



**CITY OF CULVER CITY
CULVER CITY HOUSING AUTHORITY
SECTION 8 HOUSING CHOICE VOUCHER
PROJECT-BASED VOUCHER PROGRAM**

REQUEST FOR PROPOSALS

**RELEASE DATE:
MONDAY, DECEMBER 02, 2024**

**PROPOSALS SUBMISSION DATE:
THURSDAY, JANUARY 09, 2025
4:00PM PST**

Submit one (1) hard copy original and one (1)
electronic copy to:
CULVER CITY HOUSING AUTHORITY
9770 CULVER BLVD.,
CULVER CITY, CA 90232
HOUSING DIVISION
Contact Person: Tevis Barnes
tevis.barnes@culvercity.org or
310.253.5780

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1. INTRODUCTION

The Culver City Housing Authority (CCHA) is inviting owners/developers of multi-family rental projects to submit proposals for participation in the Section 8 Housing Choice Voucher (HCV) Project-Based Voucher Program (PBV). **PBV assistance is available for up-to 50 units under this RFP.** Applications will be accepted for substantial rehabilitation or new construction units.

A housing unit will be considered a new construction unit if construction has not started at the time of CCHA selection and will not start until all post-selection requirements are met. A substantial rehabilitation will be an extensive structural repair or extensive remodeling and requires a building, electrical, plumbing, or mechanical permit for the tenant's dwelling unit. All financing of project costs and operating expenses will be the responsibility of the owner/developer.

2. PROGRAM OVERVIEW AND REQUIREMENTS

A. Culver City Housing Authority Profile

The CCHA operates the HCV, also known as Section 8, which is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. The CCHA is a small Public Housing Agency (PHA) serving the City of Culver City with a target of Section 8 HCV PBV for households whose incomes fall at or below 50% of the Area Median Income (AMI) in Los Angeles County.

The CCHA works to expand the supply of assisted housing, maintaining the quality of assisted housing, promoting self-sufficiency of families and individuals, increasing awareness of housing choices, and working with federal representatives to improve and expand rental opportunities for lower income households.

B. Background and Purpose

The PBV Program is a component of the CCHA's Section 8 HCV Program. The US Department of Housing and Urban Development (HUD) allows a PHA to set aside up-to approximately 20% of its tenant-based vouchers for project-based assistance, plus an additional 10% for projects providing supportive services. Unlike tenant-based assistance where the rental subsidy is attached to the tenant, the rental subsidy in a project-based assistance program is attached to the unit or building. The purpose of the PBV Program is to: 1) expand housing and economic

opportunities for homeless, very low and low-income households; 2) maintain full utilization of allocated vouchers; and 3) prevent the concentration of poverty. The City of Culver City is experiencing a shortage in affordable housing units with a particular interest in housing opportunities for the homeless. The CCHA desires to secure and preserve affordable rental housing within the City of Culver City.

C. Description of Project-Based Voucher Program

Under the PBV program, the CCHA will attach a Housing Assistance Payments (HAP) Contract to the selected housing development after construction is completed. For new construction projects, please note a selected project cannot begin construction until all post-selection requirements (see Section 4H) are met, and the CCHA and the owner(s)/developer (s) have executed an Agreement to Enter into Housing Assistance Payments Contract (AHAP). The AHAP stipulates the conditions under which the owner agrees to construct the units to be subsidized and under which the CCHA agrees to subsidize the units upon satisfactory completion of construction. All units must meet HUD-established Housing Quality Standards (HQS) inspection and other requirements before assistance can commence. Upon meeting all requirements, a HAP Contract will be executed between CCHA and the owner/developer for the specified units for a term of up to 20 years, as determined by the CCHA. Contract renewal after the initial period may occur at the sole option of CCHA for such period (not to exceed an additional 20 years) as CCHA determines appropriate to expand housing opportunities and to achieve long-term affordability. All HAP Contract renewals are contingent upon the future availability of the appropriated HUD funds for the HCV Program.

The HAP Contract establishes the initial rents for the units and describes the responsibilities of the CCHA and the owner/developer. Rental units must be occupied by eligible households. An eligible household will generally meet HUD established income limits for Very Low Income (50% of AMI) households. Additional income limits may apply for tax credit or otherwise restricted properties.

