsible for the collection, removal or transportation of Solid Waste, Construction and Demolition Waste, Source-Separated Materials, or Co-Mingled Recyclables generated within the City.

16. **Source-Separated Material** shall mean material that has been separated or kept separate from the solid waste stream at the point of generation and has not been commingled with other solid waste or recyclable materials. To qualify as Source-Separated Material, each type of material must be transferred in a separate container to a recycling center. Source-Separated Material includes, but is not limited to, Construction and Demolition Waste such as clean wood, clean concrete or metals.

Sec. 2. Section 66.32.1 of Los Angeles Municipal Code is amended to read as follows:

SEC. 66.32.1. SOLID WASTE HAULER PERMIT REQUIREMENTS.

(a) **Permit Required**.

(1) Persons who collect, remove or transport Solid Waste, including Construction and Demolition Waste, Source-Separated Materials or Co-Mingled Recyclables, generated within the City, must obtain, in addition to all other required permits, an AB 939 Compliance Permit from the Bureau of Sanitation.

(2) Persons who arrange for the removal or transportation of Construction and Demolition Waste generated within the City, and who do not contract or otherwise arrange with a Permittee to remove or transport such Waste, must obtain an AB 939 Compliance Permit from the Bureau of Sanitation.

(3) Exceptions to Permit Requirement. Subdivision (1) of this Subsection does not apply to Self-Haulers who in the course of performing their primary business function incidentally collect, remove or transport Solid Waste (excluding Construction and Demolition Waste), Source-Separated Materials or Co-Mingled Recyclables, generated within the City, and the total amount of all such Wastes, Materials and Recyclables collected, removed or transported is less than one thousand (1,000) tons per year.

(4) Exceptions to Permit Requirement. Subdivision (1) of this Subsection does not apply to residence owners who generate Construction and Demolition Waste during the course of personally performing construction and demolition projects at their own residences and transport such Waste in their own vehicles.

(b) **Construction and Demolition Waste Transportation Requirements.**

(1) Every Person required to obtain an AB 939 Compliance Permit who collects, removes or transports Construction and Demolition Waste within the City must transport the Waste for disposition as follows:

(i) delivery of the Construction and Demolition Waste to a Certified Construction and Demolition Waste Processing Facility; or

(ii) delivery of the Construction and Demolition Waste to a facility other than a Certified Construction and Demolition Waste Processing Facility if at least two Certified Construction and Demolition Waste Processing Facilities refuse to accept the Waste and provide the Person with a rejection slip. Rejection slips must be maintained for a minimum of three years from the date the Person received the rejection slips.

(2) Subdivision (1) of this Subsection shall not apply to the collection, removal, or transportation of Source-Separated Material generated from a project within the City and delivered to a recycling facility, or segregated for on-site recycling.

(3) Subdivision (1) of this Subsection shall not apply to residence owners who generate Construction and Demolition Waste during the course of performing construction and demolition projects at their own residences and transport such Waste in their own vehicles.

(c) **Reporting and Documentation Requirements.**

(1) Every Person required to obtain an AB 939 Compliance Permit shall submit reports as required by the Bureau of Sanitation, on forms provided by the Bureau, documenting all disposal and diversion amounts of materials generated within the City and other information that the Bureau may require.

(2) Documentation. Every Person required to obtain an AB 939 Compliance Permit must maintain documentation of all disposal and diversion amounts of materials generated within the City and other documents that the Bureau may require. Such documentation includes, but is not limited to, invoices, weight tickets, rejection slips (where issued), weight tickets from a destination other than a Certified Construction and Demolition Waste Processing Facility (where issued), and documents identifying construction and demolition project location, quantity of Construction and Demolition Waste, quantity of Solid Waste, quantity of Source-Separated Material and Co-Mingled Recyclables, and destination of each load of material. The documentation required to be maintained by this Subdivision must be kept for at least three years from the date of document creation.

(d) **Bins.** Bins owned by Solid Waste Haulers that are used to collect, remove or transport Solid Waste, Construction and Demolition Waste, Co-Mingled Recyclables or Source-Separated Material generated within the City must be clearly marked with the Solid Waste Hauler's name and phone number.

Sec. 3. Section 66.32.2 of Los Angeles Municipal Code is amended to read as follows:

SEC. 66.32.2. AB 939 COMPLIANCE FEES.

