



## REQUEST FOR PROPOSALS

ON-CALL SURVEY CONSULTANT SERVICES  
FOR THE  
PUBLIC WORKS DEPARTMENT, ENGINEERING  
CITY OF PASADENA, CALIFORNIA

**Attachments:**

- A - Master Services Contract
- B - DISQUALIFICATION\_DISCLOSURE (4)
- D - REQUIRED FORMS - AAs - SIG-LEGAL-STATUS - DECLARATION OF NONCOLUSION 08022024 v2
- E - RELEVANT EXPERIENCE FORM
- F - CONFLICT\_OF\_INTEREST (5)
- H - Pasadena\_Taxpayer\_Protection\_Amendment\_Disclosure (2)
- I - DESIGNATED REPRESENTATIVESdocx
- N - Civil\_Litigation\_History\_Certification\_(2) (1)
- O - IDENTITY\_CONFIRMATION,\_INCUMBENCY,\_CERT\_OF\_SEC\_OF\_CORP,\_AND\_RESOLUTION
- P - PROFESSIONAL\_SERVICES\_INSURANCE REQUIREMENTS



## 1. Introduction

### 1. *Summary*

The City is seeking the services of a qualified firm to provide on-call survey consultant services. The selected consultant will perform subdivision map checking services, legal description preparation, and boundary survey work for various private development projects as directed by the City on an as needed basis. In addition, the selected consultant will perform land surveying field work and associated office work for various City projects as directed by the City on an as needed basis.

### 2. *Background*

The City of Pasadena is an ethnically diverse community that is home to approximately 142,017 people. Pasadena is the ninth-largest city in Los Angeles County. It is one of the primary cultural centers of the San Gabriel Valley. The City covers approximately 22.5 square miles, with an average of ten residents per acre. The median age of its residents is approximately 36.9 years. There are over 100,000 jobs in a wide variety of industries in the City of Pasadena.

### 3. *Contact Information*

#### **Deadline for Questions**

The deadline to submit questions related to this solicitation is Tuesday, July 7, 2026, prior to 5:00 pm.

Questions regarding this solicitation should be submitted directly to the Project Contact listed below. Do not contact any City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

#### **Project Contact:**

**Yannie Wu-Bowman**

Principal Engineer

Email: [ywu-bowman@cityofpasadena.net](mailto:ywu-bowman@cityofpasadena.net)

Phone: [\(626\) 744-3762](tel:(626)744-3762)

#### **Procurement Contact:**

**Antonio Watson**

Project Manager

Email: [awatson@cityofpasadena.net](mailto:awatson@cityofpasadena.net)

Phone: [\(626\) 744-8382](tel:(626)744-8382)

#### **Department:**

Public Works Department, Engineering

### 4. *Timeline*



Release Project Date	June 22, 2026
Question Submission Deadline	July 7, 2026, 5:00pm
Proposal Submission Deadline	July 21, 2026, 5:00pm



## 2. General Instructions

### 1. ***NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT***

All responses to this Request for Proposal (RFP) accepted by the City of Pasadena (City) shall become the exclusive property of the City. At such time as the City Manager recommends a contractor to the City Council, and such recommendation, with any recommended contract appears on the Council agenda, all proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the contractor as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a contractor desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

### 2. ***Eligibility Requirement***

Proposer must possess and provide the following licenses or certifications to be deemed qualified to perform the work specified:

California Professional Engineering License, California Professional Land Surveyor License

### 3. ***Electronic Submission and Delivery Instructions***

Parties interested in responding are required to submit proposals electronically through the City of Pasadena's [eProcurement Portal](#) no later than 5:00 pm on Tuesday, July 21, 2026. Please upload sufficiently early electronically through the city's eProcurement Portal before the time and day listed in the Notice Inviting Proposals. Proposals must be received in the system prior to the deadline.

The entire proposal must be formatted on standard-size 8½"x11" pages; 12 point font only. The "Technical Proposal," "Additional Data," and "Statement of Qualifications" can be no more than 30 grand total pages.

The Price Proposal must include all costs associated with the Technical Proposal as described in the Price Proposal instructions in the "[#Proposer's Submittals/Checklist](#)."

The Technical Proposal should disclose your technical approach in as much detail as possible, including, but not limited to, the requirements of the technical proposal instructions. Along with all required forms and submittals (See [#Attachments](#), and [#Proposer's Submittals/Checklist](#). No Pricing shall be included in this part.

Proposals received after the Proposal Deadline may not be accepted by the City.

### 4. ***Technical Proposal***



The proposal must be prepared in two parts: a "Technical Proposal" and a "Price Proposal." Each of the parts shall be separate and complete in itself so evaluation of one may be accomplished separate from the evaluation of the other. The Technical Proposal should disclose your technical approach in as much detail as possible, including, but not limited to, the requirements of the technical proposal instructions. Along with all required forms and submittals (See [#Attachments](#), and [Submittals/Checklist](#). No Pricing shall be included in this part.

### ***5. Separate Sealed Price Proposal***

The Sealed Price Proposal must include all costs associated with the Technical Proposal as described in the "[Submittals/Checklist](#)."

Parties interested in responding are required to submit their Sealed Price Proposal with their Technical proposal through the City's eProcurement Portal.

The pricing must include the total price proposed to accomplish all the performance and deliverables requested in this RFP, and offered by your firm. Each Proposer must submit a Sealed Price Proposal containing all costs associated with the technical proposal. The price proposal shall describe both the total and the detailed price for which the consultant will commit to complete the total scope of work and end products. The price proposal detail shall describe costs for each professional's time, for the completion of each proposed task, and for all materials and supplies.

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Costs shall include the proposed costs and, if necessary, the approximate number of hours to provide the services as described in your proposal. Any additional fees outside the scope of the agreement must be approved in writing before commencing services for said fees. Vendor's RFP response must be inclusive of all costs and expenses associated with travel, lodging, and any other incidental costs. The City will not separately reimburse costs not included in the proposal.

### **Reference PRICE PROPOSAL.**

Reimbursable cost schedules shall depict only those expenditures that are exclusive to and in support of the scope of services. The proposed reimbursable cost schedule shall include a detailed list of reimbursables.

Each Proposer must submit a PRICE Proposal containing all costs associated with the technical proposal. Using the attached Price Proposal in this RFP, provide Proposer's lump-sum price for performing all services and work called for in the SCOPE OF WORK. The Proposer's lump-sum price shall include, without limitation:

- all designs, equipment, materials, labor, insurance and bond premiums, home office, jobsite, and other overhead, profit and services relating to the Proposer's performance of its obligations under the Contract (including all work, equipment, materials, labor, and services provided by subcontractors and intellectual property rights necessary to perform the work);  
performance of each and every portion of the work



- all costs of obtaining Government approvals other than Government approvals that are the responsibility of the City of Pasadena;
- all costs of compliance with Government rules, except to the extent such compliance is the responsibility of the City of Pasadena;
- all taxes, duties, permits, and other fees or royalties incident to the performance of the SCOPE OF WORK;  
payment of all salaries, wages, benefits, and expenses of the Proposer's employees;  
compensation for all risks, liabilities, and contingencies assigned to the Proposer; and
- all other costs needed or incurred to complete the Project.
- all ProForma Submission Requirements (if required)

## **6. *Pre-Proposal Meeting***

See the "Timeline" in the Introduction section ([#Introduction](#)). If there is a Mandatory pre-proposal meeting, bidders/proposers are required to attend at the time, date, and location included in the Timeline. If there is a Non-Mandatory pre-proposal meeting, bidders/proposers are not required to attend.

Each bidder/proposer will have the opportunity to clarify and ask questions regarding the Specifications. The Pre-Proposal Meeting will be held at the time, date, and location in the Timeline of this solicitation.

## **7. *Definitions***

The words (A) "City", (B) "Department", (C) "Director", or (D) "Contractor", as used in this RFP, shall be understood to refer respectively to (A) the City of Pasadena, California; (B) the several departments therein; (C) the directors of the several City departments; or any of their properly authorized assistants; and ( D) the person, firm or corporation with whom the contract is made by said City or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.



### **3. General Requirements**

#### ***1. Standard terms and conditions***

Prior to the award of any work hereunder, City and contractor shall enter into a written contract in substantially the form attached hereto with such revisions thereto as the City may determine necessary and appropriate. PROPOSERS responding to this RFP are strongly advised to review all the terms and conditions of the contract, and shall be deemed to have accepted them.

