



GAIL FARBER, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

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ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

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

May 6, 2010

### REQUEST FOR PROPOSALS FOR CHANNEL RIGHT OF WAY CLEARING SERVICES WEST AREA (2010-AN011) AND SOUTH AREA (2010-AN012) ADDENDUM 1

Thank you for attending our mandatory Proposers' Conference for Channel Right of Way Clearing Services – West Area (2010-AN011) and South Area (2010-AN012) on April 22, 2010. The following are revisions to the Request for Proposals (RFP) as well as clarifications and responses to questions raised.

The deadline to submit proposals is still **Monday, May 17, 2010, by 5:30 p.m.**

(Please note that **bold** text has been added to the RFP.)

### REVISIONS

1. Form PW-2, Schedule of Prices, has been deleted in its entirety and has been replaced with PW-2.1. The following paragraph was added to the end of the form to clarify the crew requirement for the as-needed services.

**For as-needed services; at minimum a crew of six (6) employees is required:**

**Working Supervisor (1)  
Minimum of four (4) laborers  
Commercial-licensed truck driver (1)**

All other items on Form PW-2.1 are identical to the original Form PW-2.

Please refer to Form PW-2.1, Schedule of Prices posted on <http://dpw.lacounty.gov/asd/contracts> when completing your proposal. You must submit the printed copy of the excel version posted online.

2. Form PW-19, Staffing Minimum Requirements Affirmation for the West Area (2010-AN011) has been deleted in its entirety and replaced with PW-19.1.

Please refer to Form PW-19.1, Staffing Minimum Requirements Affirmation (Enclosure A).

3. The following has been added to Part I, Section 2.6, Work Plan:

**The work plan must identify the plan for utilizing the services of an employee or a subcontractor who holds a certification as an arborist and/or horticulturist.**

4. The following has been added to Part I, Section 4.E.4, Work Plan/Quality Assurance Plan:

**Points may be deducted if proposer does not identify the plan for utilizing the services of an employee or a subcontractor who holds a certification as an arborist and/or horticulturist.**

#### **QUESTIONS/CLARIFICATIONS**

1. **Is there a Bid Bond required?**

No, there is no Bid Bond requirement for this contract.

2. **Are there final bonds required upon award?**

No, there are no bond requirements with this contract.

3. **How long is the West Area? (Should I double?)**

The West Area is 686,813 linear feet or 130 miles. Channels are measured along the channel's centerline. Depending on the location of channel, some channels must be cleared on both sides.

4. **On South Area (Compton Creek - Item 41) between Lanzit Street to 114th Street, there are numerous homeless people with their belonging. Are we going to have a police escort service?**

This contract does not include the removal of homeless encampments. Public Works will not supply a police escort. When homeless encampments are encountered, the contractor is to notify the Contract Manager, who may revise the work assignment and arrange for removal activities at some point in the future.

- 5. There are damaged fences between DPW's fences on channel area and residents rear fences. Do we need to clear up to damaged fences or all the way to residents fences?**

No, this contract involves work within the Channel Right of Way (ROW) from fence ROW fence to ROW fence. If the Department's ROW fence is damaged, the contractor is to notify the Department who will then repair the fence.

- 6. In the cost per linear foot, do you want us to include in our cost the five crews and each crew's five employees? Would this include all overhead as well per linear feet?**

Yes, your unit price per linear feet must include the minimum required staff as set forth in the Minimum Crew Requirement section of the Exhibit A, Scope of Work (page A.9) for South (page A.12 for West). It should also include all administrative costs, labor, supervision, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. Please see form PW-2.1 for more detailed instructions in regards to pricing.

- 7. Do you want us to have cost per linear foot on one crew with five employees?**

Please see question number 6.

- 8. The linear foot is for both sides, or is every side measured separately?**

The linear foot is measured along the channel's centerline. See also questions number 3 and 5.

- 9. Can we get a copy of last year's contract?**

Please submit a completed Public Record Request (Enclosure B) form to Mr. Andre Zakarian at [azakarian@dpw.lacounty.gov](mailto:azakarian@dpw.lacounty.gov) or by mail.

- 10. Can we get a copy of the sign-in sheet?**

You may get a copy of the sign-in sheet, electronic version of the form PW-2.1, and any other updates for this RFP by visiting the website below:

<http://dpw.lacounty.gov/asd/contracts>

- 11. Do we need to provide a 10 percent or 100 percent bond?**

No, there are no bond requirements with this contract.

