

CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

DATE: June 23, 2026

TO: Honorable City Council
c/o City Clerk, Room 395
Attention: Honorable Heather Hutt
Chair, Transportation Committee

FROM: Laura Rubio-Cornejo, General Manager
Department of Transportation



**SUBJECT: AUTHORITY TO ISSUE A REQUEST FOR PROPOSALS FOR PARKING METER POST
INSTALLATION SERVICES**

SUMMARY

The Los Angeles Department of Transportation (LADOT) requests authorization to release a Request for Proposals (RFP) for the provision of Parking Meter Post Installation Services. Pursuant to the Los Angeles Administrative Code Section 10.4, LADOT submits this report and the RFP to the Los Angeles City Council (Council) for consideration and will release the RFP after the required 10-day review period.

RECOMMENDATION

AUTHORIZE the LADOT General Manager to release a RFP for the provision of Parking Meter Post Installation Services for a four year contract term with the option of three additional years.

BACKGROUND

The LADOT Bureau of Parking Management seeks a qualified contractor to provide parking meter post installation services. The contractor will provide, install, and remove parking meter posts in accordance with City design standards, and will fill and repair any holes, cracks, or other damage to the public-right-of-way resulting from post installation or removal. The contractor will also provide and install concrete pads and concrete bollards for placing pay stations in designated parking facilities operated by LADOT, in accordance with City requirements.

LADOT manages over 36,000 metered parking spaces across the City. The Bureau of Parking Management oversees daily operation and maintenance of the City's parking meters and pay stations. The Bureau also issues determinations on requests to modify parking restrictions and curb frontages, reviews requests for parking meters and loading zones related to new developments, filming, and construction, and partners with the Los Angeles Police Department (LAPD) to manage the Valet Zone Program.

DISCUSSION

Since 2017, L.E.D.R. (Annual Requirements Contract 18000000150) has provided parking meter post installation services for LADOT under a contract administered by the Department of General Services (GSD). In 2021, GSD recommended procuring the work under a more appropriate personal services contract and requested that LADOT initiate a replacement contract accordingly.

LADOT initiated the RFP process in 2021. As part of the required Charter Section 1022 determination process, the General Services Department (GSD) responded that its Construction Forces Division (CFD) could potentially perform the work. However, CFD proposed cost estimates exceeded the rates in

LADOT's existing contract and could not meet the on-call response times required under the required scope of work.

Faced with these cost and performance limitations, LADOT consulted with GSD and determined that restarting the RFP process was the best way to secure a contractor capable of meeting operational requirements. To maintain service continuity during the procurement process, LADOT requested an emergency contract extension from GSD, extending the current contract through August 31, 2026. This extension allows sufficient time to complete the RFP process and select a qualified vendor capable of delivering timely and cost-effective services. LADOT plans to release the RFP in Spring of 2026.

Parking meter post installation services play a critical role in the daily management and operation of approximately 36,000 metered parking meters Citywide. Without an active meter post installation contract, LADOT would experience significant delays in installing new parking meters and addressing daily meter maintenance needs, leading to thousands of inoperable meters and substantial revenue losses for the City, estimated at roughly \$1,200 per inoperable meter. Furthermore, an active contract will allow the City to respond promptly to critical repairs, reducing the risks associated with damaged or exposed posts.

FISCAL IMPACT STATEMENT

There is no impact on the General Fund. Services provided by the Parking Meter Post Installation Services contract are funded by the Special Parking Revenue Fund (SPRF).

LRC:KH:JW:nk

REQUEST FOR PROPOSALS

PARKING METER POST INSTALLATION



Moving Los Angeles Forward

CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION

Caltrans Building
100 South Main Street, 10th Floor
Los Angeles, California 90012

Date Issued: Friday, [Date] 2026
Mandatory Pre-Proposal Meeting: Thursday, [Date] 2026 @ 10:00 AM
Submission Deadline: Friday, [Date] @ 3:00 PM

Table of Contents

1. Request for Proposals (RFP) Overview	4
2. Introduction	6
3. Proposed Timeline	6
4. Minimum Qualifications	6
5. Contract Term	7
6. Scope of Work	7
7. Performance Standards and Penalties	8
7.1. Performance Standards	8
7.2. Performance Penalties	9
8. Proposal Format and Submission	9
8.1. Proposal Content	9
8.1.1. Cover Letter	10
8.1.2. Qualifications	10
8.1.3. References	11
8.1.4. Operating Methodology	11
8.1.5. Proposed Costs	11
8.1.6. City Contracting Requirements	11
8.1.7. Financial Background	12
8.2. Proposal Submission	12
8.3. Mandatory, Virtual Pre-Proposal Conference Information	14
8.4. RFP Addenda/Clarifications	14
8.5. Acceptance of Terms and Conditions	15
8.6. Proposal Conditions and Limitations	15
8.7. Conference During the Proposal Period	15
8.8. Terms of Withdrawal	15
8.9. Disposition of Proposals	15
8.10. Limitations	16
9. Evaluation of Proposals	16
9.1. Evaluation Criteria	16
9.2. Selection Committee	16
9.3. Evaluation Phase	17
9.4. Oral Presentations	17
9.5. Evaluation	18
9.6. Proposal Appeal Process	18
10. Records and Audits	18
10.1. Audit and Inspection of Records	18

10.2. Maintenance of Records	20
10.3. Property Records	20
10.4. Accounting Practices	21
.....	21
10.5. Validity of Financial Documentation Submissions.....	21
10.6. Records and Audits of Subcontracts.....	22
11. General Terms and Conditions	22
11.1. Standard Provisions for City Contracts	22
11.2. City Contracting Requirements	22
11.3. Executive Directive 35 Requirements and Compliance	23
11.4. Local Business Preference Program.....	23
11.5. Compensation.....	23
11.6. Invoicing.....	24
11.7. Independent Contractor	24
11.8. City Representative Authorization.....	24
11.9. City Identified Meetings and/or Training Sessions	25
11.10. Payroll, Taxes, and Other Charges.....	25
11.11. Performance Monitoring by the City.....	25
11.12. Limitations of Subcontracting.....	25
11.13. Additional Requirements.....	25
12. General City Reservations.....	26