#### ***2. Firm commitment of availability of service***

Once a proposal is opened, a PROPOSER is expected to maintain an availability of service as set forth in its proposal for at least four months after date for opening proposals.

#### ***3. Relevant Experience***

The Statement of Qualifications and Experience shall include, but not be limited to, the following information:

A. The Proposer should state the project management team's qualifications and experience.

B. A listing of at least three (3) recent, similar services that the firm was engaged in for other public agencies. Include a description of the summary of work performed, the total cost, the period over which the work was completed; and the name, title, and phone numbers of the clients to be contacted for references.

C. The resumés of key staff, their proposed area(s) of responsibility, a brief description of their professional qualifications and experience in those areas, and copy of applicable professional licenses, including an identification of the principal/representative of the Proposer authorized to act on the behalf of the Proposer and who shall be responsible for directing all activities of the Proposer and devoting sufficient time to personally supervise the provision of services.

#### ***4. Reservations***

The City reserves the right to reject any or all bids or proposals and any item or items therein, and to waive any non conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require.

#### ***5. Documents to be construed together***

The Request for Proposal (RFP), the Proposal, the Non Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Contractor and the City, and all modifications of said documents, shall be construed together.

#### ***6. Patent fees; patent, copyright, trade secret and trademark fees***

Each PROPOSER shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.





## **7. PUBLIC CONTRACT CODE SEC. 9204 NEW PUBLIC WORKS CLAIMS PROCEDURE**

Observe attached details regarding Public Contract Code Section 9204. AB 626, approved by the Governor on September 29, 2016, created a new Public Contract Code Section 9204, which specifies new procedural requirements for claims submitted by a contractor on any public works project. These new requirements contain burdens for both private contractors and public entities and are specifically made applicable to charter cities.

## **8. Request for Proposal (RFP) quantities:**

The quantities contained in the RFP documents are approximate only and are for the sole purpose of comparing proposals. The City may, in accordance with the specifications, request additional services as necessary at the City's sole discretion, as increased by the unit price noted and payment will be made for the amount of services actually provided as determined by the City and accepted at the unit prices noted in the proposal.

## **9. Price Adjustment Clause**

At the conclusion of the first contract year and prior to the commencement of the second contract year or any subsequent contract extension period, the contractor may request unit price increases. Under no circumstances shall the City accept price increases, which exceed the rate of the then current Consumer Price Index (C.P.I.) "All items in Los Angeles-Long Beach-Anaheim, CA, all urban consumers, not seasonally adjusted" for the latest available preceding 12 month period. The percentage increase shall be a 12 month percentage increase for the first month of the subsequent contract year(s).

## **10. CHANGE ORDER MANAGEMENT**

CHANGE ORDER MANAGEMENT Any additional work identified during the course of the project that is deemed necessary, but outside the original Scope of Services, must be recorded as a Change Order and approved by the City Project Manager in writing before work is started.

## **11. Taxpayer Protection Act**



Under the provisions of the City of Pasadena Taxpayer Protection Act ("TPA"), the Contractor/Organization will be considered a "recipient of a public benefit." The full provisions of the TPA are set forth in Pasadena City Charter, Article XVII. Under the TPA, City public officials who approve this Contract are prohibited from receiving specified gifts, campaign contributions or employment from Contractor for a specified time. As well, if this Contract is to be approved by the City Council, Councilmembers or candidates for Council are prohibited from receiving campaign contributions during the time this Contract is being negotiated (from the due date for an RFP response until award of a contract; this restriction does not apply to competitive and noticed low bid contracts). This prohibition extends to individuals and entities that are specified in the TPA and includes Contractor/Organization and its trustees, directors, partners, corporate officers and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization. Contractor/Organization understands and agrees that: (A) Contractor/Organization is aware of the TPA; (B) Contractor/Organization will complete the forms provided by the City to identify all of the recipients of a public benefit specified in the TPA; and (C) Contractor/Organization will not make any prohibited gift, campaign contribution or offer of employment to any public official who negotiated and/or approved this Contract, and will not make any prohibited campaign contribution during the time this contract is being negotiated. The Contractor shall submit a copy of the completed TPA form to the City Clerk's Office if the contract is to be awarded by the City Council via e-mail: OfficialRecords-CityClerk@Cityofpasadena.net or by fax: (626) 744-3921, and submit a copy with the response package. For more information please go to: <https://www.cityofpasadena.net/city-clerk/disclosure-reportsax-payer-protection-act-tpa/>

#### ***12. CONFLICT OF INTEREST STATEMENT \*\* REVIEW***

The proposing Consultant shall disclose any financial, business or other relationship with the City of Pasadena that may have an impact upon the outcome of the contract or any construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project related to this solicitation. Proposers must complete and submit the following Form: Conflict of Interest Statement

#### ***13. Compliance with the Levine Act (Government Code Section 84308)***

The Levine Act precludes an officer of a local government agency, including an elected official, from participating in the award of a contract if he or she receives any political contributions totaling more than \$500 in the 12 months preceding the pendency of the contract award, and for 12 months following the final decision, from the person or company awarded the contract. Proposers should ensure their employees, agents, and consultants are aware of the requirements of the Levine Act before the proposal is submitted, so as to avoid inadvertent violations.

#### ***14. Payment of Subcontractors, Suppliers, and Workers***



The Prime Contractor shall be solely responsible for the payment of all subcontractors, suppliers, laborers, and any other persons or entities employed in connection with the performance of this Contract.

The City shall have no obligation to pay, or to ensure the payment of, any subcontractors, suppliers, or workers directly. The Prime Contractor shall ensure timely and full payment in accordance with all applicable laws, including but not limited to California Public Contract Code §§ 10262 and 10262.5 and Labor Code § 218.7.

Failure to comply with this requirement may result in the withholding of payments, imposition of penalties, and/or other remedies available under the Contract and applicable law.

The Prime Contractor shall also include in all subcontracts a provision requiring subcontractors to pay their lower-tier subcontractors and suppliers in a timely manner consistent with this section.



## 4. City Requirements

There are forms included in the section named Submittal/Checklist of these specifications which a bidder or proposer must complete to establish compliance with a number of City Requirements, including, but not limited to, equal employment opportunity and affidavit of non-collusion. These forms and their instructions should be considered an integral part of the specifications and failure to complete them may be grounds, in the sole discretion of the city, for rejection of any bidder or proposer.

### 1. *Pasadena Operating Companies*

If this solicitation is issued by an Operating Company of the City of Pasadena including the Pasadena Center Operating Company; or Rose Bowl Operating Company; or Pasadena Community Access Corporation: In this solicitation, any reference to the City, shall actually refer to the PCOC, PRHB, or RBOC, or PCAC, e.g. "City" shall refer to the Operating Company, "City Council" to its Board of Directors, and "City Manager" to its Chief Executive Officer.

### 2. *Equal Employment Opportunity in Contracting*

Policy - The City of Pasadena is committed to a policy of Equal Employment:

- Contracting. Contractors expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance – To the extent permitted by law, Contractor expressly agrees to establish compliance with the Equal Employment Opportunity Practices Provisions of Chapter 4.08 of the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.

The successful bidder or proposer may be required to submit documentation during the term of the contract to evidence on going compliance with the City's Equal Opportunity Practices Provisions. Such documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Required Forms – Each bidder or proposer must submit a completed Form AA-1. Failure to submit this form will result in automatic disqualification with no exceptions unless bidder or proposer has an approved Form on file with the City.

Questions regarding Chapter 4.08 of the Pasadena Municipal Code and regulations adopted pursuant thereto should be directed to the Department of Finance, Purchasing Division 626.744.6755.

### 3. *Declaration of Non-Collusion by Contractor*



This form is only applied for formal solicitations \$75,000 or more. The City requires that each bidder or proposer executes and submits to the City with the Bid/Proposal, the attached Declaration of Non Collusion in the section named "Submittals/Checklist."

#### **4. *SAMPLE CONTRACT***

A sample of the contract the successful vendor will be required to enter into with the City is attached hereto and by this reference incorporated herein and made part of this solicitation.

#### **5. *CHANGE ORDER MANAGEMENT***

Any additional work identified during the course of the project that is deemed necessary, but outside the original Scope of Services, must be recorded as a Change Order and approved by the City in writing before work is started.

#### **6. *Local Preferences***

The City of Pasadena is committed to promoting the economic health and well being of its residents. To this end, contractor agrees to recruit Pasadena residents initially and to give them preference, if all other factors are equal, for any new positions that result from the performance of this contract and which are performed within the City.