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**12. What was the tonnage dumped from the West Area in the past contract?**

A total of 503.38 tons; 269.85 tons debris and 233.53 tons green.

**13. The 120 days are calendar or business days?**

Calendar days.

**14. In case of unforeseen work stoppages such as storm, etc., would the lost days be added to the 120 days?**

Days in which the contractor is not able to work because of a designated holiday or a rain day would be added to the total number of days.

**15. When can we view or visit the channels?**

Please contact the contract analyst for further instructions on when you can view the channels.

Very truly yours,

GAIL FARBER  
Director of Public Works



GHAYANE ZAKARIAN, Chief  
Administrative Services Division

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Enc.

**CHANNEL RIGHT OF WAY CLEARING SERVICES – WEST AREA (2010-AN011)****STAFFING MINIMUM REQUIREMENTS AFFIRMATION**

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Proposer's Name

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Address

**1. MINIMUM CREW REQUIREMENTS**

- ☐ If awarded the contract: Proposer will provide a minimum of (4) four crews to provide the landscaping services. Each crew will consist of a minimum of six personnel including a working supervisor and five laborers. In addition, the Proposer will provide a minimum of two truck drivers with appropriate and valid licenses and a certified arborist and/or a certified horticulturist for providing directions during maintenance (e.g., for tree trimming, shrubbery pruning, and slope cutting recommendations). (Please provide additional information as described in Part I, Section 2.A.5, Experience and Section 2.A.6., Work Plan)
- ☐ Proposer will not comply with the minimum crew requirements stated above. If you check this box, your proposal will be immediately disqualified as non-responsive.

**2. ON-SITE SUPERVISOR EXPERIENCE**

- ☐ Proposer meets the following on-site supervisor experience requirement as set forth in Part I, Section 4.E.3.: Proposer's on-site supervising employee on each of the (4) crews will have at least two years' experience supervising landscaping services at the time work on the contract commences. (Please provide additional information as described in Part I, Section 2.A.5, Experience)
- ☐ Proposer will not meet the on-site supervisor experience requirement stated above. If you check this box, your proposal will be immediately disqualified as non-responsive.

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Proposer's Printed Name

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Proposer's Signature

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Date



# Los Angeles County Department of Public Works

**YOU ARE NOT REQUIRED TO FILL OUT THIS FORM IN ORDER TO RECEIVE PUBLIC RECORDS UNDER THE CALIFORNIA PUBLIC RECORDS ACT. COMPLETING THIS FORM IS OPTIONAL. THE INFORMATION REQUESTED BELOW, HOWEVER, SERVES TO ASSIST OUR EMPLOYEES IN PROCESSING YOUR PUBLIC RECORDS REQUEST.**

## PUBLIC RECORDS INSPECTION/COPYING REQUEST

In accordance with the California Public Records Act, California Government Code 6250, et al., the Los Angeles County Department of Public Works (DPW) will respond to requests for DPW records and documents, and provide access to records and documents that have been designated public information. Every person has a right to inspect public records as provided in the Act during the Department's office hours.

("Public records" consist of any information relating to the public's business prepared, owned, used, or retained by any public agency. Included are handwritten, typewritten, printed or photocopied documents; photographic films and prints; maps; magnetic or paper tapes; magnetic or punched cards; discs; and other forms of data.)

Pursuant to the Act, certain records are not subject to disclosure. DPW, upon request for a copy of records, shall determine within 10 days from the request whether to comply with the request and shall immediately notify the person making the request of such determination. In unusual circumstances, the 10-day period specified above may be extended an additional 14 days upon written notice to the requestor, stating the reasons for the extension and the date a determination is expected.

\* \* \* \* \*

Requested By: \_\_\_\_\_ (Please Print)

Date: \_\_\_\_\_

I prefer to be contacted by: ☐ Telephone ☐ U.S. Mail ☐ E-mail

Telephone: \_\_\_\_\_ U.S. Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### DOCUMENTS REQUESTED:

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**(OPTIONAL)** Are the documents requested being sought for the purpose of a claim or litigation?

Yes ☐ No ☐

If yes, please indicate: Firm Name: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Court Location: \_\_\_\_\_

I understand that I may be charged for this service. Estimated cost (if over \$50) \$ \_\_\_\_\_

\* \* \* \* \*

Documents delivered by \_\_\_\_\_  
Signature Date

Total cost \$ \_\_\_\_\_ Cost detail \_\_\_\_\_