**Request for Proposals
Parking Meter Post Installation**

1. Request for Proposals (RFP) Overview

DATE ISSUED:	TBD, 2026
RFP NUMBER:	RAMP ID Opportunity Number 226521
TITLE:	RFP Parking Meter Post Installation
DESCRIPTION:	The City of Los Angeles Department of Transportation (LADOT) is seeking a qualified Contractor to provide, install, and remove parking meter posts in accordance with City design standards, and to fill and repair any holes, cracks, or other damage related to the removal and installation of posts.
MANDATORY PRE-PROPOSAL CONFERENCE:	[DATE] at 10:00 AM (PST) Via Zoom Platform. Register in advance for this meeting on Zoom using the following link: After registering, you will receive a confirmation email.
FOLLOWED BY MANDATORY MEET THE PRIMES NETWORKING SESSION:	Following the mandatory pre-proposal conference there will be a meet the “Primes” networking session. This will allow subcontractors to meet potential prime contractors. To register for the networking session, use the following link here:
BUSINESS INCLUSION PROGRAM (BIP) OUTREACH DEADLINE:	Business Inclusion Program (BIP) Outreach must be completed by 11:59 PM on Friday, [DATE] (PST). Refer to Appendix A for Program information and outreach instructions. <u>Failure to complete the BIP Outreach process will result in proposals being deemed non-responsive.</u>
PROPOSAL DEADLINE:	[TBD]
PROPOSAL DELIVERY:	LADOT will not accept any hard copy responses, including hand-delivery, USPS, or mail courier. All solicitation responses must be received by the deadline stated above, submitted electronically through Hightail (https://www.hightail.com/lite-signup) to ExpressPark@lacity.org with a copy to lindsey.estes@lacity.org .
PROJECT MANAGER:	Julian Wan, Senior Management Analyst Department of Transportation

DRAFT Parking Meter Post Installation RFP – June 2026

	100 South Main Street, 10th Floor Los Angeles, CA 90012 Phone: (213) 913-5670 E-mail: ExpressPark@lacity.org
CONTRACT ADMINISTRATOR:	Lindsey Estes, Department Contract Coordinator Department of Transportation Contracts, Budget and Administrative Division Phone: (213) 928-9772 E-mail: lindsey.estes@lacity.org
QUESTIONS:	The deadline for questions is [DATE] Proposers may submit written inquiries by Google Form at: All questions and answers will be made available to all Proposers on the RAMPLA website. No individual answers will be given.

2. Introduction

The primary objective of this RFP is to select a Contractor to provide, install, and remove parking meter posts in accordance with City design standards, and to fill and repair any holes, cracks, or other damage related to the removal and installation of posts. The Contractor will provide specialized services that require the use of unique equipment.

The City of Los Angeles, Department of Transportation (“City” or “LADOT” interchangeably throughout this RFP) operates over 36,000 parking meters across the city (33,500 on-street and 2,500 off-street), using single-space meters and multi-space pay stations. The responsibilities of the LADOT Parking Meters Division include the daily operations and maintenance of the City’s parking meters and pay stations, and providing determinations relating to requests for modifications to parking restrictions and curb frontages. These responsibilities also include reviewing requests for permanent and temporary parking meter removals due to new developments, filming, and construction, and also partnering with the Los Angeles Police Department (LAPD) in managing the Valet Zone Program.

3. Proposed Timeline

The schedule below highlights key steps in the procurement process. The City reserves the right to adjust this schedule when appropriate.

RFP Posted Online (RAMPLA)	xx/xx/26
Mandatory Pre-Proposal Conference (Virtual)	xx/xx/26
Prime/Sub Networking Session (Virtual)	xx/xx/26 (following Conference)
Final Day for Written Questions	xx/xx/26
BIP Outreach Completion	xx/xx/26
Proposals Due	xx/xx/26
Proposer Demonstrations/Interviews	Week of xx/xx/26
Recommendation of Contract Award	xx/xx/26
Anticipated Contract Start Date	xx/xx/26

4. Minimum Qualifications

It is the Contractor's responsibility to prepare a proposal that is representative of the Contractor's qualifications. Contractors must exhibit the ability and willingness to perform all the requirements contained in this RFP, must assure and demonstrate the ability to deliver all equipment and services as specified by LADOT, and must have the financial resources to complete the contractual obligations within the stated time frame.

Contractors must have a minimum of three years’ experience in performing the tasks as outlined in the Scope of Work, and must be able to demonstrate and furnish proof of the ability to perform the terms of this proposal.

5. Contract Term

Subject to the approval of the Mayor and City Council, the City intends to contract with one Contractor for the duties outlined in this RFP. The awarded Contractor shall be required to enter into a written contract with LADOT in a form approved by the City Attorney. The contract shall be in effect for a period of four (4) years, and LADOT shall have the right to exercise up to three (3) one-year options to extend the term on the contract. The total term for the contract shall not exceed seven (7) years.

In the event the contract is set to expire without the execution of a new contract, the City reserves the right to invoke a month-to-month clause with 30-day written notice to the selected Contractor, allowing the continuation of the Contract under the same terms and conditions until another contract is awarded to ensure continuation of services.

This RFP, associated addenda, and the submitted proposal, or any part thereof, may be incorporated by reference into the final contract. LADOT reserves the right to negotiate the terms and conditions of the contract further with the selected Contractor.

In the event of any conflict, the terms of the Contract and the RFP govern over the Proposal unless specifically stated otherwise.

6. Scope of Work

The Contractor shall provide, install, and remove parking meter posts, and fill and repair any holes, cracks, or other related damage caused by any of the work being provided, and perform additional services as follows:

- 1.** Provide and install parking meter posts in dirt or asphalt settings in accordance with City drawing S-410.4.1, and fill and repair any holes, cracks, or other related damage after the installation of the posts. See Attachment A: S-410.4 Parking Meter Post Installation Specifications (12.03.2020).
- 2.** Provide and install parking meter posts in concrete settings in accordance with City drawing S-410.4.2, and fill and repair any holes, cracks, or other related damage after the installation of the posts. See Attachment A: S-410-4 Parking Meter Post Installation Specifications (12.03.2020).
- 3.** Provide and install parking meter posts on a concrete bridge in accordance with City drawing S-410.4.3, and fill and repair any holes, cracks, or other related damage after the installation of the posts. See Attachment A: S-410-4 Parking Meter Post Installation Specifications (12.03.2020).
- 4.** Remove and replace damaged parking meter posts with new galvanized steel posts, and fill and repair any holes, cracks, or other related damage due to removal or replacement of the posts. See Attachment A: S-410-4 Parking Meter Post Installation Specifications (12.03.2020).