#### **7. *Pasadena Business License***

Awarded bidder or proposer may be required to obtain and pay for any required business license under Title 5 of the Pasadena Municipal Code.

- If the business will not come into the City for the purpose of providing services for this contract they are not required to obtain a business license.
- If the business will only be coming into the city no more than 10 times to work on projects, they are charged 33% of the annual tax (Pasadena Municipal Code Section 5.04.130C)
- If they come into the City more than 10 times they are required to pay the annual fee.
- Any subcontractors used by the awarded bidder or proposer will be required to obtain a license if they will be coming into the City to perform services.

For further information contact Municipal Services Department at (626) 744-4166, Monday-Friday between 7:15 am and 5:15 pm. Additional Information regarding business license fees can be found here: <https://www.cityofpasadena.net/finance/licenses/business-licenses/>

#### **8. *Invoice Submission Portal***

Invoice Submission Portal



The invoice submission process is activated when an invoice is submitted through the Vendor Invoice Portal. Invoices submitted are automatically sent to the department being invoiced for review. Once the city department verifies its accuracy, the department will submit the invoice to Accounts Payable for payment processing. One final review and approval by the department who was invoiced is needed in order for a check to be issued. Checks are issued on Tuesday and Thursday.

How to submit invoices to the City of Pasadena?

Create an account: Visit the City's Invoice Submission website:  
<https://invoice.cityofpasadena.net/> and select "Create Account"

Refer to the "[Invoice Submission Portal - Vendor User Guide](#)" for detailed instructions.

### **9. Acceptance of Conditions**

By submitting a bid or proposal, each bidder or proposer expressly agrees to and accepts the following conditions:

- All parts of the Instructions to bidder or proposer and Specifications will become part of the Contract between the selected bidder or proposer and the City;
- The City may require whatever evidence is deemed necessary relative to the bidder or proposer financial stability and ability to complete this project;
- The City reserves the right to request further information from the bidder or proposer, either in writing or orally, to establish any stated qualifications;
- The City reserves the right to solely judge the bidder or proposer representations, and to solely determine whether the bidder or proposer is qualified to undertake the project pursuant to the criteria set forth herein. The bidder or proposer, by submitting a bid, expressly acknowledges and agrees that the judgment of the City as to whether or not the bidder or proposer is qualified to perform the project, shall be final, binding and conclusive;
- The City reserves the right to reject all bids, waive any irregularity in any of the bids, or cancel or delay the project at any time;
- This bidding process does not commit the City to award any contract, and the City is not liable for any costs incurred by the bidder or proposer in the preparation and submission of a bid.

### **10. Pasadena Business**

Local Business is defined in the Pasadena Municipal Code section:

*4.08.020, O: "Local business" means a business with a fixed place of business located in the city.*

To receive any preferences offered to a Pasadena business in this solicitation, a Pasadena business must be located within the City Boundary by the release date of this solicitation.



### ***11. Pasadena Living Wage Ordinance***

If this purchase includes a service, and the contract total is at \$25,000 or more, it is then subject to the City of Pasadena's Living Wage Ordinance, Pasadena Municipal Code Chapter 4.11. The ordinance requires that contractors providing labor or services to the City under contracts in excess of \$25,000 pay no less than the City's Living Wage to all employees who spend any of their time providing labor or delivering services to the City.

The selected contractor will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

Failure to comply with the provisions of the Pasadena Living Wage Ordinance is grounds for termination of the contract and a basis for penalties as stated in Pasadena Municipal Code Chapter 4.11. Questions concerning the Pasadena Living Wage Ordinance should be directed to:

Finance Department  
Purchasing Division  
626-744-6755 - phone  
626-744-6757 – fax

Please visit <https://ww5.cityofpasadena.net/finance/doing-business-with-the-city/> for the current calendar year Pasadena Living Wage rate.

### ***12. PAYMENT OF A CITY-WIDE MINIMUM WAGE***

If a vendor is providing labor for any subsequent contract resulting from this solicitation, they must comply with the City of Pasadena Minimum Wage as set forth in Chapter 5.02 of the Pasadena Municipal Code. Vendors are encouraged to review the City's minimum wage information guide at (<https://bit.ly/3o3SHMh>). The minimum wage ordinance may be found at [Pasadena Municipal Code](#).

### ***13. Errors and Omissions***

Bidders or Proposers shall not be allowed to take advantage of any errors or omissions in the Instructions to Bidders/General Instructions or Specifications/Scope of Work. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

### ***14. Patent Fees; Patent, Copyright, Trade Secret, and Trademark Fees***

Each bidder or proposer shall include in the price bid any patent fees, royalties and charges on any patented article or process to be furnished or used in the prosecution of the Work.

### ***15. Taxes***

Price bid or Price Proposals shall include all federal, state, local and other taxes.



## **16. Certificate of Insurance**

Proof of insurance is not required to be submitted with your bid/proposal, but will be required prior to the City's award of the contract. Refer to the Insurance requirements in the "Insurance Requirements" section of this document.

## **17. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION (IRS Form W-9)**

The winning proposal/bid may be required to submit a completed and signed [IRS Form W-9](#). Failure to submit this form may result in the response being deemed non-responsive.

Link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

## **18. LIMITATIONS ON LIABILITY**

Bidders acknowledge that they shall provide the goods and/or services without monetary limitations on liability. If Bidders take exception to this requirement, Bidders shall expressly state any exceptions, including the proposed limits of liability, (a) in detail; (b) as a separate line item; and (c) not part of any form documents submitted. Bidders acknowledge that any exceptions may result in a finding of non-responsiveness.

## **19. Recycled Product Procurement Mandates Pertaining to Local Governments [Public Contract Code Sections 22150 - 22154]**

This section is only applied when buying paper products.

Beginning January 1, 2022, SB 1383 requires jurisdictions (cities, counties, cities and counties, or special districts that provide solid waste collection services) to purchase recycled-content paper products that are recyclable.

SB 1383 builds upon existing laws that require jurisdictions to purchase products that contain minimum recycled content, and adds additional requirements on product recyclability and recordkeeping.

All vendors providing Paper Products and Printing and Writing Paper shall:

- Provide products that contain no less than 30% minimum recycled content and recyclability (described in further detail in State of California, [Public Contract Code Sections 22150-22154](#), under the sections "Recycled-Content Requirements" and "Recyclability Requirements".
- Provide a written certification and other verification from product vendors, as applicable, certifying that the products meet the recycled-content and recyclability requirements.

## **20. AVAILABILITY OF FUNDS**





The provisions of this Contract relating to payment for products or services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to for disbursement. The City shall be the sole judge and authority in determining the availability of funds under this Contract. If any action is taken by the City, any state agency, Federal department or any other agency to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, the City may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, The City shall be liable for payment only for products provided or services rendered prior to the effective date of the termination, provided that such products or services were provided or performed in accordance with the provisions of this Contract.

## **21. Addenda**

If any person contemplating submitting a proposal of the items or services listed herein is in doubt as to the true meaning of any part of this RFP, he/she may submit a question through the City's [eProcurement Portal](#) Q&A section for an interpretation or correction thereof.

Any interpretation or correction of City specifications will be made only by addendum, duly issued by the City representative(s) identified in this solicitation, above. Addenda (if any) shall be made available on the City's eProcurement system, and sent to each vendor included on the "Followers" list in the City's eProcurement system. A vendor's failure to address the requirements of any and all addenda may result in the response (proposal or bid, or alike) not being considered. If the City determines that a time extension is required for the proposal, the City will issue an addendum that will give the new submission date. The vendor is responsible to register on the City's eProcurement Portal and follow the project named On-Call Survey Consultant Services in order to be included in the "Followers" list in the City's eProcurement system to insure they receive all documents including addendums which are available as a download.

The City reserves the right to change any part of these Instructions to PROPOSERS and Specifications any time prior to Deadline for Submissions. Any changes shall be in the form of addenda and will become a part of the Proposal documents and of the contract.

## **22. Accessibility Compliance Requirements**

### **1. General Compliance**

In accordance with Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and all other applicable federal, state, and local disability rights laws, including the California Building Code (CBC) and California Code of Regulations Title 24, the City of Pasadena requires that all services, programs, activities, and facilities provided or utilized under this contract be fully accessible to individuals with disabilities.