D. Number of PBV Available

CCHA will make up-to 50 project-based vouchers available for substantial rehabilitation or new construction projects that will serve the homeless, very-low and low-income populations (incomes at or below 50% of the area median income) in the City of Culver City.

E. Cap on Number of PBV Units in a Project

CCHA may not select a proposal to provide PBV assistance for units or enter into an AHAP contract or a HAP contract if more than 25 percent of the total number of dwelling units in the project **or 25 units in a project, whichever is greater** would receive PBV assistance. *If the proposed project will provide supportive services to the project occupants, an exception may be made to exceed the 25 percent cap with HUD approval.*

F. PBV Program Contract Assistance and Term

New Construction Housing Term

Selected projects may not begin new construction until all post-selection requirements (see Section 4H below) are met and CCHA and the owner/developer have executed an AHAP. Upon satisfactory compliance with all post-selection requirements, satisfactory compliance with provisions of the AHAP, completion of new construction and a successful HQS inspection, the HAP contract will be executed between CCHA and the owner/developer for specified units, for an initial term of up-to 20 years. The length of the term is at the discretion of the CCHA.

G. Contract Assistance

Rental assistance is provided while eligible households occupy the units. An eligible household generally must not exceed the HUD-established very low-income limit (50% AMI) at the time of admission, adjusted for household size. A household who resides in a PBV unit for at least one year may move with continued rental assistance under the tenant-based Section 8 HCV Program if assistance is available. The PBV unit must then be rented to a new eligible household from project wait list. PBV units must be leased to eligible households for the full term of the HAP contract.

H. Rent Limits

The amount of rent will be determined in accordance with HUD Regulations.

Current CCHA Payment Standards

| Effective Date | 0-Br | 1-Br | 2-Br | 3-Br | 4-Br |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| January 01, 2025 | \$2100 | \$2356 | \$2974 | \$3781 | \$4190 |

Certain Low-Income Housing Tax Credit (LIHTC) Units

Certain LIHTC units' rent limits are determined differently than for other PBV units. These different limits apply to contract units that meet all of the following criteria:

- The contract unit receives a LIHTC under the Internal Revenue Code of 1986;
- The contract unit is not located in a qualified census tract (QCT). A QCT is any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50% of households have an income of less than 60% of the Area Median Gross Income or where the poverty rate is at least 25% and where the census tract is designated as a QCT by HUD.
- There are comparable LIHTC units of the same bedroom size as the contract unit in the same building, and the comparable LIHTC units do not have any form of rental assistance other than the LIHTC; and
- The LIHTC rent exceeds the CCHA Payment Standards.

For contract units that meet all of these criteria, the rent to owner/developer must not exceed the lowest of:

- The LIHTC rent minus any utility allowance
- The reasonable rent; or the rent requested by the owner/developer

I. Participant Eligibility

The CCHA will determine eligibility for participation in the project-based assistance program in accordance with HUD requirements and CCHA Section 8 HCV Administrative Plan. All assisted units must be leased to eligible households. Leasing of units to ineligible tenants is a violation of the HAP Contract and will result in the loss of the rental subsidy.

J. Selection from the Waiting List

Tenants who will occupy units with PBVs selected via this RFP must be selected from the project wait list established by the owner/developer and will be subject to all rules, regulations and priorities established for the wait list in the CCHA Section 8 HCV Administrative Plan.

Owners/Developers must select applicants from their own waiting lists. The owner/developer is responsible for notifying CCHA of vacant units and the appropriate household size. Applicants pulled in order from the project's waiting list, and who are of the appropriate household size and specifications for the unit, will be determined to the owner/developer.

3. PROJECT SELECTION

Owners/developers are responsible for the screening and selection of applicants pulled from the project's waiting list. The owner's/developer's procedures must be consistent with the purpose of improving housing opportunities for homeless, very low- and low -income households. Selection must be in accordance with fair housing and other applicable laws and regulations.