5. Remove parking meter posts, and fill and repair any holes, cracks, or other related damage due to removal of the posts.

6. Remove post stubs or remnants left from posts that have been damaged, cut, or broken off either by complete removal of the post, or by grinding remnants of the post to match the existing sidewalk or parkway surface level. All post remnants shall be completely removed or ground down when left protruding above any concrete, asphalt, or dirt level when removed.

7. Provide and install approved heavy-duty steel post caps on top of any posts that will require them when it is determined meters will not be used.

8. Provide and install concrete pads and bollards upon request. The concrete pads shall measure 2 feet x 2 feet x 2 feet. Bollards shall be a 6-inch diameter steel pipe, filled solid with concrete, and crowned at the top. The bollard must be installed a minimum of 2 feet 6 inches deep and stand at least 3 feet above the surface. All bollards must be painted safety yellow. See Attachment B: Sample Bollard Cross-Section Installation Diagram, for reference.

9. Respond to City requests to install or remove a parking meter post within three (3) working days, or within one (1) working day or less when the City determines that public safety is at risk, or when a request is deemed urgent.

10. The Contractor shall be responsible for ensuring that all potential safety hazards resulting from the work completed as described above, that may result in risk to the public, are entirely removed or mitigated before they leave the work area. The Contractor shall notify the LADOT project manager by phone immediately if safety issues can not be resolved. If after the completion of any work, the LADOT project manager determines that any work was not satisfactorily completed with regard to eliminating or mitigating safety risks, the Contractor shall respond to any requests immediately to correct any identified issues.

11. The Contractor shall notify the LADOT project manager, no later than 48 hours in advance, by email or phone of the day that work on a job order is scheduled to begin and again of the day that the job is scheduled to be completed. Confirmation of start and completion notices for each individual job shall be provided by email within 48 hours.

7. Performance Standards and Penalties

7.1. Performance Standards

The City expects the selected Contractor to uphold the performance standards provided by LADOT, including the engineering standards set forth in Attachment A: S-410-4 Parking Meter Post Installation Specifications (12.03.2020) and Attachment B: Sample Bollard Cross-Section Installation Diagram or similar specifications.

7.2. Performance Penalties

Delivery and service delays beyond the Contract or Purchase Order delivery date will result in added expense to the City. The City shall be paid damages for such delay. The selected Contractor agrees to compensate the City in the amount of \$100.00 per each uncompleted post on regularly scheduled work past seven (7) working days, \$250 per each uncompleted post per priority project exceeding five (5) working days, and \$1,000 per uncompleted post per emergency request exceeding three (3) working days. The amount shall be fixed as liquidated damages that the City will suffer by reason of such delay, and not as a penalty.

The City will deduct all liquidated damages assessed against the Contractor from monthly invoices. Circumstances beyond the control of the Contractor, causing the Contractor to fail to comply with the stated performance requirement, will be considered on a case by case basis as just cause on the part of the City not to assess liquidated damages against the Contractor. The Contractor shall receive written notice of the City's intent to assess liquidated damages and will have an opportunity to present written material in answer thereto within ten (10) days after receipt of written notice.

8. Proposal Format and Submission

8.1. Proposal Content

Award of the contract resulting from this RFP shall be to the best and most responsive Contractor, and shall be based upon a determination of which proposal is the most advantageous to the City in terms of functionality, cost, and other factors as specified elsewhere in this RFP.

The RFP has been structured to provide specific requirements that function as a standardized framework for the evaluation of a prospective Contractor's qualification. The evaluation criteria (explained in Section 9) will allow LADOT to examine the qualifications of the Contractor, qualifications of the Contractor's staff, quality of the proposal, and cost effectiveness. The Selection Committee will evaluate and rank all proposals with respect to the evaluation criteria.

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation. The response to this RFP must be made in accordance with the requirements and format set forth in this Section, this RFP, and the attached exhibits. Failure to adhere to all applicable requirements, including those following in this Section, and those pertaining to the desired format, may be cause for rejection and render the proposal non-responsive. Contractors may also wish to propose additional measures that supplement RFP requirements. Such proposal(s) shall be separately priced and shall describe how the option(s) would be integrated into the stated requirements of the RFP.

All proposals shall be comprehensive and cover all aspects of the Scope of Work. Incomplete proposals will be deemed non-responsive.

Contractors should note that proposals may be disqualified for failing to comply with the submission deadline, City Administrative Requirements, and attendance at the mandatory Pre-Proposal Conference.

8.1.1. Cover Letter

Each proposal must be accompanied by a cover letter that contains the title “City of Los Angeles, Department of Transportation, Parking Meter Post Installation” and a general statement of the purpose for submission, including the following information:

- Business name, legal business status (individual, partnership, corporation, other), address, telephone number, and Email address of the Contractor.
- Name, title, address, telephone number, and Email address of the person or persons authorized to represent the Contractor in order to enter negotiations with the City with respect to the RFP and any subsequently awarded contract. The cover letter shall also indicate any limitation of authority for any person named.

The cover letter must be signed by a representative or officer of the Contractor who is authorized to bind the firm to all provisions of the RFP, to all offers, statements, and pricing submitted in the proposal, any subsequent changes, and to the contract, if award is made.

If the Contractor is a Partnership, the proposal shall be signed in the name of the partnership by a general partner thereof. If the proposal is submitted by a Joint Venture, both firms must sign the proposal in the name of the Joint Venture. If the Contractor is a Corporation, the proposal must be signed on behalf of the corporation by two authorized officers (a Chairman of the Board, President or Vice President and a Secretary, Treasurer or Chief Financial Officer), or an officer authorized by the Board of Directors to execute such documents on behalf of the corporation.

8.1.2. Qualifications

Contractors must furnish the ability to perform the terms of this proposal. This section should include the following information:

- A detailed company portfolio of the past three (3) years that includes audited financial reports, Annual Reports, and other details of financial viability.
- The names, titles, and functions of all supervisory and other key personnel.
- An organizational chart must be submitted, and shall include the location information for personnel assigned to perform services under this RFP. The Contractor shall highlight personnel who reside in the greater Los Angeles area.

- If subcontractors are to be used, describe the arrangement, as well as their expected role in the project.

8.1.3. References

The Contractor shall provide contact information (contact name, address, phone, and Email) for three (3) other clients for whom the Contractor has performed services similar to those described in this RFP. Also, include a description of those similar services.