The selected Contractor agrees to ensure that all work performed, and all services, programs, or activities provided under this contract comply with the requirements of Title II of the ADA and related laws. This includes, but is not limited to design, construction, communication, technology, and program delivery compliance with:

- The ADA and its implementing regulations (28 CFR Part 35 and Part 36);
- The 2010 ADA Standards for Accessible Design;
- The U.S. Access Board's Public Rights-of-Way Accessibility Guidelines (PROWAG), as amended;



- Section 504 of the Rehabilitation Act of 1973;
- California Government Code § 4450 et seq.;
- California Code of Regulations (CCR), Title 24, including Chapter 11B of the California Building Code governing accessibility to public accommodations and commercial facilities;
- Any other relevant federal, state, or local regulations concerning accessibility and nondiscrimination.

These requirements apply to all aspects of the Contractor's work, including but not limited to project or program design, facility access, pedestrian pathways, public right-of-way improvements, communications, and digital content or services.

## 2. Applicability of Accessibility Requirements

Accessibility compliance requirements apply when scope of work includes:

- Digital deliverables (i.e. websites, web applications, mobile applications, electronic documents, multimedia content)
- Physical infrastructure (i.e. public facilities, pedestrian pathways, rights-of-way, shared use paths)
- Communication and program delivery (i.e. public meetings, outreach materials, surveys, customer service and payment platforms)
- Technology procurement or development (software, hardware, ICT systems)

If any portion of the work involves these elements, the Contractor must ensure full compliance with applicable accessibility standards.

## 3. Digital and Electronic Content

For all digital deliverables (including websites, documents, and applications), the Contractor shall ensure conformance with, at minimum:

- Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, [as amended\[GS1\]](#) ; and
- Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), where applicable.

All digital materials must undergo both automated and manual accessibility testing, including usability reviews by individuals representing a wide range of functional disability types (e.g., visual, auditory, cognitive, motor), and, if required, remediated prior to final acceptance. Testing must include compatibility with commonly used assistive technologies (e.g., JAWS, NVDA, VoiceOver, ZoomText, Dragon NaturallySpeaking). The Contractor must provide documentation such as Voluntary Product Accessibility Template (VPAT) or equivalent Accessibility Conformance Report (ACR), detailing compliance and describing the testing methodology.

## 4. Public Rights-of-Way Accessibility (PROWAG)

Any design, construction, or alteration involving pedestrian facilities, sidewalks, curb ramps, crosswalks, or public rights-of-way must conform to the latest applicable version of the U.S. Access Board's Public Rights-of-Way Accessibility Guidelines (PROWAG), as adopted by the U.S. Department of Justice, Department of Transportation, or other relevant authority.

## 5. Corrective Action and Liability

The Contractor shall be held responsible for correcting any noncompliant work or deliverables identified by the City of Pasadena or any enforcement agency, at no additional cost. The City of Pasadena reserves the right to withhold payment, suspend work, or terminate the contract for failure to meet accessibility requirements.

The Contractor shall indemnify and hold harmless the City of Pasadena, its officers, agents, and employees from any claims, damages, or liabilities arising from noncompliance with applicable accessibility laws or guidelines.

## 6. Certification of Compliance



By submitting a proposal, the Contractor certifies that it has reviewed and will comply fully with all applicable federal, state, and local accessibility laws, including the ADA, CBC, Title 24, and PROWAG, and will ensure that all subcontractors do the same.

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## 5. Insurance Requirements

### 1. *Insurance Requirements*

<https://www.cityofpasadena.net/finance/wp-content/uploads/sites/27/Professional-Services.pdf?v=1623280176766>



## 6. Scope of Work

### 1. *Scope of Work*

The City is seeking the services of a qualified firm to provide on-call survey consultant services. The role of the selected consultant will be to perform subdivision map checking services, legal description preparation, and boundary survey work for various private development projects as directed by the City on an as needed basis. In addition, the selected consultant will perform land surveying field work and associated office work for various City projects as directed by the City on an as needed basis. The City does not guarantee any minimum amount of work, number of assignments, or hours under this on-call agreement, and services will be requested solely at the City's discretion as needs arise.

**The services requested will be on an as-needed basis, for a duration as described in Section 7 of this RFP.**

### 2. *Scope Detail*

The scope of work may include but is not limited to the following:

1. Provide subdivision map checking services for various private development projects and coordinate review/approval process with surveyors of record.
2. Prepare legal descriptions and plats for easements, license agreements, and/or street vacations.
3. Establish right-of-way centerline as necessary to include monumentation:
  - In the event that the City Engineer shall have established or accepted the centerline of any street or alley within or adjacent to any project, the survey data and all monuments found on the ground shall be shown on field notes, together with references to field books or maps used in connection therewith. If points are reset by ties, that fact shall be so stated on the field notes.
  - In the case of new centerline monuments, complete data, including length of tangents and curve data shall be shown on field notes for all streets within or adjoining the project where no official centerline has been previously established. The Consultant shall place approved monuments with permanent references thereto recorded on the field notes.
  - Monuments shall be placed at all street centerline intersections and begin of curve, end of curve, and point of intersection of all curves when within the street limits. Monuments will be suitably tied out and a corner record filed with the County Surveyor per Section 8771 of the Land Surveyors Act where it is deemed necessary by the Consultant or City Engineer.
  - Where a line shown is not the centerline of the street, show the dimensions to the property line and label the line "Transit Line".



4. Provide street cross-sections, profiles, and/or object locations as required. When a project involves a City street with curbs, water-based painted stationing shall be placed on top of curbs on each side of street at twenty-five (25) foot intervals or as otherwise directed depending on project specifications.
5. Establish permanent Benchmarks for proposed project at reasonable intervals as necessary and provide complete description in field notes.
6. Prepare field notes, computer files, and other data including all references and supporting documents as required.
7. Research reference materials for projects.
8. Collect and provide data to the City in digital format compatible with current City software.
9. Use Global Positioning Survey techniques and provide horizontal coordinates using U.S. State Plane California Zone 5 (NAD83). Provide elevation datum using North American Vertical Datum of 1988.
10. Prepare Right-of-Way maps.
11. Perform boundary surveys to establish existing right-of-way and property lines.
12. Provide 3-dimensional aerial topography mapping.
13. Provide 3-dimensional Digital Terrain Models and provide files in the latest edition of AutoCAD.
14. Provide utility pothole surveys.
15. Commence work on individual projects within five (5) working days following receipt of written request and/or authorization for services by the City Engineer.
16. Consultant shall diligently prosecute all work to completion.

The Consultant shall perform all services in a professional manner consistent with accepted standards of practice in land surveying and engineering support services. The Consultant is expected to:

- Coordinate closely with the City Engineer and designated City staff throughout all phases of work.
- Ensure accuracy, completeness, and consistency of all survey data, calculations, and prepared documents.
- Maintain compliance with applicable federal, state, and local laws, including but not limited to the California Land Surveyors Act.
- Utilize appropriate surveying methods, including Global Positioning System (GPS) techniques, conventional surveying, and aerial mapping technologies as required.



- Maintain clear and complete field documentation, including traceable references for all survey work performed.
- Respond to City requests in a timely manner and prioritize City-assigned tasks as directed.
- Exercise professional judgment in identifying field conditions requiring correction, clarification, or City Engineer review.
- Coordinate with third parties, including private developers, surveyors of record, utility agencies, and the County Surveyor as necessary.

The Consultant shall provide, at minimum, the following deliverables as applicable to each assigned task:

#### 1. Survey and Mapping Deliverables

- Subdivision map checking review comments and coordination documentation.
- Checked and annotated subdivision maps with approval recommendations.
- Right-of-Way maps suitable for City review and recordation.
- Boundary survey maps delineating existing property lines and rights-of-way.
- Legal descriptions and plats for easements, license agreements, and street vacations.

#### 2. Field Data and Survey Products

- Field notes in a clear, legible, and reproducible format.
- Monumentation records, including ties, references, and reset documentation.
- Corner records filed with the County Surveyor when required.
- Centerline establishment data, including curve data, tangent lengths, and intersection points.
- Cross-sections, profiles, and object location data as required.
- Benchmark descriptions, coordinates, and elevations.

#### 3. Digital and Technical Deliverables

- Digital terrain models (DTMs) in the latest compatible AutoCAD format.
- 3-dimensional aerial topography mapping files.
- Survey data in City-approved digital formats (including coordinate geometry files).
- GIS/CAD-ready files using U.S. State Plane California Zone 5 (NAD83).
- Vertical control data referenced to North American Vertical Datum of 1988 (NAVD 88).
- Utility pothole survey data in tabular and spatial formats as directed.

#### 4. Documentation and Supporting Materials



- Research summaries of reference materials used for survey work.
- Copies of all supporting record maps, field books, and source documents.
- Documentation of coordination with external agencies or surveyors of record.
- Certification statements where required by law or City standards.