(a) Solid Waste Haulers required to obtain an AB 939 Compliance Permit must pay a fee equal to ten percent (10%) of their annual Gross Receipts. Funds from such fees shall be deposited into the Citywide Recycling Trust Fund established at Section 5.497 of the Los Angeles Administrative Code.

(b) Fees imposed pursuant to the provisions of Subsection (a) of this Section are payable quarterly, and payment is due on or before the thirtieth (30th) day following the end of the calendar quarter in which Gross Receipts are generated. Fees not paid on or before the thirtieth day following the end of the calendar quarter shall be deemed delinquent, and an additional charge equal to two and one-half percent (2.5%) of the fee owed shall be added to the fee, and the additional charge shall become part of the fee owed. An additional two and one-half percent (2.5%) shall be added to such fees for each subsequent calendar quarter that payment of the fee owed is not received by the City, not to exceed a total of ten percent (10%).

(c) Subsection (a) of this Section shall not apply to Solid Waste Haulers who have obtained an AB 939 Compliance Permit and whose annual tonnage is below one thousand (1,000) tons per year.

(d) Gross Receipts generated from collection or sale of Source-Separated Materials or Co-Mingled Recyclables shall not be subject to the AB 939 Compliance Fee.

(e) Fees imposed pursuant to the provisions of Subsection (a) of this Section shall be owed in addition to any taxes owed pursuant to the provisions of Los Angeles Municipal Code Section 21.00, et. seq., and in addition to any other taxes, fees or charges owed for the same period.

(f) The Board of Public Works shall allocate a portion of the fees collected pursuant to the provisions of Subsection (a) of this Section for use as incentives to increase recycling activities. The percentage may be adjusted annually, shall be subject to Council approval, and shall be based on the amount of diversion reported by Solid Waste Haulers.

Sec. 4. Section 66.32.3 of the Los Angeles Municipal Code is amended to read as follows:

SEC. 66.32.3. VIOLATIONS, PENALTIES, AND PERMIT SUSPENSION AND REVOCATION.

(a) **Violations for Collecting, Removing or Transporting Solid Waste without a Valid AB 939 Compliance Permit.** Any Person who willfully violates any requirement of Subsection (a) of Section 66.32.1 shall be guilty of a misdemeanor. The penalty upon conviction shall not be more than a fine of $1,000 or imprisonment in the county jail, not exceeding six months, or both fine and imprisonment. Violations are deemed to be continuing violations, and each day that a violation continues is deemed to be a new and separate offense.

(b) **Administrative Penalties for Unlawful Disposition of Construction and Demolition Waste.** Any Person who fails to deliver Construction and Demolition Waste to a Certified Construction and Demolition Waste Processing Facility as required in Subsection (b) of Section 66.32.1 shall pay the following Administrative Penalties: $1,000 for the first violation; $2,000 for the second violation that occurs within six months of a first violation; $5,000 for a third violation that occurs within six months of a second violation; and $5,000 for each violation that occurs after imposition of a $5,000 penalty. The Bureau of Sanitation shall provide written notice of penalties assessed pursuant to the provisions of this Subsection by issuance of a Notice of Penalty Assessment. Delivery of each and every load of Construction and Demolition Waste in violation of the provisions of Subsection (b) of Section 66.32.1 shall constitute a separate violation of the Subsection.

(c) **Permit Suspension, and Revocation.** The City reserves the right to suspend or revoke an AB 939 Compliance Permit upon 30 days notice by issuance of a Notice of Suspension or Notice of Revocation, if the Permittee fails to comply with any of the terms and conditions specified in the Permit or in this Code, including but not limited to waste transportation requirements imposed pursuant to the provisions of Subsection (b) of Section 66.32.1, reporting and documentation requirements imposed pursuant to the provisions of Subsection (c) of Section 66.32.1, and payment of fees imposed pursuant to the provisions of Section 66.32.2. Violations of other Los Angeles Municipal Code sections or other laws may constitute just cause for suspension or revocation of an AB 939 Compliance Permit.