8.1.4. Operating Methodology

This section shall include a description of a Contractor's understanding of the project and the services the City is expecting to be provided. The proposal must describe the Contractor's planned methods and resources that will be used to perform all tasks included in the Scope of Work (Section 6).

8.1.5. Proposed Costs

The proposal must include a completed **Line-Item Cost Worksheet** (Attachment C) with itemized prices for all materials and services required in this RFP.

For the selected Contractor, unit prices for each line item shall be valid for one (1) year from the Contract start date. Subsequent increases for materials and services shall be limited to a maximum of the change in the Consumer Price Index as defined by the US Bureau of Labor Statistics for the Los Angeles-Riverside-Orange County area. Likewise, should there be a decrease in the Consumer Price Index, the price schedule shall be adjusted downward to reflect that decrease. Pricing adjustments for all equipment and parts shall be proposed by the Contractor and will be considered only if based directly on the Contractor's direct cost increase or decrease amounts. Pricing adjustments shall only be considered once per calendar year and no changes shall be made sooner than 12 months apart.

8.1.6. City Contracting Requirements

All compliance documents listed in Appendix A - Mandatory City Contracting Requirements, attached hereto and incorporated herein, shall be submitted with the proposal as indicated in this RFP. Failure to comply with these requirements may render the proposal non-responsive.

Mayor's Executive Directive No. 14 (Villaraigosa series), requires that all proposers responding to this RFP perform subcontractor outreach to all available MBE, WBE, SBE, EBE, DVBE, and OBE firms which could perform a portion of the scope of work required in this RFP. As proof of the proposer's outreach efforts, the proposer is required to perform the Business Inclusion Program (BIP) Outreach on the City of Los Angeles Regional Alliance Marketplace for Procurement (RAMP) website, at <https://www.rampla.org/s/>.

All Proposers must perform and submit the BIP Outreach requirements on RAMP, as described in Appendix A - Mandatory City Contracting Requirements, Section I - Request for Proposals City Contracting Requirements, Section A - Business Inclusion Program (BIP) , attached hereto and incorporated herein. In addition to completing the BIP Outreach requirements on RAMP, Proposers shall download BIP Schedule A from the RAMP website and include BIP Schedule A within the proposal submission.

IMPORTANT: The due date to complete BIP Outreach is fifteen (15) days BEFORE the proposal due date. Failure to satisfy the BIP Outreach requirements by the BIP Outreach due date shall result in the proposal being deemed non-responsive and disqualified from being considered.

8.1.7. Financial Background

The Proposer shall complete and submit Proposal Form C-4 - Financial Background, attached hereto and incorporated herein, in addition to providing a detailed company portfolio demonstrating the Proposer's financial background, including the company's financial viability for up to the past three (3) years, credit references, on-going projects, and all pending litigations in which the Company may be directly or indirectly involved. Proposers shall include financial statements, including balance sheets and income statements prepared by an independent certified public accountant for the past three (3) years to reflect the financial condition of the Proposer. Financial background statements shall also include whether the company has ever had a bond or surety canceled or forfeited and whether the company has ever been declared bankrupt. Failure to submit the above aforementioned documents, omit or provide inaccurate or misstated information may cause for the rejection of the proposal and result in disqualification.

8.2. Proposal Submission

All solicitation responses must be received no later than **[Date] 3:00 PM PST**, submitted electronically via [Hightail](#) to ExpressPark@lacity.org with a copy to lindsey.estes@lacity.org. LADOT will not accept any hard copy responses, including hand-delivery, USPS, or mail courier.

All proposals must be submitted through [Hightail](#) with a file name containing the respondent company name, RAMP ID#226521, and RFP title **Parking Meter Post Installation**. Additional information pertinent to the RFP, including compliance forms, shall be submitted in separate PDF documents via Hightail. Late submittals will not be accepted.

Hightail offers registration for a free account that allows users to upload and send files with a maximum size of 100MB. Senders will receive an email confirmation and the recipient will receive a link to the files. LADOT will confirm the acceptance of proposals to senders by email outside of Hightail. Access to the files will expire after a certain amount of days (auto-generated by Hightail).

Any technical difficulties encountered while submitting a proposal through Hightail must be reported immediately to both the PM at ExpressPark@lacity.org and the Contract Administrator at lindsey.estes@lacity.org. The e-mail must be received prior to the Proposal due date/time and must include the following:

- Company name and contact information
- Description of difficulties encountered including screenshots or other information to document the technical issue encountered
- Description and supporting documentation, if applicable, of attempts to troubleshoot with Hightail

Based on evaluation of the above information the Department may provide the Contractor the opportunity to submit the proposal via an alternate method. If the above procedures are not followed as stipulated or sufficient evidence provided, the Department will not accept the proposal.

The proposal must be in PDF format and submitted in three (3) parts:

Part 1 - Proposal and Contractor Background

All documentation requested in Section 8.1.1 - 8.1.5 shall be submitted together. All responses shall not exceed sixty (60) pages, exclusive of cover, dividers, resumes, and forms. The proposal must include a table of contents and numbered pages for ease of review by the evaluation committee. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

Part 2 - Mandatory City Contracting Requirements

All City Contracting Requirements requested in Section 8.1.6, and specified in Appendix A, must be submitted in a separate PDF document.

Part 3 - Financial Background Statement

All details required under Section 8.1.7 must be submitted in a separate PDF document.

This RFP has been drafted in a format that will facilitate ease of consideration of the proposals and to ensure a fair and impartial selection process. Any irregularities in this RFP, the proposals received, the review process and/or the award of a contract shall be considered and addressed within the sole discretion of LADOT. No rights or legal causes of action shall accrue to any Contractor as a result of the process undertaken. LADOT will recommend an award based on the proposal that represents the “Best Value” to the City as outlined in this RFP.

8.3. Mandatory, Virtual Pre-Proposal Conference Information

The **mandatory**, virtual Pre-Proposal Conference will be held to clarify the contents of this RFP, the Scope of Work, the RFP process, and requested services. The mandatory, virtual Pre-Proposal Conference will be conducted via the Zoom Platform, on Thursday, [DATE], at 10:00 AM PT. Interested Proposers shall register for the Pre-Proposal Conference, using the following link, no later than Wednesday, [DATE], at 5:00 p.m. PST.