A. Project Eligibility Threshold

In order for an owner/developer to be considered under this RFP, a project must meet **all** of the following:

1. The proposed project must be located in the City of Culver City.
2. The proposed project must **not** have started construction at the time of selection for PBV (and cannot start construction until all post-award conditions are met and an AHAP is signed). Before selecting a new construction project and before an AHAP is signed, the CCHA will make a site inspection to verify this condition.
3. The proposed project must be ready to start construction within 18 months of selection for PBV assistance.
4. Proposed projects must be located in a census tract with a poverty rate no higher than 20% based on 5-year tabulations from the American Community Survey (ACS).
5. Applicant must have site control or submit evidence to indicate that the needed approval/ documentation for site control is likely to be

obtained and will not delay the project.

6. Applicant must submit evidence that the proposed new construction is permitted by current zoning ordinances or regulations or submit evidence to indicate that the needed rezoning is likely to be obtained and will not delay the project.
7. The proposed project must be financially feasible as determined by the CCHA.

B. Ineligible Projects

Ineligible Housing Types (24 CFR 83.53)

CCHA may not attach PBV assistance to:

- Shared housing units;
- Units on the grounds of a penal reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities);
- Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- Manufactured homes;
- Transitional housing.

In addition, CCHA may not attach PBV assistance to a unit occupied by an owner and CCHA may not select or enter into an AHAP or HAP contract for a unit occupied by a household ineligible for participation in the PBV program. Finally, PBV assistance may not be attached to units for which construction has started after the proposal submission and prior to execution of the AHAP. Please see 24 CFR 983.53 for a complete list of ineligible property types.

Ineligible Subsidized Housing (24 CFR 983.54)

CCHA may not attach PBV assistance to any of the following types of subsidized housing:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that CCHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly households with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
 - Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;

- A unit subsidized with any form of tenant-based rental assistance; or
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or CCHA in accordance with HUD requirements.

C. Site Inspection and Site Selection Standards

Deconcentration of Poverty

CCHA may not select a proposal for PBV housing on a site or enter into an AHAP or HAP contract for units on the site unless CCHA has determined that PBV assistance for housing at the selected site is consistent with its goal of deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal CCHA will limit approval of sites for PBV housing to census tracts that have poverty concentrations of 20 percent or less.

Site and Neighborhood Standards for New Construction (24 CFR 983.57(e))

In order to be selected for PBV assistance, a site for new construction must meet the following HUD-required site and neighborhood standards:

- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
- The site must have adequate utilities and streets available to service the site;
- The site must not be located in an area of minority concentration unless CCHA determines that sufficient, comparable opportunities exist for housing for minority households in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;
- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area;
- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- The neighborhood must not be one that is seriously detrimental to household life or in which substandard dwellings or other undesirable conditions predominate;
- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

D. Federal Requirements

Certain other Federal requirements also apply to PBV assistance, including, but not limited to:

1. Fair Housing: Nondiscrimination and equal opportunity. See 24 CFR 5.105(a) and Section 504 of the Rehabilitation Act.
2. Environmental Review: See 24 CFR parts 50 and 58 and 24 CFR part 983.58.
3. Debarment: Prohibition on use of debarred, suspended, or ineligible contractors. See 24 CFR 5.105(c) and 2 CFR part 2424.
4. Uniform Relocation Act: A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24.
5. Labor Standards: For new construction, regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), 29 CFR part 5, and other federal laws and regulations pertaining to labor standards applicable to an AHAP covering nine or more assisted units.

E. Federal Program Regulations and CCHA Program Policies

The information contained in this RFP is a summary overview of the PBV Program. CCHA does not warrant that it is exhaustive and bears no responsibility for its completeness. All persons submitting proposals are encouraged to read the HUD regulations on the PBV Program for a full description of PBV requirements. The regulations can be found at: 24 CFR part 983.

4. PROPOSAL SUBMITTAL AND PROCESSING

A. Organization of Submitted Materials

All proposals must be legibly typed and neatly organized and presented.