The Consultant shall adhere to the following general milestones for each assigned task unless otherwise directed in writing by the City Engineer:

#### 1. Task Initiation

- Work shall commence within **five (5) working days** of receipt of written authorization from the City Engineer.
- Consultant shall confirm receipt of assignment and provide an initial work plan or approach within **two (2) working days** of assignment acceptance.

#### 2. Preliminary Phase

- Initial research, records review, and data gathering shall be completed within a timeframe mutually agreed upon with the City Engineer based on project complexity.
- Preliminary findings or mapping concepts shall be submitted for City review prior to final field work where applicable.

#### 3. Field Work Phase

- Field surveying, monumentation, and data collection shall be completed in a continuous and efficient manner, with progress updates provided as requested by the City.
- Any discrepancies or field constraints shall be reported to the City Engineer within **one (1) working day** of discovery.

#### 4. Draft Deliverable Submission

- Draft maps, legal descriptions, and survey deliverables shall be submitted for City review upon completion of field and office work.
- Consultant shall respond to City review comments within **five (5) working days** unless otherwise directed.

#### 5. Final Deliverables

- Final corrected deliverables shall be submitted within **five (5) working days** after receipt of consolidated City comments, unless project-specific timelines are established.
- All final digital and hard-copy deliverables shall meet City formatting and submission standards and be suitable for recordation where applicable.

#### 6. Project Closeout

- Upon completion, Consultant shall provide a complete project archive including all field notes, digital files, calculations, and supporting documentation.





- Consultant shall certify that all deliverables are complete, accurate, and consistent with the City-approved scope of work.

The Consultant shall diligently prosecute all work to completion and maintain sufficient staffing and resources to meet City-directed schedules and priorities. All services are performed on an on-call basis and may vary in scope, scale, and urgency.



## 7. Sample Contract

### 1. *Contract Duration*

The initial term of the Contract resulting from this proposal is for four years from the date the City executes the contract. The compensation set forth in the Proposal shall remain valid and in effect during the initial term of the contract. There shall be one optional one-year extension periods subject to the approval of the City Manager, in his sole and absolute discretion, and which shall be memorialized in the form of an amendment to the contract, setting forth the agreed upon amount of compensation and such other terms and provisions as the parties may agree upon for each extension period.

### 2. *SAMPLE CONTRACT*

A sample of the contract the successful vendor will be required to enter into with the City is attached [\(Attachments\)](#) and by this reference incorporated herein and made part of this solicitation.



## 8. Review and Award Recommendation Process

### 1. *Review and Award*

By submitting a response to this RFP, each Consultant expressly agrees to and accepts the following conditions:

1. The City reserves the right to request further information, either in writing or orally, to establish the stated qualifications.
2. The City reserves the right to solely judge the Consultant's representations, either written or orally, and to solely determine whether the Consultant is qualified to perform the requested Services. Consultant acknowledges and agrees that the judgment of the City as to whether or not the Consultant is qualified to perform the Project shall be final, binding and conclusive.
3. The City reserves the right to reject all Proposals, waive any irregularity in any of the responses, or cancel the Project at any time.
4. The RFP process does not commit the City to award any contract and the City is not liable for any cost incurred by the Consultant in the preparation and submission of a Proposal.

A screening committee will determine which proposals are responsive to City requirements and needs. The technical portions of responsive proposals will be evaluated by a selection panel consisting of personnel from the City. The selection may be based solely on the written proposals submitted.

PROPOSERS may be invited to a meeting to provide additional clarification of the content of their proposal. The City reserves the right to invite all of the PROPOSERS for an oral clarification OR only the top **five (5)** ranked firms based on the initial written proposal review. The meeting will not alter the selection criteria but will be used to clarify content of the proposal. The final scoring and ranking will be made after the meetings. Proposals shall consist of the sections named in the "Contents of Proposal" outlined below.

The weighted scoring in the [Evaluation Criteria](#) prioritizes the factors most important for this solicitation. A winner will be chosen based on the Total Average points of all evaluators across all scoring factors.

Once an agreement is reached with a Proposer, staff will recommend award of a contract. The City reserves the right to select the firm which, in its sole judgment, best meets the needs of the City.

For City Departments: Any contract resulting from this RFP, if more than \$75,000, shall not be effective until approved by the City Manager. Any contract resulting from this RFP, if more than \$250,000 shall not be effective until approved by the City Council.

### 2. *Separate Review of Technical, and Price Proposals*



The Technical Proposal and the Price Proposal will be evaluated separately. First will be all non-price qualifications including but not limited approach, experience, all Required Forms, litigation history, responsiveness, and all elements related to the non-price evaluation factors in the Evaluation Criteria ([#Evaluation Criteria](#)). The City may utilize separate evaluation committees to review the Technical and Price elements.

### **3. On Call Award Recommendation**

The City reserves the right to award one or multiple contracts to provide the services associated with this RFP. There is no guarantee of usage, and orders will be placed on an as needed basis.

Thereafter, the City will utilize the following procedures for services detailed in this RFP.

1. For each task order to be fulfilled, regardless of the size, the City shall make its first attempt to the highest scoring proposer only.

2. The City will submit a written order of services to be fulfilled by the highest scoring proposer.

3. The City will make an order of services to be fulfilled by the next highest scoring proposer in the following situations:

- If the highest scoring proposer is unable to fulfill part or all of the task order according to the scope of work in this RFP
- If the highest scoring proposer is non-responsive or does not submit a cost proposal within two weeks of the City's work order request or deadline established by the City representative
- If the highest scoring proposer has shown on awarded work orders that the proposer consistently cannot meet project deadlines or exceeds approved design services budget on two or more projects (exception if the schedule or scope of work is revised by the City)
- If there is not enough remaining budget within the contract to award services to the highest scoring proposer

4. As an alternative process provided in 1-3, the City reserves the right to follow a competitive process that for each task order issued under the resulting contracts, the City will solicit quotes or bids from all awarded proposers and will award the task order in accordance with Pasadena Municipal Code § 4.08.100, which stipulates that the work is awarded to the *lowest and best bidder*.

The general process will be as follows:

1. **Solicitation of Quotes/Bids** – For each task order, regardless of size, the City will invite all awarded proposers to submit a written cost proposal in response to the City's scope of work and schedule requirements
2. **Evaluation and Award** – Task orders will be awarded to the lowest and best bidder, as determined in compliance with PMC § 4.08.100, considering factors such as responsiveness, qualifications, past performance, cost, and ability to meet the project requirements.



3. **Non-Responsive Proposers** – If a proposer does not submit a cost proposal by the deadline established by the City representative, the proposer will be considered non-responsive for that task order.
4. **Performance Considerations** – A proposer may not be considered for future task orders if:
  - A proposer is unable to fulfill part or all of the task order according to the scope of work in this RFP
  - A proposer is non-responsive or does not submit a cost proposal within two weeks of the City's work order request or deadline established by the City representative
  - A proposer has shown on awarded work orders that the proposer consistently cannot meet project deadlines or exceeds approved design services budget on two or more projects (exception if the schedule or scope of work is revised by the City)
  - There is not enough remaining budget within the contract to award services to the highest scoring proposer

#### **4. Negotiations**

After total scores are recorded, the sealed submittals containing fee schedules and hourly rates will be opened privately. Fee and hourly rate information may be used for discussion purposes and will not be disclosed to other Proposers.

The City will attempt to negotiate a mutually agreeable professional services agreement with the most qualified firm at a price that the City Engineer determines to be fair and reasonable. The City reserves the right to select the firm, which in the City's sole judgment, best meets the needs of the City.

Negotiations will be limited to the fee only; **the terms and conditions of the Standard Agreement are not subject to negotiation.**

In the event the City is unable to negotiate a satisfactory contract with the firm considered most qualified, negotiations with that firm shall be formally terminated. The City shall then undertake negotiations with the second most qualified firm.

Failing to reach accord with the second most qualified firm, the City shall terminate negotiations and commence negotiations with the next most qualified firm, so on and so forth. Should the City be unable to negotiate a satisfactory contract with any of the top five qualified firms, the City shall select additional firms in order of their competence and qualifications and continue negotiations, or take whatever other actions are deemed to be in the best interest of the City.

Upon reaching a satisfactory agreement, a recommendation will be made to the City Council for award of the contract.

A copy of the City's standard Professional Services Agreement is attached for your information only. After award of the contract by the City Council, the City will tender the Agreement to Consultant. Upon receipt of the signed Agreement and all required Exhibits, the City will execute the Agreement. The contract duration and start date shall be expressly written in the Contract.