(d) **Appeals of Notice of Penalty Assessment, Notice of Suspension and Notice of Revocation.**

(1) Right to Appeal. Where a Person is issued a Notice of Penalty Assessment, Notice of Suspension or Notice of Revocation pursuant to the provisions of Subsections (b) or (c) of this Section, and the Person believes that the Notice was issued in error or that the penalty assessed was excessive or in error, the Person may appeal by filing, within thirty (30) days of when the Bureau of Sanitation mailed the Notice of Penalty Assessment, Notice of Suspension or Notice of Revocation, a written request for a hearing before the Board. If the Board does not receive the written request for a hearing within thirty (30) days of when the Bureau of Sanitation mailed the Notice of Penalty Assessment, Notice of Suspension or Notice of Revocation, the penalty assessment, suspension, or

revocation, whichever is applicable, shall be deemed final and no further administrative relief can be obtained

(2) If an Appellant timely files a written request for a hearing pursuant to the provisions of Subdivision (1) of this Subsection, the penalty assessment, suspension or revocation that is the subject of the request shall be stayed pending a hearing before the Board.

(3) After receipt of a written request for a hearing filed pursuant to and in compliance with the provisions of Subdivision (1) of this Subsection, the Board will set the matter on one of its regular agendas as soon thereafter the Board deems practical. At the Board hearing, the Board shall hear the testimony of the Appellant, Bureau of Sanitation staff, and other testimony it deems relevant. Appellant shall have the burden of proof, and shall present substantial evidence on the Appellant's behalf. Upon conclusion of the hearing, the Board shall issue a verbal or written decision. The Board may affirm the Notice of Suspension or Notice of Revocation or rescind it, and may affirm the penalty assessment, decrease it, or cancel it. If the Board affirms a Notice of Suspension or Notice of Revocation, the suspension or revocation shall be effective on the date of the Board's decision, unless the Board decides otherwise. If the Board affirms a penalty assessment, the amount affirmed shall be owed thirty (30) days after issuance of the Board's decision, unless the Board decides otherwise. Once the Board issues a decision, the matter is final and no further administrative relief is provided by the City.

(e) **Authority to Take Possession of Permit.** The Director of the Bureau of Sanitation, or an authorized representative, may take possession of any AB 939 Compliance Permit, or other document issued pursuant to the provisions of Section 66.32 through 66.32.2, which is expired or is suspended, revoked, or otherwise invalid. Any decal approved by the Board that is not attached to the vehicle for which it was issued may be seized by the Director of the Bureau of Sanitation or an authorized representative.

Sec. 5. Section 66.32.4 of Los Angeles Municipal Code is amended to read as follows:

SEC. 66.32.4. COMPLIANCE PERMIT TERMS AND CONDITIONS.

(a) The City shall not limit the number of AB 939 Compliance Permits issued.

(b) All AB 939 Compliance Permits shall be subject to the terms and conditions specified in the Permit, and to all other applicable federal, state and local laws and regulations, including the Los Angeles Municipal Code.

(c) The City has the right to revise or add to the requirements of the AB 939 Compliance Permit to the extent permitted by law.

(d) The City may revoke or suspend any AB 939 Compliance Permit as provided in the terms of the Permit, by this Code, or as otherwise allowed by law.

(e) Inspection and Site Visits.

(1) The Director of the Bureau of Sanitation, or the Director's designee, shall have the right at any time during normal business hours to inspect the records of any Permittee for the purpose of determining compliance with AB 939 and other reporting requirements, to determine proper calculation and payment of fees, and to verify the lawful disposition of Construction and Demolition Waste. The City will provide Permittee reasonable notice of its intention to inspect the Permittee's records.

(2) The Director of the Bureau of Sanitation, or the Director's designee, shall have the right at any time to conduct site visits to determine compliance with Section 66.32 through 66.32.3, including, but not limited to, inspections of construction or demolition sites within the City to verify diversion requirements of Subsection (b) of Section 66.32.1.

(f) The Bureau of Sanitation shall have the authority to administer all provisions of Sections 66.32 through 66.32.5, and to enforce the provisions by any and all lawful means.

Sec. 6. Section 66.32.5 of the Los Angeles Municipal Code is amended to read as follows:

SEC. 66.32.5. INDEMNIFICATION. All AB 939 Compliance Permits shall include a provision that the Permittee undertakes and agrees to defend, indemnify, and hold harmless the City, and all of the City's Boards, Officers, Agents, Employees, Assigns and Successors in Interest, from and against any all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and costs of litigation, damages or liability of any nature whatsoever, for death or injury to any person, including Permittee's employees and agents, or damage to or destruction of any property of either the City or Permittee or of third parties, arising in any manner by reason of the Permittee's negligence, willful misconduct, or errors and omissions incident to or arising from the issuance of the AB 939 Compliance Permit or the operations taken pursuant to issuance of the Permit.