B. Submittal should include the following:

1. A description of the housing to be constructed or rehabilitated, including the number of units by size (square footage), bedroom count, bathroom count, sketches of the proposed new construction or rehabilitation, unit plans, listing of amenities and services, and estimated date of completion. For rehabilitation, the description must describe the property as is and must also describe the proposed rehabilitation.
2. Evidence of site control, and for new construction identification and description of the proposed site, site plan and neighborhood.
3. Evidence that the proposed new construction or rehabilitation is permitted by current zoning ordinances or regulations, if applicable.
4. Evidence to indicate that the needed re-zoning is likely and will not delay the project, if applicable.
5. The proposed contract rent per unit, including an indication of which utilities, services, and equipment are included in the rent. For those utilities that are not included in the rent, an estimate of the average

monthly cost for each unit type for the first year of occupancy.

C. A Statement Identifying:

1. The number of persons (families, individuals, businesses and nonprofit organizations) occupying the property on the date of submission of the application.
2. The number of persons to be displaced, temporarily relocated or moved permanently within the building or complex.
3. The estimated cost of relocation payments and services, and the sources of funding.
4. The organization(s) that will carry out the relocation activities.
5. The identity of the owner/developer, project principals, names of officers, principal members, shareholders, investors and other parties having substantial interest.
6. Certification showing that the above-mentioned parties are not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs; and a disclosure of any possible conflict of interest by any of these parties that would be a violation of the AHAP or the HAP Contract.
7. Information on the qualifications and experience of the principal participants. Information concerning any participant who is not known at the time of the owner's submission must be provided to the CCHA as soon as the participant is known.
8. The owner's plan for managing and maintaining the units.
9. If supportive services will be provided, the identity of the organization that will provide the supportive services, a list of the supportive services to be provided and if the supportive services will be provided onsite or off-site.
10. Evidence of financing or lender interest and the proposed terms of financing.
11. Copy of the proposed project's pro forma
12. The proposed term of the HAP Contract; and
13. Any other information the CCHA believes necessary.

D. Submittal Deadline

Proposals are due by **4:00 p.m. PST on Thursday January 09, 2025**. Submit one (1) original hard copy and one (1) electronic

copy to Tevis Barnes at:

CULVER CITY HOUSING AUTHORITY
9770 CULVER BLVD.
HOUSING DIVISION
CULVER CITY, CA 90232
tevis.barnes@culvercity.org

Only proposals submitted in response to this RFP will be accepted for consideration. Proposals must respond to all requirements as outlined in the RFP. Proposals submitted after the deadline will not be accepted. Proposals will not be accepted based on mail postmark.

Delays in mail service or other methods of delivery will not excuse late proposal delivery. CCHA reserves the right to cancel this RFP, or to re-open this RFP and to solicit additional proposals.

E. Proposal Review and Selection

CCHA will review, evaluate, rank, and select the proposals according to this RFP. If a CCHA-affiliated project is selected for PBV, the local HUD field office or its authorized designee must review and approve the selection procedures.

Prior to selection, the CCHA will determine that each proposal is responsive to and in compliance with CCHA and with HUD program regulations and requirements at 24 CFR part 983.

Proposals that meet the project thresholds outlined in Section 3A above will be evaluated and ranked according to the factors described in Section 5 of this RFP. A ranking list will be prepared according to points awarded to each proposal.

The proposals scoring the highest points in Section 5 will be awarded project-based vouchers up to the amount requested and in accordance with the specified limits.

CCHA may, at its discretion, select one or more or none of the proposals submitted. CCHA reserves the right to postpone or cancel the final award of the proposals at CCHA convenience.

CCHA will promptly notify the selected owner(s)/developer(s) in writing of their selection for the PBV program. CCHA will also notify, in writing, all owners/developers that submitted proposals that were not selected and advise such owners/developers of the name of the selected owner(s)/developer(s).

Documents regarding CCHA's basis of selection for the PBV proposal will be made available for inspection upon a public records request, excluding sensitive owner/developer information such as financial statements and similar information about the owner.

F. Incomplete and Non-Responsive/Non-Compliant Proposals

If CCHA determines that a proposal is non-responsive or non-compliant with this RFP, written selection criteria and procedures or HUD program regulations, the proposal will be rejected and returned to the applicant with notification stating the reason for rejection. In cases where the proposal meets the minimum information requirements but is defective through typographical or minor calculation errors, the proposal will be processed.

