



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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April 16, 2013

IN REPLY PLEASE
REFER TO FILE: **AS-0**

REQUEST FOR PROPOSALS – ADDENDUM 1 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES AT PUBLIC WORKS HEADQUARTERS (2013-AN004))

The following revisions have been made to the Request for Proposals (RFP). Added words are shown in **bold** and deleted language is ~~struck out~~.

A. Addendum:

1. Table of Contents, Section 5., Protest Policy, Item H, on page 2, has been modified as shown below:

H. County **Independent** Review Panel Process

2. Part I, Section 4.E.2, Performance History/References, on page 1.27, has been modified as shown below:

Public Works will check at least three of the Proposer's references for overall satisfaction with Proposer's services with priority will be given to services provided in the following order: County of Los Angeles departments, other **counties** ~~county~~ departments, cities, governmental entities, nonprofit entities, private companies, etc. Proposer may receive up to a maximum of 5/3 points for each responding reference up to a total of three responding references. ~~Proposer's references for all contracts with the County during the previous three years must be listed on Form PW-6, Proposer's Reference List.~~ **On Form PW-6, Proposer's Reference List, Proposers must identify all contracts with the County of Los Angeles during the previous three years and must identify County's contacts for each contract.** Public Works reserves the right to utilize any reference of Proposer, County or other, listed or not listed. In addition to the references provided, the review will include the County's Contract Database and Contractor Alert Reporting Database (CARD), if applicable, reflecting past performance history on County or other contracts. Additionally, a review of terminated contract(s) reported on Form PW-14, Statement of Terminated Contracts, will be

conducted which may result in point deductions. If references fail to substantiate Proposer's description of services provided; references fail to support that Proposer has a continuing pattern of providing capable, productive, and skilled personnel and services; or a significant unacceptable weakness in references may result in a low or zero score. Additionally, a Proposer's unacceptable performance on another County contract(s), as documented by either the County's Contract Database or Contractor Alert Reporting Database (CARD) by an unfavorable reference, may result in point deductions up to 100 percent of the total points awarded in this evaluation category. A score of zero in this evaluation category may result in rejection of the Proposal as nonresponsive.

References may be contacted by telephone, facsimile, mail, express delivery, or e-mail. It is the Proposer's responsibility to ensure that accurate and timely contact information is included in the proposal. Public Works will ordinarily not make repeated attempts to contact references and will ordinarily not contact the Proposer to correct bad phone numbers, etc. It is the Proposer's responsibility to ensure that its references respond promptly to Public Works' requests for information.

3. Part I, Section 5.G.4, Proposed Contractor Selection Review, on page 1.34, has been modified as shown below:

The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for Public Works' alleged failure, the Proposer would have been the lowest-cost, responsive, and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, Public Works representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the Contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a review by a ~~County Review Panel~~ **County Independent Review**, paragraph H, below.

4. Part I, Section 5.H., County Review Panel Process, on pages 1.34 and 1.35.

H. ~~County Review Panel Process~~ **County Independent Review Process**

1. Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for review by a ~~County Review Panel~~ **County Independent Review** in the manner and time frame specified by Public Works in Public Works' written decision regarding the Proposed Contractor Selection Review.
2. A request for review by a ~~County Review Panel~~ **County Independent Review** may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:
 - a. The person or entity requesting review by a ~~County Review Panel~~ **County Independent Review** is a Proposer.
 - b. The request for a review by a ~~County Review Panel~~ **County Independent Review** is submitted timely (i.e., by the date and time specified by Public Works).
 - c. The person or entity requesting review by a ~~County Review Panel~~ **County Independent Review** has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from Public Works' written decision and (b) are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in paragraph G above.

Upon completion of the ~~County Review Panel's review~~ **County Independent Review**, **Internal Services Department** will forward its report to Public Works, which will provide a copy to the Proposer.

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If you have questions concerning the above information, please contact Mr. Scott Pham at (626) 458-4069, Monday through Thursday, 7 a.m. to 5:30 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works

A handwritten signature in black ink that reads "Paul Gall for". The signature is written in a cursive, flowing style.

GHAYANE ZAKARIAN, Chief
Administrative Services Division

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