Sec. 7. Sections 66.32.6, 66.32.7, and 66.32.8 of the Los Angeles Municipal Code are repealed.

Sec. 8. Severability. If any provision of this ordinance is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, that invalidity shall not affect the remaining portions of this ordinance which can be implemented without the invalid provisions, and to this end, the provisions of this ordinance are declared to be severable.

Sec. 9. Operative Date. The provisions of this ordinance shall be operative as of January 1, 2011.

Sec. 10. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of DEC 17 2010.

JUNE LAGMAY, City Clerk

By _____
Deputy

Approved JAN 06 2011

_____
Mayor

Approved as to Form and Legality

CARMEN A. TRUTANICH, City Attorney

By _____
JUDITH E. REEL
Deputy City Attorney

Date December 12, 2010

File No. 09-3029

M:\General Counsel (GC)\JUDITH REEL\ORDINANCES & RESOLUTIONS\Construction and Demolition Debris Recycling.doc

Final Subcontracting Report Submittal

The Contractor must submit the Final Subcontracting Report to the Bureau of Contract Administration, Office of Contract Compliance, Subcontractor Outreach and Enforcement Section, within **fifteen (15) calendar days** after the issuance of the Statement of Completion by the Bureau of Contract Administration. Failure to comply will result in the assessment of liquidated damages in the amount of **$100.00** per day by the Board of Public Works.

FINAL SUBCONTRACTING REPORT (FSR)

INSTRUCTIONS to PRIME CONTRACTOR: SUBMIT WITHIN 15 CALENDAR DAYS OF ISSUANCE OF THE STATEMENT OF COMPLETION or WHEN REQUESTED BY THE BOARD OF PUBLIC WORKS. FAILURE TO SUBMIT MAY RESULT IN THE DELAY OF RETENTION RELEASE. ALL FIELDS MUST BE COMPLETED AND A COPY WILL BE SENT TO SUBCONTRACTORS/ SUPPLIERS/ BROKERS FOR THEIR CONCURRENCE.

Project Title: _____ Work Order No.: _____ Contact Name: _____

Prime Contractor: _____ Address: _____

Telephone #: _____ **Email Address:** _____

Subcontractor/ Supplier/ Broker Name, Address, Telephone #, and **Email Address**	Description of Work	MBE/ WBE/ SBE/ EBE/ DVBE/ LGBTBE/ OBE	Bid-listed/ Approved $ Amount	Final $ Amount Invoiced	Reason(s) for Discrepancy **(ex. Change Order No. and $ Amount)**

I certify under penalty of perjury that the above information, namely the Final $ Amount Invoiced as it pertains to subcontractors/ suppliers/ brokers, is complete and correct.

_____ _____ _____

Signature Title Date

Important Notice Section

This project has been identified for submission of certified payrolls through the Department of Public Works Bureau of Contract Administration's Online Certified Payroll System (OCPS). The OCPS is a web-based program that will allow contractors to submit certified payrolls electronically. Contractors (of any tier) will be required to submit their certified payrolls through the OCPS. Contractors (of any tier) shall be responsible for maintaining certified copies of payroll records as required by law (§ 1776 of the California State Labor Code). The prime contractor shall be responsible for ensuring that all their subcontractors, regardless of tier, to submit certified payrolls through OCPS. Training for OCPS will be provided by the BCA during the second Wednesday of each month. For further questions, please contact Raoul Mendoza at 213-847-2661, Angela Chang at 213-847-2673, or Jose Ramirez at 213-847-2629.

The General Conditions of the Master Specifications should be revised to say as follows:

The certified payrolls and the Statement of Compliance....regardless of dollar amount or type of contract. *Certified payrolls must be submitted using the prescribed methods identified in the bid specifications.*

Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance

Any contract awarded pursuant to this RFB/RFP/RFQ will be subject to the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance, Section 10.48 of the Los Angeles Administrative Code. The Ordinance provides, among other things, that contractors/subcontractors with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

Bidders/Proposers seeking additional information regarding the requirements of the Contractors' Use of Criminal History for Consideration of Employment Applications Ordinance may visit the Bureau of Contract Administration's web site at http://bca.lacity.org.