CCHA reserves the right to reject a proposal at any time for misinformation, errors or omissions of any kind, no matter how far such proposal has been processed.

G. Withdrawal of Proposal

Applicants may withdraw their proposals before or after the RFP submittal deadline by submitting a written request to CCHA.

H. Proposal Cost

All costs incurred in the preparation of the proposal are the responsibility of the applicant. All documents submitted as part of the proposal will become property of CCHA. Any material submitted that is confidential must be clearly marked as such.

I. Equal Opportunity

CCHA is an Equal Opportunity Business Enterprise which promotes competitive solicitations and does not discriminate on the basis of race, color, religion, creed, national origin, sex, disability, age or sexual orientation.

CCHA encourages Minority, Small, Women- and/or Disabled-owned Business Enterprises to respond to this solicitation.

J. Post Award Conditions

New Construction Units

HUD regulations require that new construction units complete the following items before CCHA and the owner/developer can execute an AHAP:

1. *Subsidy Layering Review (SLR)*: PBV projects that utilize LIHTCs or other governmental housing assistance from federal, state or local agencies are subject to a SLR (see 24 CFR 983.55) to prevent excessive public assistance for the project. Applicants utilizing LIHTCs have the option to have the California Tax Credit Allocation Committee perform the SLR, otherwise, applicants will be required to submit documents to CCHA that will then be submitted to HUD or its designee for the SLR approval.
2. *Environmental Review*: PBV activities are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The owner must obtain documentation of environmental clearance from the Responsible Entity (i.e., the city or county) that conducted or approved the environmental review (see 24 CFR 983.58).
3. *Determination of Initial Contract Rent*: CCHA will determine the estimated and actual amount of initial rent to the owner/developer according to 24 CFR 983.301. The AHAP states the estimated amount of the initial rent to owner; the actual amount of the initial rent to owner/developer is established at the beginning of the HAP contract term.

The following items must be completed before CCHA and the owner/developer can execute a HAP contract:

1. CCHA has inspected each contract unit in accordance with 24 CFR 983.103(b) and has determined that the unit fully complies with HQS.
2. The owner has provided evidence that certifies that the units have been completed in accordance with the AHAP. Completion of the units by the owner and acceptance of units by CCHA are subject to the provisions of the AHAP (see 24 CFR 983.155 and 24 CFR 983.156).

K. Post Award Costs

All costs for the SLR, environmental review, appraisal (if required for establishment of rent), Davis Bacon monitoring and any and all other costs that may be associated with processing and approval of the proposal are the responsibility of the owner/developer and shall not be paid by CCHA.

L. Appeals and Remedies

It is CCHA's policy to resolve all contractual issues informally at the CCHA level, without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the CCHA level. When appropriate, the CCHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. HUD will only review protests in cases of violations of Federal law or regulations and failure of the CCHA to review a complaint or protest.

Any actual or prospective applicant may protest the solicitation or award of a contract. Any protest against the award of a contract must be received within ten (10) calendar days after the contract award, or the protest will not be considered. All RFP protests shall be in writing, submitted to the CCHA representative referenced above for application submission, who shall issue a written decision on the matter. The CCHA may suspend the selection/award pending resolution of the protest, if warranted by all facts presented.

5. FACTORS FOR SCORING AND RANKING PROPOSALS

Please only submit a proposal if the project meets the threshold criteria mentioned in Section 3A above.

Each category will be accounted for in determining which proposed project is selected. Attach any supporting documentation. Any inaccurate information will result in reduced points.

A. Local Experience / Administrative Capacity **20 Points**

Detailed description of experience developing and/or providing affordable housing in Culver City or surrounding area - an owner/developer with local affordable housing ownership/management experience will likely have a streamlined lease-up, lower vacancy rates, and higher tenant retention/satisfaction.

B. Need **20 Points**

The extent to which the proposed housing project addresses housing needs in the community. The owner/developer must describe how the proposed project will meet the needs of the Culver City community. The proposed project provides permanent supportive housing intended to serve homeless individuals and families and very-low and low-income households. The proposed project's dwelling unit design and floor plan, accessibility/adaptability, and resident services takes into consideration the diverse needs of future residents.