## 9. Public Contract Claims Procedure

### PUBLIC CONTRACT CODE SECTION 9204 PUBLIC WORKS CLAIMS PROCEDURE

AB 626, approved by the Governor on September 29, 2016, created a new Public Contract Code Section 9204, which specifies new procedural requirements for claims submitted by a contractor on any public works project. These new requirements contain burdens for both private contractors and public entities and are specifically made applicable to charter cities.

For this legislation, a "public works project" is defined as "the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind." This definition is not as broad as in the Prevailing Wage Law.

A "claim" is defined as "a separate demand by a contractor sent by registered mail or certified mail with return receipt requested..." and is limited to three types of contract disputes:

1. "A time extension...for relief from damages or penalties for delay assessed by a public entity..."
2. "Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled", and/or
3. "Payment of an amount that is disputed by the public entity."

Upon receipt of a claim, a public entity must "conduct a reasonable review" and provide a written statement to the contractor within 45 days of receipt of the claim. Failure of a public entity to respond to a claim within the time periods described in Section 9204 "shall result in the claim being deemed rejected in its entirety."

For any undisputed portion of a claim, a public entity must make payment within 60 days of the public entity's issuance of the written statement.

If the contractor disputes the public entity's written statement, or if the public entity fails to respond, the contractor may demand "an informal conference to meet and confer for settlement of the issues in dispute." The public entity must schedule the meet and confer conference within 30 days of the demand.

Within 10 business days following the meet and confer conference, the public entity must provide a written statement identifying the portion of the claim that remains in dispute.

Any payment due on an undisputed portion of the claim must be made within 60 days of the meet and confer conference. Amounts not paid in a timely manner shall bear interest at 7 percent per year.

After the meet and confer conference, any disputed portion of the claim "shall be submitted to non-binding mediation." If mediation fails to resolve the dispute, the parts of the claim that remain in dispute shall be subject to applicable procedures outside Section 9204 (statutory and contractual).

*The full text of this new legislation is set forth below:*

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:



## SECTION 1.

Section 9204 is added to the Public Contract Code, to read:

### 9204.

(a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.

(b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.

(c) For purposes of this section:

(1) "Claim" means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.

(B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.

(C) Payment of an amount that is disputed by the public entity.

(2) "Contractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.

(3) (A) "Public entity" means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, district, special district, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(B) "Public entity" shall not include the following:

The Department of Water Resources as to any project under the jurisdiction of that department.

The Department of Transportation as to any project under the jurisdiction of that department.

The Department of Parks and Recreation as to any project under the jurisdiction of that department.

The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.

The Military Department as to any project under the jurisdiction of that department.

The Department of General Services as to all other projects.



The High-Speed Rail Authority.

(4) "Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

(5) "Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.

(d) (1) (A) Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The claimant shall furnish reasonable documentation to support the claim.

(C) If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.

(2) (A) If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.





(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.

(3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

(e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.

(f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

(g) This section applies to contracts entered into on or after January 1, 2017.



(h) Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.

(i) This section shall remain in effect only until January 1, 2027, and as of that date is repealed, unless a later enacted statute that is enacted before January 1, 2027, deletes or extends that date.

(Amended by Stats. 2019, Ch. 489, Sec. 1. (AB 456) Effective January 1, 2020. Repealed as of January 1, 2027, by its own provisions.)

## **SEC. 2.**

The Legislature finds and declares that it is of statewide concern to require a charter city, charter county, or charter city and county to follow a prescribed claims resolution process to ensure there are uniform and equitable procurement practices.

## **SEC. 3.**

If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.



## 10. Evaluation Criteria

Evaluation of the proposals will be based on a competitive selection process, in which the evaluation of proposals will not be limited to price alone. The capability of the proposer to satisfy the City requirements identified in this solicitation, and the experience of the proposer in providing services of this type, size and scope will also be considered in the selection. This RFP has been structured to provide specific requirements which function as a standardized framework for the evaluation. The weighted scoring prioritizes the factors most important for this solicitation. A winner will be chosen based on the Total Average points of all evaluators across all scoring factors.

The City, in consultation with the selection panel, reserves the right to reject any and all proposals. The selection panel will grade and score responsive proposals with the following criteria and weights: The competitive selection evaluation criteria are as follows:



No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Experience and Technical Competence</b> Points will be assigned for experience and technical competence based on the capability of the Proposer to satisfy the City of its ability to perform the services required as set forth in the Scope of Work and as delineated throughout this document. Proposers must identify the designated Project Manager and present the proposed project team member's education, training, and professional licenses. Document a history of timely and satisfactory performance of similar services.	Points Based	30 (30% of Total)
2.	<b>Subdivision Map Review and Survey Monument Inspection Experience</b> Points will be assigned based on the Proposer's demonstrated experience in the review and processing of subdivision maps, including Tentative Maps, Parcel Maps, Final Maps, Records of Survey, Corner Records, and related land development documents, as well as field inspection and verification of survey monuments. Evaluation will consider the Proposer's familiarity with the California Subdivision Map Act, applicable municipal codes, survey monument preservation and perpetuation requirements, coordination with public agencies and utility providers, and ability to provide timely and accurate technical review comments and inspection services. Proposers should provide examples of similar services performed for public agencies and describe their quality control procedures, field capabilities, and turnaround times.	Points Based	20 (20% of Total)
3.	<b>Time Commitment and Availability</b> Points will be assigned for Proposer's commitment to support the contract throughout its duration and its ability to provide field and office personnel per the requirements set forth in the Scope of Work, Item 15.	Points Based	20 (20% of Total)
4.	<b>References</b> Points will be assigned based on experience with municipal agencies in providing similar services as outlined in the Scope of Work, and professional references. Provide a minimum of three (3) references from previous clients which Proposer has provided similar services for. Proposer shall be entirely responsible for the accuracy of the information supplied concerning references.	Points Based	20 (20% of Total)



5.	<b>Local Pasadena Business</b> To be awarded a 5-point preference for this category, the Proposer must have an official business address within the City of Pasadena at the time that this RFP is officially released or posted on the City's Website. A copy of the current Pasadena Business License must be submitted with Proposal if claiming such preference.	Points Based	5 (5% of Total)
6.	<b>Small or Micro-Business</b> To be awarded a 5 point preference for this category, the proposer must be certified by the State of California as a small or micro-business. Refer to the <a href="https://caleprocure.ca.gov/pages/sbdvbe-index.aspx">State of California Department of General Services Division</a> for further information. <a href="https://caleprocure.ca.gov/pages/sbdvbe-index.aspx">https://caleprocure.ca.gov/pages/sbdvbe-index.aspx</a>	Points Based	5 (5% of Total)



## 11. Submittal Instructions

### 1. *Early Preparation for Submission*

We value your participation in this solicitation and want to ensure you have every opportunity to present your response in the manner instructed in this solicitation. It is important that you submit **a complete response prior to 5:00 pm on Tuesday, July 21, 2026** through this eProcurement portal. We strongly advise against waiting to within the last three days of the submittal deadline to begin working on your response. Starting early on your response increases time to:

- Thoroughly review all requirements and the entire solicitation document.
- Gather, organize, and complete the necessary documents for submittal.
- Address any unforeseen technical issues that may arise during the preparation or submittal of your response.

Delaying your response may result in errors, or can cause you to miss the submission deadline. Either of which can negatively impact your submittal or cause your submittal to not be accepted.

### 2. *Training Resources for Vendors:*

#### Screen Shots:

Instructions for the new eProcurement System: The following link will help you [Get Started](https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9) (<https://opengov.my.site.com/support/s/article/c7a5affa-e073-4d5a-8d87-b6eadcf343a9>) and will include vendor guides for using the system. Below are additional screen shots for support.

#### [All Video Guides: OpenGov Procurement Vendor Training](#)


1. [New Supplier Account](#)
2. [Submit a Bid or Proposal](#)
3. [Updating Your Company Designation on a Solicitation](#)
4. [Vendor Selection of Category Codes](#)
5. [How To Subscribe To Organizations And Find Active RFPs & Bids](#)
6. [Login Process](#)
7. [How to Edit or Withdraw your Proposal after it's been Submitted](#)
8. [How to Submit a Question](#)
9. [Viewing Bid Results](#)

#### Video Trainings



### **3. *OpenGov Technical Support***

Technical support for an eProcurement system plays a vital role in ensuring smooth operations. You can call or email technical support using the information below.