Contractor Evaluation Program

At the end of this contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a “Marginal” or “Unsatisfactory” rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

Contractor Special Recognition Program

As part of the contract acceptance process, the Bureau of Contract Administration will conduct an evaluation of the Contractor's performance for the purpose of recognizing outstanding performances by Prime Contractors on Public Works Projects. Contractors that consistently achieve high ratings across multiple contracts may also be recognized annually by the Board of Public Works.

Should a Contractor disagree with the scoring, they will have five (5) days from the date of notification to request for an administrative reconsideration. As part of this reconsideration, the contractor will have the opportunity to provide written documentation or argument concerning their score.

Contractors do not qualify for this program if the Contractor is assessed any penalties.

CONTRACTOR SPECIAL RECOGNITION SCORECARD

EVALUATION CATEGORY & CRITERIA	POINTS ALLOWED	POINTS SCORED
COMPLIANCE		
Contractor has no prevailing wage or apprenticeship utilization violations on any craft of work performed on a *non*-PLA project with a cost under $1,000,000.	1	
Contractor has no prevailing wage or apprenticeship utilization violations on any craft of work performed on a *non*-PLA project with a cost between $1,000,000 and $5,000,000.	2	
Contractor has no prevailing wage or apprenticeship utilization violations on any craft of work performed on a *non*-PLA project with a cost in excess of $5,000,000.	3	
The Contractor has no individual prevailing wage or apprenticeship utilization violations on any craft of work performed on their DPW-PLA covered project ***and*** ensures that the project collectively achieves or exceeds all three of the DPW-PLA's Targeted Hiring Mandates.	4	
QUALITY		
Notice of Non Compliance issued for safety.	**-4**	
Notice of non-compliance issued, not safety related.	0	
No notice of non-compliance issued.	3	
Unsatisfactory CPER rating.	**-1**	
OPPORTUNITY		
Contractor meets their pledged levels of participation. *	1	
Contractor exceeds all pledged levels of participation. *	2	
Contractor meets or exceeds the anticipated levels of participation. *	3	
	TOTAL POINTS SCORED	

* The Contractor shall receive only the highest score for which they qualify, i.e., should the Contractor exceed their pledged levels of participation *and* exceed the project's anticipated levels of participation, the Contractor would only receive 3 points for exceeding the project's anticipated levels of participation. They would *not* also receive an additional 2 points for exceeding their pledged levels of participation.

BRONZE	**6-7**	
SILVER	**8**	
GOLD	**9**	
PLATINUM	**10**	

CITY OF LOS ANGELES - DEPARTMENT OF PUBLIC WORKS
Bureau of Engineering

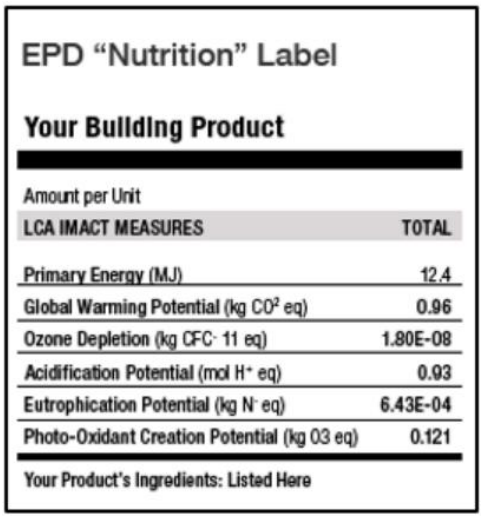
Buy Clean California Act Implementation

The City of Los Angeles Bureau of Engineering (Engineering) is adopting the sustainability concepts presented in the State of California's Buy Clean California Act (BCCA)[1]. In particular, this project has requirements for Environment Product Declarations, or EPDs. See project specifications for specific requirements.

Below is a general introduction to sustainability concepts that are part of the BCCA.

Life Cycle Assessment (LCA)

A Life Cycle Assessment (LCA) is method for characterizing and quantifying environmental sustainability covering the complete life cycle of the system being analyzed and considering system-wide impacts for a product, policy, or system. When the full life cycle is considered, the LCA is called a “cradle-to-grave” LCA. The International Standards Organization (ISO) provides guidance for LCA of all products (ISO 14040 and 14044) and the Federal Highway Administration has produced a framework for applying LCA to pavements.