Zoom registration link: [link]

Following the mandatory pre-proposal conference there will be a web-based Meet the Primes Networking Session. This will allow subcontractors to meet potential prime contractors. To register for the networking session, please use the following link:

Networking session link: [LINK]

ATTENDANCE AT THE PRE-PROPOSAL CONFERENCE IS MANDATORY - at least one representative from each potential Contractor must attend. Anticipated or potential subcontractors are also encouraged to attend. Proposals submitted by firms that do not attend the Pre-Proposal Conference will be considered non-responsive and will be rejected.

8.4. RFP Addenda/Clarifications

Proposers shall submit written inquiries or requests for clarification, interpretation, or corrections of any discrepancies or omissions regarding this RFP via Google Form, at: [LINK] by Friday, [DATE], at 5:00 p.m. PT. Questions received after the deadline will remain unanswered.

LADOT will answer all questions from proposers or announce any revisions to the RFP on the RAMP website, [RAMPLA](#), in the RFP Opportunity Listing, through written Addenda. No individual responses will be given.

The Proposer shall acknowledge the addendum/addenda by printing and signing the addendum/addenda and including the document(s) in the appendix of the proposal. Proposals that fail to acknowledge receipt of any written addendum or addenda may result in the rejection of the proposal as non-responsive.

Technical questions related to RAMP or BIP Outreach shall be directed towards <https://www.rampla.org/s/support>.

8.5. Acceptance of Terms and Conditions

Submission of a proposal pursuant to this RFP shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in this RFP unless otherwise expressly stated in the proposal.

8.6. Proposal Conditions and Limitations

Proposals that set forth conditions or limitations different from those set forth in the RFP may be considered non-responsive and rejected.

8.7. Conference During the Proposal Period

After expiration of the time to submit proposals and continuing until a contract has been awarded, all City personnel involved in the project are directed NOT to hold any meetings, conferences or technical discussions with any Proposer except as provided in this Section. Proposers shall not communicate in any manner with City personnel regarding the RFP or the proposals during this period of time, unless authorized, in writing, by the Evaluation Committee. Failure to comply with this requirement will automatically terminate further consideration of that bidder's proposal.

8.8. Terms of Withdrawal

A Contractor may withdraw their proposal provided that a request is submitted in writing and is received prior to the specified proposal deadline due date and time. A written request to withdraw, must be signed by an authorized representative of the Contractor, and must be submitted to the proposal submittal address specified herein. After withdrawing a previously submitted proposal, the Contractor may submit another proposal at any time up to the specified submission deadline.

All proposals submitted and not withdrawn prior to the end of the submission deadline shall be considered firm offers and may not be withdrawn. A Contractor will not be released on account of errors in its proposal after the deadline.

8.9. Disposition of Proposals

All proposals submitted in response to this RFP will become the property of the City of Los Angeles and a matter of public record. The Proposer must identify, in writing, all copyrighted material, trade secrets or other proprietary information that it claims is exempt from disclosure under the Public Records Act, (California Government Code Sections 6250 et seq.).

Any Proposer claiming such an exemption must also state in its proposal that the bidder agrees to defend any action brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party making a request therefore. Any Proposer who fails to include such a statement shall be deemed to have waived its right to an exemption from disclosure as provided by said Act.

8.10. Limitations

Notwithstanding any other provisions of this RFP, the City reserves the right to reject all proposals and to waive any informality in a proposal when to do so would be to the advantage of the City or its taxpayers.

The Proposer understands and agrees that the City shall have no financial responsibility for any costs incurred by the Proposer in responding to this RFP.

The City of Los Angeles Administrative Code, Division 10, Chapter 1, Article 2, Section 10.15 (d) requires that every proposal, bid, or offer shall have thereon or attached thereto the affidavit of the bidder indicating that: such proposal is genuine, not sham or collusive, nor made in the interest of any person not therein named; that the Proposer has not directly or indirectly induced or solicited any other Proposer to submit a sham bid or to refrain from proposing; and that the Proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other Proposer. Any proposal made without such affidavit, or found to be in violation thereof, shall not be considered. (Reference Appendix A, Mandatory City Contracting Requirements, Section D - Non-Collusion Affidavit).

The selected Proposer shall stipulate that in any action related to the awarded contract, venue shall be in the County of Los Angeles, State of California.

9. Evaluation of Proposals

9.1. Evaluation Criteria

Proposals will be evaluated based on the overall best value to LADOT based on the criteria set out in this RFP or otherwise reasonably considered relevant. Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Proposer's abilities to meet the requirements of this RFP. Proposals will be evaluated on the following criteria: qualifications of the Contractor, qualifications of the Contractor's staff, quality of the proposal, and cost effectiveness. A selection committee will evaluate all proposals with respect to the evaluation criteria.

9.2. Selection Committee

Evaluation of the proposals will be made by a Selection Committee appointed by the LADOT. In addition, LADOT will appoint a Committee Chair from among the Committee members. The Selection Committee will examine each proposal to determine which responsive proposals meet the mandatory requirements described in this RFP.

Proposals not meeting the minimum requirements as set forth in this RFP will be rejected as non-responsive.

The Committee will recommend the selection of a Contractor based on the outcome of the evaluation process. The Committee will submit its recommendation to the General Manager of the City of Los Angeles Department of Transportation who thereafter will transmit the award recommendation to the Mayor and City Council for review and approval prior to contract execution.

9.3. Evaluation Phase

All responsive proposals will be evaluated by the Selection Committee based upon their ability to meet the desired performance criteria as set forth in the RFP. Proposals shall be evaluated based on the following criteria. The lowest cost proposer may not be determined to be the best proposer when all evaluation factors have been considered.

	Evaluation Criteria	Points
1	Qualification of Contractor	40
2	Qualifications of Contractor's Staff	15
3	Quality of Proposal	15
4	Cost Effectiveness	30
	Total Possible Points Available	100

- Qualifications of Contractor – up to forty (40) points are awarded based on the qualifications of the Contractor and are based on the Contractor's history described in the RFP, including LADOT service.
- Qualifications of Contractor's Staff – up to fifteen (15) points are awarded based on the qualifications and experience of the Contractor's staff.
- Quality of Proposal – up to fifteen (15) points are awarded based on the Contractor's methods and resources to perform the work described in this RFP.
- Cost Effectiveness – up to thirty (30) points are awarded based on cost-effectiveness rather than low bid, and will evaluate proposed costs in relation to the quality and level of service to be provided.