C. Mixed Income**20 Points**

Substantial rehabilitation or new construction development proposals that will provide up-to 50 PBVs to provide permanent supportive housing intended to serve homeless individuals and families who are the most vulnerable in the community. A fraction of the PBVs may be utilized for lower-income households up-to 50% of the Los Angeles County Area Median Income adjusted for household size.

D. Financial/Marketability**20 Points**

Operating budget evidence project financial stability and sustainability. Proposed rents and expenses are reasonable per market standards. Replacement and operating reserves are adequate

E. Supportive Services**20 Points**

The Proposed project must provide supportive services to project residents. Supportive services may be provided onsite or offsite. The supportive services at a minimum shall include:

- Educational and vocational training
- Transportation Assistance
- Finance and Budgeting Skills
- Childcare Assistance
- Life Skills Training
- Nutrition Support
- Mental Health Services

For each category, please indicate the number of points for which your project qualifies. Indicate the number of points next to maximum possible points (The chart below may be recreated on a separate sheet in the proposal).

| <u>FACTORS FOR SCORING AND RANKING PROPOSALS</u> <u>(SUBSTANTIAL REHABILITATION/NEW CONSTRUCTION)</u> | Maximum Possible Points | Your Proposal Points |
|--|-------------------------------|----------------------------|
| 1. Local Experience/Administrative Capacity | 20 | |
| 2. Need | 20 | |
| 3. Mixed Income | 20 | |
| 4. Financial/Marketability | 20 | |
| 5. Supportive Services | 20 | |
| | | |
| <i>Total</i> | 100 | |

6. REQUEST FOR PROPOSALS QUESTIONS

Questions regarding this RFP should be directed to Tevis Barnes, Housing and Human Services Director, at tevis.barnes@culvercity.org. All questions must be submitted by Tuesday, December 10, 2024, by 3pm (PST). On Tuesday, December 17, 2024, at 9am (PST) a non-mandatory pre-proposal conference (Conference) will be held virtually via WebEx. All parties interested in attending the pre-proposal conference must contact Tevis Barnes, at tevis.barnes@culvercity.org by Thursday, December 12, 2024 5pm(PST) and provide the email address of all who wish to reserve a space to attend. To the extent feasible, both questions received in advance and those posed at the conference will be answered at the Conference. Following the Conference, all registered applicants will receive responses to questions (those discussed at the Conference and submitted otherwise) and any addenda that may be released, via e-mail. See schedule below for dates and times.

7. SCHEDULE

The CCHA PBV RFP implementation schedule is as follows:

| | |
|--|---|
| Issue RFP: | Monday, December 02, 2024 |
| Deadline for questions: | Tuesday, December 10, 2024, 3PM |
| Non-mandatory pre-proposal conference: | Tuesday, December 17, 2024, 9 AM* |
| Response to questions: | Thursday, December 19, 2024 |
| Proposals due: | Thursday, January 09, 2025, 4 PM |
| Interviews: | Week of January 20, 2025 |
| Selection: | February 2025 |

*Note - A WebEx invite will be transmitted by the morning of December 16, 2024, prior to the pre-proposal conference.

8. SUPPLEMENTAL TERMS AND CONDITIONS

- A.** Submission of a proposal shall be deemed a binding offer to enter into a contract with the City. Any proposed modifications to the agreement shall be signed by the successful Proposer and returned, together with the certificate of insurance required pursuant to said Section of the Agreement within ten (10) days after the Notice of Award.
- B.** All Proposers shall be presumed to understand all of the terms, conditions and requirements of the agreement as stated in the specifications and to be thoroughly familiar with the project.
- C.** The selected Proposer shall be required to obtain all applicable Culver City permits and business licenses. The Business Licensing Division may be reached at (310) 253-5888. The cost of these items shall be included in the total proposal price.
- D.** Any proposal may be withdrawn prior to the RFP opening time provided that the request is in writing and signed by the authorized representative. The withdrawal of a proposal shall not prejudice the right of the Proposer to file a new proposal to the time and date set for the opening of proposals. No proposal received after the time fixed for the RFP opening will be considered.
- E.** Subsequent to the RFP opening, a Proposer shall be relieved of a proposal due to mistakes only if the Proposer can establish to the satisfaction of the CCHA that all of the following circumstances exist:
 - a. A mistake was made;
 - 1. The Proposer gave the CCHA written notice within five (5) days after the opening of the proposals of the mistake; specifying in the notice, in detail, how the mistake occurred;
 - 2. The mistake made the proposal materially different than the Proposer intended it to be; and
 - 3. The mistake was made filling out the proposal and not due to error in judgment or to carelessness in reviewing the scope of service or specifications as stated in the RFP.
- F.** The City reserves the right to seek supplemental information from any proposer at any time between the dates of proposal submission and the RFP award. Such information will be limited to clarification or amplification of questions asked in the original proposal. Any proposer may be subject to personal interview and inspection of their business premises prior to award.
- G.** The CCHA reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of proposal or all items of proposal if deemed in the best interest of the CCHA. In addition, the City reserves the right to do any, or all, of the following:

