



425 S. Palos Verdes Street Post Office Box 151 San Pedro, CA 90733-0151 TEL/TDD 310 SEA-PORT www.portoflosangeles.org

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DATE: July 30, 2020

SUBJECT: REQUEST FOR PROPOSALS FOR REAL ESTATE CONSULTING SERVICES

Pursuant to the Real Estate Consulting Services Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP by no later than Monday, July 27, 2020. Questions were to be answered in writing and all questions and responses were to be posted on the Department's website.

Below is a list of questions received from proposers, and the Department's response:

1. Q: Does the Port require that all potential subconsultants be included on this proposal, or will prime consultant firms have the option to engage specialized subconsultants if needed for a specific projects?

A: The Department encourages all anticipated subconsultants be included in proposals since their qualifications are part of the Department's evaluation and selection process. Subconsultants not included in the proposal can potentially be added post contract award, subject to the Department's approval.

2. Q: If a project involves multiple Expertise Areas, will it be possible for two or more consultants on the pre-qualified list (who together cover all the needed Expertise Areas) to submit a joint proposal for a project?

A: Yes, but the Department does not anticipate this scenario to occur.

3. Q: In section 3.1 of the RFP, it states that proposals should be submitted by e-mail; however, the checklist in section 3.4 includes a "digital copy of Proposal as one complete file on a standard USB drive." Should responding firms e-mail their proposal and mail a USB drive with a digital copy to the Port office? Or is an e-mailed copy sufficient?

A: The proposal should be emailed to Tanisha Herr at THerr@portla.org. A mailed USB drive is not required.

4. Q: We are currently registered in LABAVN. We have read Exhibit D that states, Firms that do business with the City of Los Angeles will be required to provide a BTRC. We do not see that there is a requirement to register with the city for business taxes PRIOR to being awarded a contract. Is this correct?

A: At the time of award of a contract for a specific project a BTRC must be provided

5. Q: Does LA Harbor currently have on call real estate consultants in the areas identified in this RFP? If so what are the firms names?

A: No the Department does not have on call real estate consultants in the areas identified in the RFP.

6. Q: If LA Harbor currently has on call real estate consultants in the areas identified, what has been the annual consulting fee volume awarded annually for the last three years?

A: The Department currently does not have on call real estate consultants in the areas identified in the RFP.

7. Q: This response for the on-call services does not have a SBE participation requirement. In the event that an RFP is issued through this contract in which the contractor would like to use an SBE partner, will we be precluded from doing so if we did not include a SBE partner on our initial response to this RFP?

A: No, as long as the SBE partner is a subconsultant of the contractor. Please see Question 1.

8. Q: If an SBE partner is included in the response to this RFP with another contractor would we be precluded from partnering with the SBE partner firm on later responses to RFPs issued in relation to this contract?

A: No. Please see Question 1.

9. Q: Can separate firms named to the bench partner to pursue RFPs issued later, or must all potential teaming partners be named in the original bench proposal?

A: Only the prime firms can respond to RFPs issued later. The prime is not required to utilize all subconsultants identified in the original bench proposal.

10. Q: We plan to submit on select categories (not all of them), do you require separate submittals for each category? Or do we just need to clearly identify in our proposal which the categories we are submitting on for consideration?

A: Separate submittals are not required for each category. Within the overall proposal, clearly identify each of the categories the firm is applying for. Clearly distinguish supporting qualifications and experience for each individual category.

11. Q: Our interpretation of what the Port is seeking for each of the Expertise Areas is consultants experience with market and financial feasibility analyses for each use. While office, retail and hotel are distinct land uses – redevelopment is a generic term that can apply to almost every type of development proposal. Can the Port clarify what skill set is expected for the consultant to qualify as a redevelopment expert?

A: Redevelopment is a distinct specialty requiring expertise with adaptive re-use projects, conversion and rehabilitation costs, marketing, and capital and financing (including tax increment tools, opportunity zones, grants, etc.).