9.4. Oral Presentations

Proposers may be required to make oral presentations to the Evaluation Committee and should be prepared to have key management personnel available for these interviews. Interviews will be conducted virtually. LADOT will provide all proposers at least five (5) days advance notification should interviews become a requisite of the evaluation of proposals. LADOT reserves the right to schedule more than one interview if the City determines that doing so will improve the Committee's understanding of a respondent's proposal.

9.5. Evaluation

An Evaluation Committee will be designated to evaluate/score the Proposals. Following the Department's selection, the award of the contract is subject to successful negotiation of the terms and conditions of an agreement.

9.6. Proposal Appeal Process

Proposers may make an appeal of procedural issues affecting the selection process only. Disagreement with the evaluation scores or the award of the contract is not sufficient grounds for an appeal. Appeals shall be delivered by email to the same address specified for the delivery of Proposals within five (5) business days from the date that the notification was emailed. Written appeals may not be more than three (3) typewritten pages and shall request an appeals review be granted.

Written appeals may not include any new or additional information. A panel composed of selected staff will review the appeal and submit a written decision.

10. Records and Audits

10.1. Audit and Inspection of Records

The selected Contractor agrees that the City or any of its duly authorized representatives, for the purpose of audit and examination, will be permitted to inspect all work, materials, payrolls, and other data and records with regard to the project(s), and to audit the books, records, and accounts with regard to the project(s).

It is agreed that the examination of books, project records, trip logs, time sheets and payroll records, reports, and accounts of the selected Contractor will be made in accordance with generally accepted auditing standards applicable in project related circumstances and that as such, said examinations may not require a detailed audit of all transactions. Testing and sampling methods may be used in verifying invoices and related reports submitted by the selected Contractor.

Deficiencies ascertained by the use of such testing and sampling methods by applying the "percentage of error" obtained from such testing and sampling to the entire period under examination will be binding on the selected Contractor and to that end will be admissible in court to prove any amounts due to the City from the selected Contractor. This will not prevent the selected Contractor from producing all actual records and figures in court to rebut the sampling method. The City will then conduct an audit of all records for the audit period. In the event any deficiency in the amount of five percent (5%) or greater of the compensation payable to the City hereunder is ascertained, the selected Contractor agrees to pay the City for the entire cost of the

audit as well as any other deficiencies, payments and liquidated damages due under this or any other provision of the contract within 30 days of receipt of the City's billing.

At any time during normal business hours and as often as the City may deem necessary, the Contractor shall make available to the City for examination, all necessary records with regard to the service provision, start-up, and capital purchase costs. The City will have the authority to audit, examine and make excerpts or transcripts from records, including all contracts, invoices, materials, payrolls, records, records of personnel, conditions of employment, and other statistical data relating to all matters covered by the Contract(s).

The City reserves the right to dispatch auditors of its choosing to any site where any phase of the project is being conducted, controlled, or advanced in any way, however tangible or intangible. Such sites may include the home office, any branch office, or other locations of the selected Contractor if such sites or the activities performed thereon have any relationship to the program covered by the Contract. City auditors shall be provided with adequate and appropriate workspace in order to conduct audits, and shall be allowed to interview any employees of the Contractor. It is the responsibility of the selected Contractor to ensure the cooperation of all employees with any procedure pertaining to the audit.

All project records prepared by the selected Contractor shall be owned by the City and be made available to the City at no additional charge. The City may elect to authorize representatives of other project funding partners to inspect, audit and analyze the records of the selected Contractor in operating this service, preparing the bid for this service, or of the operation of any similar service.

The City will have the authority to make physical inspections and to require such physical safeguarding devices as locks, alarms, safes, fire extinguisher, sprinkler system, etc., to safeguard property and/or equipment authorized by the Contract.

When a fiscal or special audit determines that the selected Contractor has received payments from the City which are questionable under the criteria set forth herein, the selected Contractor will be notified and given the opportunity to justify questioned items prior to the City's final audit report.

If such audit finds that the City's dollar liability for such service is less than payments made by City to the selected Contractor, then selected Contractor agrees that the difference will be either (1) repaid forthwith by selected Contractor to City by cash payment or (2) at LADOT's General Manager's option, deduct against any future payments hereunder to selected Contractor.

If such an audit finds that City's dollar liability for service is more than payments hereunder to selected Contractor, then the difference will be paid to selected Contractor by the City, provided that in no event will the City's maximum obligation, as set forth in the Contract be exceeded.

The City will determine any amount to be paid to the selected Contractor during the period of audit. The City has the authority to withhold funds pending a final determination by the City of any questionable expenditures.

10.2. Maintenance of Records

The Contractor shall maintain records for expenditures incurred directly or indirectly under the Contract as it relates to the provisions of service, start-up costs, or purchase of capital equipment authorized under the Contract. A record of such expenditures by line item will be maintained in a file and be made available for examination in accordance with the Contract.

Records, in their original form, shall be maintained in accordance with requirements covered by the Contract and in support of service provision, start-up, capital expenditures, quarterly, monthly, daily logs and reports, and reports required by federal financing if the project(s) receive federal funding. Such records shall be retained for a period of five (5) years after termination of the Contract if all other pending matters are closed. "Pending matters" include, but are not limited to an audit, litigation, or other action involving the records. The City may, at its discretion, take possession and retain said records.

Records in their original form pertaining to matters covered by the Contract shall, at all times, be retained within Los Angeles County unless authorization to remove them is granted in writing by the City.

The Contractor shall reimburse the City all costs associated with audits of any original documents and records maintained by the Contractor in any County other than Los Angeles County.

Results of record inspection may indicate the need for changes and/or modifications. The Contractor shall cooperate with the City to establish and improve the system, and maintain flexibility so the modifications may be implemented quickly.

10.3. Property Records

Property acquired, leased or rented with the funds provided under this Contract shall be properly maintained and accounted for as set forth below.

A record shall be maintained for each item of the program. The record shall include: a) description of the item of property, software, and licensing, including model and serial number, if applicable; b) date of acquisition or being turned over to the Contractor; c) the acquisition cost or assigned value to the program; d) maintenance records or programming records, if applicable; e) software licenses; and f) source of acquisition.

The record shall indicate whether the item of property was new or used at the time of acquisition.

A physical inventory shall be taken by the Contractor and reconciled with the record card annually or at such other times, as the City shall prescribe.

Documentation for capital cost components and any maintenance records shall be readily accessible for verification by the City auditors and other City representatives.