1. Reject any or all proposals or make no award;
 2. Issue subsequent RFP;
 3. Cancel the RFP;
 4. Remedy technical errors in the request for proposals;
 5. Modify any requirements contained within the RFP and request revised submittals from Proposers determined to be within the competitive range;
 6. Award a contract to one or more Proposers;
 7. Accept the written proposal as an offer, without negotiation and issue a notice to proceed, if applicable.
- H. The CCHA reserves the right to contract with any of the organizations responding to this RFP based solely upon its judgment of the qualifications and capabilities of that organization.
- I. All materials submitted regarding this RFP become the property of the CCHA. Responses may be reviewed by any person at RFP opening time and thereafter. The CCHA has the right to use any or all collection ideas presented in reply to this request, subject to the limitations outlined in Proprietary Information below. Disqualification of a proposer does not eliminate this right.
1. *Proprietary Information* – Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable City Procurement Regulations and the California Public Records Act.
- J. The CCHA is not liable for any cost incurred by proposer prior to issuance of an agreement, contract, or purchase order.

9. LEGAL REQUIREMENTS

All proposers must meet the following contractual and legal requirements in order to enter into a contractual agreement with the CCHA:

A. PROHIBITED INTERESTS

1. Contractor warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for Contractor, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for Contractor, any fee, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For violation of this warranty, the City shall have the right to annul this contract without liability;

2. Contractor agrees that, for the term of this Contract no member, officer, or employee of the City, or of a local public body during his/her employment for one (1) year thereafter, shall have any interest, direct or indirect, in this contract, or to any benefit arising thereof ;
3. The employment by Contractor of personnel on the City's payroll will not be permitted in the execution of this contract, even though such employment may be outside of the employee's regular working hours or on Saturdays, holidays, or vacation time; further, the employment by the Contractor of personnel who have been on the City's payroll within one (1) year prior to the date of contract award, where such employment is caused by and/or dependent upon Contractor securing this or related contract with the City, is also prohibited.

B. ANTI-LOBBYING PROVISION:

1. During the period between proposal submission date and the contract award, proposers, including their agents and representatives, shall not directly discuss or promote their proposal with any member of the City of Culver City, City Council or City staff except in the course of City-Sponsored inquiries, briefings, interviews, or presentations, unless requested by the CCHA;
2. This provision is not meant to preclude offerors from discussing other matters with City Council members or City staff. This policy is intended to create a level playing field for all potential offerors, assure that contract decisions are made in public, and to protect the integrity of the RFP / Bid Evaluation process. Violation of this provision may result in rejection of the offeror's proposal.

C. NON-DISCRIMINATION PROVISION:

The City of Culver City encourages the participation of Small Business Enterprises (SBEs) and Disadvantaged Business Enterprises (DBEs) in its procurement and contracting activities. The City reaffirms its commitment to award its contracts and purchase orders in a non-discriminatory manner regardless of the individual's or entity's gender, gender identity, gender expression, sexual orientation sex, age, physical and/or mental disability, medical condition, genetic information, marital status, race, color, religious creed, ancestry, national origin and military and/or veteran status.

D. PROTECTION OF RESIDENT WORKERS:

Protection of Resident Workers: The City of Culver City actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S.

The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.