- **Phone:** (650) 336-7167
- **Email:** [support@support.opengov.com](mailto:support@support.opengov.com)
- **Issue Log:** <https://opengov.my.site.com/support/s/contactsupport/incident>
- **Live Chat:** Click on the circle blue icon  at the bottom right of the screen.

### **4. *Internet Access***

- A. The City cannot guarantee that equipment involved in Solicitation Submission will be available to provide information or receive transmittals. It is your responsibility to ensure that you have current information and that your Submission is received as instructed in this solicitation complete and prior to the deadline. The City is not responsible for the confidentiality of information transmitted over the Internet.
- B. It is the Respondent's responsibility to review your status in our eProcurement system and update your contact information and notification preferences accordingly.
- C. The City does not recommend waiting until the last two days to start preparing or submitting your response.

### **5. *Electronic Submission and Delivery Instructions***

Parties interested in responding are required to submit electronically through the City of Pasadena's [eProcurement Portal](#) prior to 5:00 pm, Tuesday, July 21, 2026. Please upload all required documents as instructed in the section named [Submittals/Checklist](#) sufficiently early electronically through the city's eProcurement Portal before the time and day listed in this solicitation. Responses must be received in the system prior to the deadline.

The Specification or Scope of Work included in this Notice shall be considered part of any contract made pursuant thereunder.

### **6. *Withdrawal of Proposal***

Any Bidder or Proposer may withdraw their response via the City's [eProcurement Portal](#) prior to 5:00 pm on Tuesday, July 21, 2026.

### **7. *City Changes to the Solicitation Documents***



The City reserves the right to change any part of these Instructions and Specifications any time prior to the bid opening. Any changes shall be in the form of addenda and will become a part of the bid documents and of the contract. Addenda shall be made available to each Bidder or Proposer. A Bidder's or Proposer's failure to address the requirements of the addenda may result in the response not being considered. If the City determines that a time extension is required for the bid, the addenda will give the new submission date.

**Addenda shall be acknowledged via the City's [eProcurement Portal](#)** for the project named "On-Call Survey Consultant Services." Project ID: 2026-RFP-0295. Bidders or Proposers can view a list of addenda released by the City by clicking on "Addenda & Notices." While drafting a response, there is a section for "Addenda Confirmation" where Bidders or Proposers must acknowledge each addenda released.

### ***8. Deadline for Questions***

The deadline to submit questions related to this solicitation is Tuesday, July 7, 2026, prior to 5:00 pm.

Questions regarding this solicitation should be submitted directly through the City's eProcurement Portal Q&A function. Do not contact any City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

### ***9. Follow these simple steps to submit your proposal electronically:***

If you are already registered and need help logging in or retrieving your user information utilize the blue chat bubble visible on the lower right hand corner of the screen.

Click on the hyperlink for the City's [eProcurement Portal](#) to create your vendor profile.

### **Electronic Submission of Bids**

All Proposers are required to submit their bid pricing electronically via the city's eProcurement Portal. The electronic system will close submission exactly at the date and time set forth in this solicitation or as changed by addenda. In addition, your bid must be submitted via the eProcurement Portal.

Proposers are responsible for submitting and having their bid accepted before the closing time set forth in this solicitation or as changed by addenda. NOTE: It is the Proposer's sole responsibility to ensure their bid and document(s) are uploaded, transmitted, and arrive in time electronically. The City will have no responsibility for bids that do not arrive in a timely manner, no matter what the reason.

Upon closing of the Bid, Bid Results will be available on the City's eProcurement Portal.

In the case of a discrepancy between the electronic bid schedule (pricing) and any uploaded Bid schedule document or pricing, the electronic bid schedule will be the accepted bid.

### **Steps to Submit Your Electronic Proposal:**

To submit an offer to the City, vendor must begin by clicking on the green DRAFT PROPOSAL button.





<https://procurement.opengov.com/portal/pasadena/projects/264001>

1. Acknowledge all Addenda
2. Accept City of Pasadena Terms and Conditions Message
3. Answer all required vendor questions.
4. Upload all required forms. Proposer may save their work and return.
5. Review your work and submit proposal when ready.
6. You will receive a confirmation email from OpenGov upon receipt of your bid/proposal.
7. Proposer may withdraw their bid at any time **prior to** 5:00 pm on Tuesday, July 21, 2026.

Note: If an addenda is issued after a response has been submitted, Proposer or bidder must return to take steps below. Failure to do both steps will result in an invalidated offer.

- 1- Acknowledge the new addenda; and
- 2- Resubmit your bid through the City's eProcurement Portal.

#### **Do Not upload a Zip File: Unzip Your Files**

Note: If your files are [zipped or] in a zip folder, you may need to unzip the files before uploading. The following instructions may be helpful to do so.

1. Open File Explorer, and find the zipped folder.
2. To unzip the entire folder, right-click to select Extract All, and then follow the instructions.
3. To unzip a single file or folder, double-click the zipped folder to open it. Then, drag or copy the item from the zipped folder to a new location.

#### ***10. Vendor Registration Instructions & Customer Service information:***

Click here to register onto the City's [eProcurement Portal](#) hosted by OpenGov.

If you are already registered and need help logging in or retrieving your user information simply click on the blue chat bubble on the lower right hand corner of your screen or contact OpenGov at [procurement-support@opengov.com](mailto:procurement-support@opengov.com) for help at any time.

#### **Customer Service**

For assistance with e-bidding or uploading documents: Contact OpenGov via the blue chat bubble on the lower right hand corner of your screen or email at [procurement-support@opengov.com](mailto:procurement-support@opengov.com).

Monday through Friday 5 am - 5 pm PST, except statutory holidays-- response time is typically less than ten minutes.



## 11. Surety2000 Instructions

If a bid bond is required, below are instructions for utilizing Surety2000 to submit an electronic bid bond.

### Video Trainings:

- How a Contractor Registers with Surety2000: <https://drive.google.com/file/d/1SCj8obRykze8hIIRG84yYD5Wbod7ZQuR/view>
- How to Create a Bond: [https://drive.google.com/file/d/1\\_ZphPelkFAhVhYhUdpKU1sC1xpNjVnf3/view](https://drive.google.com/file/d/1_ZphPelkFAhVhYhUdpKU1sC1xpNjVnf3/view)
- How to Sign the Bond: <https://drive.google.com/file/d/1wT3UVU-hiecfocwAOwaAh9rP93mKQ-9P/view>

### Bid Bond Instruction:

Bidders must provide all required information for the City to verify the bond with their bid. The bond must meet the following requirements and characteristics: Bid security in the amount of five percent (5%) of the total bid price in the form of a redeemable or callable electronic surety bond, meeting City requirements, must accompany all bids. If the Bidder to whom the contract is awarded shall for fifteen (15) calendar days after such award fail or neglect to enter into the contract with the required insurance documentation, submit the Construction & Demolition Waste Management Plan, and file the required bonds, the City may deposit in its treasury said bid security and, under no circumstances, shall it be returned to the defaulting Bidder. Failure to return signed contract with all the attachments stated above may result in having the project awarded to the next lowest bidder.

Here is what bidders must provide to their bonding agent when trying to setup a bid bond for the City of Pasadena: The Project ID of the solicitation on which you are bidding. Your Contractor Vendor ID which is your Federal Tax ID or it's equivalent. Both fields are required for validation. If you are having trouble finding these ID's, please contact Surety2000 at 1-800-660-3263 or email [help@surety2000.com](mailto:help@surety2000.com)



## 12. Submittals/Checklist

The response to this RFP must be made according to the requirements set forth in this Article, both for content and for sequence. Noncompliance with these requirements or the inclusion of conditions, limitations, or misrepresentations, may be cause for rejection of the proposal.

### 1. *Acknowledgements*

#### a) **Proposer Certification\***

By submitting this bid the proposer hereby certifies under penalty of perjury of the laws of the State of California that all representations made in the documents that comprise the proposal for On-Call Survey Consultant Services due on July 9, 2026, are true and correct to the best of my knowledge at the time of the proposal's submission.

By confirming, the vendor is acknowledges the following:

- We have reviewed and agreed to all of the documents contained in this solicitation and understands that the City will not be responsible for any errors or omissions on the part of the vendor in making up this bid or proposal.
- The representations herein are made under penalty of perjury.
- We hereby offer to sell the City of Pasadena the materials, products, and/or services at the prices shown and under the terms and conditions included hereon or attached or referenced.

☐ Please confirm

\*Response required

### 2. **CONTENTS OF PROPOSAL**

The entire proposal must be formatted on standard-size 8½"x11" pages; 12 point font only. The "Technical Proposal," "Additional Data," and "Statement of Qualifications" can be no more than 3NO VALUE grand total pages.