EPD “Nutrition” Label

Your Building Product

Amount per Unit

LCA IMACT MEASURES	TOTAL
Primary Energy (MJ)	12.4
Global Warming Potential (kg CO^2 eq)	0.96
Ozone Depletion (kg CFC- 11 eq)	1.80E-08
Acidification Potential (mol H^+ eq)	0.93
Eutrophication Potential (kg N eq)	6.43E-04
Photo-Oxidant Creation Potential (kg 03 eq)	0.121

Your Product's Ingredients: Listed Here

Environmental Product Declaration (EPD)

An Environmental Product Declaration (EPD) is a document that provides quantifiable environmental data based on an LCA that only covers the production stage of a material, referred to as a “cradle to gate” LCA, and not the whole life cycle.

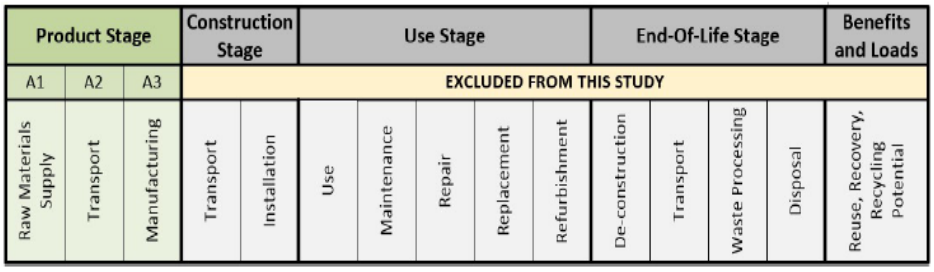
Example results for a given amount of material, called a functional unit, are shown in the figure at the left. EPDs are published by materials producers following Product Category Rules (PCR) that are prepared by their industry organization and reviewed by third-party critical reviewers to check that they meet international standards.

ISO has existing standards for producing EPDs (ISO 14025) and a number of industries and ISO are currently working towards making PCRs more uniform between industries with respect to how they calculate and report information in EPDs following a new standard (ISO 21930).

Different manufacturers of the same product will potentially have differences in the environmental impact of production because of differences in their manufacturing processes, their recipes for blending materials, their sourcing of raw materials, and how far they are transported.

Uses for Environmental Product Declarations (EPDs)

EPDs provide otherwise difficult to obtain information regarding Stages A1 through A3 (product stage) of the life cycle as shown in the figure to the right. That information is needed to do LCA on the complete life cycle of a structure that uses the material along with other materials, such as a building or a bridge.



Reasons for why the Bureau of Engineering is addressing EPDs and LCA

- In response to policy and legislation related to climate change (specifically AB 2621), sustainability, Green House Gas (GHG) reduction, and reduction of other pollutants.
- Data collection for materials production (product stage) intended for environmental impact benchmarking and life cycle assessment to support better decision-making in design, evaluation of standards and specifications and asset management.

Materials Requiring EPDs

The current focus of BCCA is on steel, flat glass, and board insulation. However, additional materials will be added to the list of "eligible materials". The Bureau of Engineering itself is looking to include ready-mix concrete in the near future.

IMPLEMENTATION:

The Bureau of Engineering's plan to adopt the concepts presented in the BCCA will be to issue a Special Order with the following requirements:

- For Project with bid due dates on or after July 1, 2021: The Contractor shall provide current facility-specific EPDs of eligible materials and meet the State of California maximum limits for Global Warming Potential (GWP) as listed by the State's Department of General Services soon after project award.
- See Contract Documents for specific requirements, particularly Section 1601

1For more information on the Buy Clean California Act (Assembly Bill 262): Visit CA Department of General Services
https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Buy-Clean-California-Act#@ViewBag.JumpTo

Executive Directive 35: Equitable Access to Contracting Opportunities

Respondents are advised, pursuant to Executive Directive 35, if a bidder is selected and awarded a contract, and if the contractor is a for-profit company or corporation, the contractor shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to City via the Regional Alliance Marketplace for Procurement (“RAMP”) or via another method specified by City: contractor’s and any subcontractor’s annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information"). On an annual basis, the contractor shall further request that any subcontractor input or update its business profile, including the contractor/subcontractor information, on RAMP or via another method prescribed by City.