10.4. Accounting Practices

The City must approve all of the selected Contractor's accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of all fiscal matters relating to audit documents. The Contractor's system of accounting procedures must be submitted and approved by the City prior to any disbursement of funds to the selected Contractor.

The selected Contractor shall maintain a system of internal fiscal control in accordance with commonly accepted accounting practices as approved by the City. Internal fiscal control comprises the plan of organization and all of the coordinated methods and measures adopted within an organization to safeguard its assets, check the adequacy and the reliability of its accounting data, promote operating efficiency, assure adherence to prescribed management policies, and properly account for project income.

The Contractor agrees that, should the City determine that the Contractor's record keeping, reporting techniques, or data collection are inadequate to allow for effective monitoring and evaluation of the program, the City shall have the right to demand whatever record it deems adequate to correct such deficiencies in matters pertaining to the execution of the contract. Should these books and records still not meet the City's minimum standards of the accepted accounting practices, the City reserves the right to withhold any or all payments to the selected Contractor until such time the selected Contractor meets these standards.

10.5. Validity of Financial Documentation Submissions

Financial reports required to be prepared and submitted by the Contractor to the City shall be accurate and correct in all respects. Should an inaccurate report be submitted

to the City, the City may require the Contractor to secure the services of a licensed accounting firm. The costs of such accounting services are to be borne by the Contractor, unless specifically agreed to between the Contractor and the City in a written amendment.

10.6. Records and Audits of Subcontracts

Expenditures pertaining to subcontracts shall be supported by properly executed documents evidencing in detail the nature of the expenses. The subcontractor shall furnish the City any statements, records, reports, logs, data, or other information as the City may request, in such form as the City may require, regarding all matters and work performed by any subcontract pertaining to this RFP.

Their records shall be made available to the City for copying, audit, and inspection at any time during normal business hours.

Records shall be maintained in accordance with requirements prescribed by the City with respect to all matters covered by any subcontract. Such records shall be retained within Los Angeles County for a period of five (5) years after receipt of final payment under this Contract, unless authorization to remove them is granted in writing by the City.

Expenditures pertaining to subcontracts must be supported by properly executed documents evidencing in detail the nature of each expense. The Contractor shall furnish the City any statements, records, reports, logs, data, or other information as the City may request, in such form as the City may require, regarding all matters and work performed by any subcontract pertaining to this RFP.

These records must be made available to the City upon request for copying, audit, and inspection at any time during normal business hours.

11. General Terms and Conditions

11.1. Standard Provisions for City Contracts

During the term of the contract, selected Contractor(s) and subcontractors must comply with the Standard Provisions for City Contracts (Rev. 5/26 [v.1]) hereby incorporated by reference and attached hereto as Appendix A.

11.2. City Contracting Requirements

Compliance documents outlined in the City's Mandatory Contracting Requirements (Appendix A) must be submitted with the proposal. Failure to comply with these

requirements may render the proposal non-responsive. For consistency of reference, all documents should be included in the order listed, and marked as an attachment with the corresponding letter designations utilized in the provided checklist. Failure to submit all required forms will deem a proposer non-responsive and disqualify said proposal.

Because some of the requirements require extensive time to complete, the City strongly encourages proposers to commence these activities prior to the Pre-Proposal Conference.

11.3. Executive Directive 35 Requirements and Compliance

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

11.4. Local Business Preference Program

This project is subject to the policies and requirements established by the City Council and the City of Los Angeles (City) Mayor's Office. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP Ordinance allows the Department to apply additional points to the Proposal's final score under certain conditions.

Refer to Mandatory City Contracting Requirements – Appendix A for further information regarding the requirements and application of the Ordinance.

11.5. Compensation

The City shall pay the Contractor based on the costs contained in the submitted cost proposal, not to exceed the budget approved by the City, for the complete and satisfactory performance of the terms and conditions of the Contract for the period agreed upon.

For as-needed improvements and/or additional work performed, compensation for this work will be approved in advance by LADOT in accordance with Section 6 (Scope of Work).

LADOT reserves the right to increase/decrease the number of items in the Scope of Work using the current proposed cost and hourly rates, and delete services, if necessary, from time to time. Should LADOT elect to do this, LADOT will revise the total contract cost with the selected Contractor and such agreed-upon changes will be formalized by a contract amendment, which will be subject to review and approval of the Mayor and/or Council.

Payments to the Contractor may be withheld by the City if the Contractor fails to comply with the provisions of the Contract.

11.6. Invoicing

During the term of the contract, the selected Contractor will submit monthly invoices via email with 60 days in arrears to the City. Invoices must include documents supporting all charges and eligible expenses for the services performed as set forth in the Contract.

All invoices and supporting documents will be reviewed by the City for approval and accuracy. The City agrees to pay undisputed invoices within thirty (30) days upon receipt of invoices. If invoices have been disputed, the City has the right to require additional evidence to determine the validity and accuracy of the invoices. Therefore, the City has the right to withhold payment to the Contractor until such evidence has been received and the corrections have been made.

Invoices must be task specific (refer to Attachment C Line-Item Unit Pricing Worksheet), organized by the type of task, and refer to the completed work product for the task. At a minimum, invoices shall be required to include the block location, date of work performed, type of task performed, and include the quantity of materials used for each job.

If necessary, the selected Contractor must cooperate with LADOT to establish and improve, as needed, the contract documentation and payment procedures.

11.7. Independent Contractor

The performance of selected Contractor under these contracts will be in the capacity of an independent Contractor, and with the understanding that no employee or subcontractor of the Contractor will be a City employee by virtue of the Contract.

11.8. City Representative Authorization

The Contractor shall refrain from any action, which would create or tend to create obligations, express or implied, on behalf of the City. It is understood that the Contractor is not and shall not be the legal representative or agent of the City and that the Contractor shall not be authorized to make any promise, warranty or representation except as specifically provided for in the Contract or as otherwise agreed to in writing between the parties.

11.9. City Identified Meetings and/or Training Sessions

Upon commencement of the contract, LADOT and the selected Contractor will meet as needed, during the contract period, to discuss any problems or issues and review recommended work proposals. The Contractor shall work closely with LADOT staff to resolve the issues.

11.10. Payroll, Taxes, and Other Charges

The Contractor is solely responsible for payment of all employees' wages and benefits, and subcontractors' costs. Without any additional expense to the City, the Contractor must be responsible for remitting any applicable federal or state withholding taxes, estimated tax payments, social security payments, unemployment compensation payments, or any other fees, taxes, or expenses whatsoever. The Contractor must defend, indemnify, and hold the City harmless from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personnel practices.