#### b) **Mandatory Content\***

- Cover letter
- Table of Contents
  - Statement of Qualifications and/or Experience
  - Scope of Services to be Provided
  - Organization and Approach
  - References
  - Local Preference/SBE certification
  - Additional Data
- Required Certifications AND Forms (see items in this Checklist)



- Price Proposal (SEPARATE)

Subsequent to the closing of this solicitation, the selected vendor will be required to provide the following documents within 10 calendar days of being notified, otherwise the submitted proposal may be deemed non-responsive.

- Request for Tax Payer Identification Number and Certification ([IRS Form W-9](#))
- Pasadena Business License (if required)
- Any Required Licenses or Certifications
- All Insurance Required by this Solicitation (If Required) [#Insurance Requirements](#)

☐ Please confirm

\*Response required

### c) Cover Letter and Table of Contents\*

Upload your Cover Letter and Table of Contents :

“Cover Letter” shall be a maximum one-page letter including the name and address of the organization submitting the proposal; whether the proposing firm is an individual, partnership, corporation or joint venture; and the name, mailing and e-mail addresses, and telephone number of the contact person who will be authorized to make representations for the organization. The letter shall be signed by an officer of the firm who is authorized to bind the firm to all commitments made in the proposal. The Table of Contents shall include an outline of the proposal, identified by sequential page number, and section title as described herein.

\*Response required

### d) Separate Technical Proposal Only - Proposal Submittal\*

“TECHNICAL PROPOSAL” should demonstrate the PROPOSER’S full understanding of the SCOPE OF WORK and the effort needed to complete the Project on time and within the budget through the submittal of a proposed work plan including project deliverables (identify specifically and thoroughly for each portion of and phase). No pricing shall be included in this section.

**Proposers shall also submit four (4) bound copies of the proposal to the following address, no later than three (3) business days after proposal submission deadline.**

Yannie Wu-Bowman, P.E.

City of Pasadena, Department of Public Works

175 N Garfield Avenue, Lobby Window 6, Pasadena, CA 91101

The hard/paper copies of the Proposal must be submitted in a three-ring binder with tabs identifying each section as indicated below. Attachments must be clearly identified. The front of the binder must indicate the RFP name and Proposer’s name and address. The entire proposal must be formatted on standard-size 8½”x11” pages; 12 point font only. The "Technical Proposal," "Additional Data," and "Statement of Qualifications" can be no more than 3NO VALUE grand total pages. The page count does not include required forms and/or certifications that must be submitted with the Proposal.



Proposers shall also provide an electronic copy (.pdf format) in a USB Flash Drive with the hard/paper copy submittal.

\*Response required

**e) Separate Price Proposal Submittal: \*\***

Each Proposer must submit a Separate Price Proposal containing all costs associated with providing the requested services. The Price Proposal shall include the hourly wage rates for the following:

Field Personnel:

1. One-Man Survey Crew
2. Two-Men Survey Crew
3. Three-Men Survey Crew

Office Personnel:

4. Licensed Land Surveyor
5. Designer/Calculator
6. Draftsman/CAD Technician

The hourly rates shall include all administration, overhead, insurance, and estimated reimbursable costs depicting only those expenditures that are exclusive to and in support of the City's projects, and all other related expenses.

Price proposals, in a separate PDF file, shall be submitted electronically through the City of Pasadena's [eProcurement Portal](#) by the date and time specified under Section Electronic Submission and Delivery Instructions.

The Proposer's costs shall include, without limitation:

- A. All designs, equipment, materials, labor, insurance and bond premiums, home office and jobsite costs; and all overhead, profit, and services related to the Proposer's performance of its obligations under the contract (including all work, equipment, materials, labor, and services provided by subcontractors and intellectual property rights necessary to perform the work).
- B. Performance of each and every portion of the work.
- C. All costs of obtaining Government approvals other than Government approvals that are the responsibility of the City of Pasadena.
- D. All costs of compliance with Government rules, except to the extent such compliance is the responsibility of the City of Pasadena.
- E. All taxes, duties, permits, and other fees or royalties' incident to the performance of the Scope of Work.
- F. Payment of all salaries, wages, benefits, and expenses of the Proposer's employees.
- G. Compensation for all risks, liabilities, and contingencies assigned to the Proposer.



H. All other costs needed or incurred to complete the project.

\*Response required

### **3. REQUIRED CERTIFICATIONS (FORMS)**

Please download, complete and submit any required forms below.

#### **f) Disclosure of Contracts with the U.S. Department of Homeland Security (DHS)\***

##### **Disclosures:**

Respondents are invited to disclose any current contracts, subcontracts, or agreements with DHS, including any related data-sharing arrangements. If provided, respondents may include:

- DHS agency or sub-agency (if applicable)
- General description of services
- Whether data-sharing with third parties is involved

If no such relationships exist, respondents may indicate "No."

Questions related to the disclosure shall be asked and answered through the solicitation Question and Answer process. The completed disclosure form will be reviewed by and shared with the City Manager's office. Please upload this form as part of the submittal checklist and email a copy to [CMOContractsAssesment@cityofpasadena.net](mailto:CMOContractsAssesment@cityofpasadena.net).

- [6e75f429-d60a-4bf7-bb18-0b4...](#)

\*Response required

#### **g) Is your company currently certified with the State of California Department of General Services (DGS) as a Small or Micro Business?\***

If this preference is applied to the solicitation, and your company is seeking this preference, you must provide a copy of the certification from DGS.

☐ Yes

☐ No

\*Response required

When equals "Yes"

#### **h) Please upload a copy of your Current California DGS Certification\***

\*Response required

#### **i) Is your company currently located within the boundary of the City of Pasadena?\***

☐ Yes

☐ No

\*Response required

When equals "Yes"



**j) Please upload a copy of your Company's Pasadena Business License\***

\*Response required

**k) Copy of License or Certification\***

Please upload a copy of your California Professional Engineering License, California Professional Land Surveyor license.

\*Response required

**l) AA1; AA2; AA3; SIGNATURE & LEGAL STATUS; AND DECLARATION OF NON-Collusion\***

If your proposal does not include all of the below items, it may be deemed non-responsive.

- Each PROPOSER must submit a completed Form AA-1. Failure to submit this form will result in automatic disqualification with no exceptions unless PROPOSER has an approved form on file with the City.
- Form AA-2 is required to be submitted for projects involving labor or services in excess of \$25,000.
- Form AA-3 is Optional. (Copies attached)
- A completed and signed "Declaration of Non-Collusion." (Copy attached)
- SIGNATURE & LEGAL STATUS (Copy attached)
- Evidence of certification by State of California as a small or micro-business, if claiming such preference – <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>
- [REQUIRED FORMS - AAs - SIG-...](#)

\*Response required

**m) Disqualification Disclosure\***

Please download the below documents, complete, and upload.

- [DISQUALIFICATION DISCLOSURE...](#)

\*Response required

**n) Conflict of Interest\***

Please download the below documents, complete, and upload.

- [CONFLICT OF INTEREST.pdf](#)

\*Response required

**o) Taxpayer Protection Amendment Disclosure \***

Please download the below documents, complete, and upload.

**ADDITIONAL REQUIREMENT**



For RFP/RFQ where the selected vendor/contract will require City Council approval (check with City project manager for clarification), the following requirement applies:

- TAX PAYER PROTECTION ACT – PROPOSER SUBMITS A COPY OF THE COMPLETED TPA FORM TO THE CITY CLERK’S OFFICE

E-MAIL: [OfficialRecords-CityClerk@Cityofpasadena.net](mailto:OfficialRecords-CityClerk@Cityofpasadena.net)

- [Pasadena Taxpayer Protectio...](#)

\*Response required

**p) Designated Representative\***

Please download the below documents, complete, and upload.

- [DESIGNATED REPRESENTATIVESd...](#)

\*Response required

**q) Civil Litigation History Certification\*\***

Please download the below documents, complete, and upload.

- [Civil Litigation History Ce...](#)

\*Response required

**r) Relevant Experience Form\***

Complete and submit the attached Relevant Experience Form with your bid to demonstrate experience with projects of similar scope and size to that which is to be performed.

- [RELEVANT EXPERIENCE FORM.pdf](#)

\*Response required

**s) Proof of Authority - Identity Confirmation\*\***

Please download the below documents, complete, and upload.

- [IDENTITY CONFIRMATION, INCU...](#)

\*Response required