The Contractor shall pay all taxes of whatever character that may be levied or charged upon its equipment, facilities improvements, fixtures, or upon its operation hereunder. Contractor shall also pay all license or permit fees necessary or required by law for the conduct of its operation hereunder. It is expressly understood and acknowledged by the parties hereto that any amounts payable hereunder shall be paid in gross amount, without reduction for any other governmental taxes or charges.

11.11. Performance Monitoring by the City

The failure of the City to insist upon strict performance by the Contractor of any provision hereunder in any one or more instances shall not constitute a waiver of such provision by the City nor shall, as a result, the City relinquish any rights, which it may have under the Contract.

11.12. Limitations of Subcontracting

The Contractor shall not subcontract any function, duty or work without the expressed written consent of the City. Also, the Primary Contractor is required to comply with Subcontractor substitution requirements, which should be submitted to LADOT Project Manager. The Contractor will hold all Subcontractor(s) to the same standards, as set for in this RFP, Exhibits, and Appendices and all other written documentation regarding this program. Further, the selected Contractor will evaluate and approve the work performed by subcontractors and vendors they contract with.

11.13. Additional Requirements

The City, after consulting with the Contractor, may develop additional reasonable requirements under the Contract by mutually agreeing to a written amendment to the Contract.

12. General City Reservations

12.1. The City reserves the right to verify the information in the Response.

12.2. If a respondent knowingly and willfully submits false information or other data, the City reserves the right to reject that response. If a contract was awarded as a result of false statements or other data submitted in response to this procurement process, the City reserves the right to terminate that contract.

12.3. Submission of a response to this procurement process constitutes acknowledgment and acceptance of the terms and conditions set forth herein. Responses and the offers contained therein shall remain valid for a period of 120 days from the date set for receipt of responses. Firms selected for a contract award pursuant to this procurement process will be required to enter into a written contract with the City approved as to form by the City Attorney. This solicitation and the Response, or any parts thereof, may be incorporated into and made a part of the final contract. The City reserves the right to further negotiate the terms and conditions of the contract. The final contract offer of the City may contain additional terms or terms different from those set forth herein.

12.4. The City reserves the right to waive any informality in the process when to do so is in the best interest of the City.

12.5. The City reserves the right to withdraw this solicitation at any time without prior notice and the right to reject any and all responses. The City makes no representation that any contract will be awarded to any firm responding to this procurement process.

12.6. The City reserves the right to extend the deadline for submission. Firms will have the right to revise their Response in the event the deadline is extended.

12.7. All costs of response preparation are the responsibility of the Respondent. The City, in any event, is not liable for any pre-contractual expenses incurred by the Respondent in the preparation and/or submission of the response.

12.8. Responses will be reviewed and rated by the City as submitted. Firms may make no changes or additions after the deadline for receipt.

12.9. A firm will not be recommended for a contract award, regardless of the merits of the Response submitted, if it has a history of contract noncompliance with the City or other funding source or poor past or current performance with the City or other funding source.

12.10. The City reserves the right to retain all responses submitted and the Responses shall become the property of the City. Any department or agency of the City has the right

to use any of the ideas presented in the Responses submitted in response to this procurement process. All responses received by the City will be considered public records subject to disclosure under the Public Records Act (California Government Code Section 6250 et seq.). Applicants must identify any material they claim is exempt from disclosure under the Public Records Act. In the event such exemption is claimed, the applicant will be required to state in the Response that he or she will defend any action brought against the City for its refusal to disclose such material to any party making a request thereof. Failure to include such a statement shall constitute a waiver of the proposer's right to exemption from disclosure.

12.11 Upon completion of all work under the contract, ownership and title of all reports, documents, plans, drawings, specifications, and estimates produced as part of the contract will automatically be vested in the City of Los Angeles, and no further agreement will be necessary to transfer ownership to any City entity. Copies made for the contractor's records shall not be furnished to others without written authorization from the City of Los Angeles, Department of Transportation.

12.12 The City may award a contract on the basis of the Responses submitted, without discussions, or may negotiate further with those Respondents within a competitive range. Responses should be submitted on the most favorable terms for the City the Respondent can provide.

Appendices

Appendix A: Mandatory City Contracting Requirements

Appendix B: RAMP Business Inclusion Program (BIP) Walkthrough Manual

Attachments

Attachment A: S-410-4 Parking Meter Post Installation Specifications (12.03.2020)

Attachment B: Sample Bollard Cross-Section Installation Diagram

Attachment C: Line-Item Unit Pricing Worksheet

Attachment D: Form Gen. 146

DRAFT Parking Meter Post Installation RFP – June 2026

Attachment A

S-410-4 Parking Meter Post Installation Specifications (12.03.2020)

Attachment B

Sample Bollard Cross-Section Installation Diagram

Attachment C

Line-Item Unit Pricing Worksheet

Item	Item Description	Unit of Issue	Est. Annual Usage	Unit Price	Extended Price
1	Labor and materials to install parking meter posts in accordance with City drawing S-410.4.1 - Dirt	Each	110		
2	Labor and materials to install parking meter posts in accordance with City drawing S-410.4.1 - Asphalt	Each	10		
3	Labor and materials to install parking meter posts in accordance with City drawing S-410.4.2 - Concrete	Each	460		
4	Labor and materials to install parking meter posts in accordance with City drawing S-410.4.3 – Concrete Bridge	Each	310		
5	Labor and materials to remove and replace damaged parking meter post with new galvanized steel posts	Each	410		
6	Labor and material to remove parking meter posts, and fill and repair any holes, cracks, etc. after the removal	Each	510		
7	Labor and material to provide and install heavy-duty steel post caps on top of any posts that will require them when it is determined meters will not be used.	Each	25		
8	Labor and materials to provide and install concrete pads upon request. The concrete pads shall measure 2 feet x 2 feet x 2 feet.	Each	6		
9	Labor and materials to provide and install bollards upon request. Bollards shall be a 6-inch diameter steel pipe, filled solid with concrete, and crowned at the top. The bollard must be installed a minimum of 2 feet 6 inches deep and stand at least 3 feet above the surface. All bollards must be painted safety yellow. See Attachment B: Sample Bollard Cross-Section Installation Diagram, for reference.	Each	20		