



AGENDA – SPECIAL MEETING JOINT LABOR-MANAGEMENT COMMITTEE – COMMUTE OPTIONS & PARKING (JLMC-COP)

September 30, 2019

City Hall
200 N. Spring Street, Room 1035
Los Angeles, CA 90012

JLMC-COP MEMBERS:

Employee Organizations

Charles Leone, SEIU, Chair
Carmen Hayes-Walker, AFSCME
Victor Gordo, LIUNA
Jorge Rodriguez, LAPCOA

Management

Patricia J. Huber, CAO, Vice-Chair
Valerie V. Melloff, GSD
Jay Kim, LADOT
Paula Dayes, Personnel

INTRODUCTION

- (1) Call to Order
- (2) Public Comments

ADMINISTRATIVE ITEMS

- (3) **Minutes:** Recommendation that the JLMC-COP approve minutes of the April 25, 2019 special meeting.
- (4) **Committee Report 19-03: Commute Options and Parking Consulting Services Procurement –** Recommendation that the JLMC-COP recommend to the General Manager Personnel Department release of draft Request for Proposal (RFP) for transportation benefit consulting services.
- (5) **Committee Report 19-04: 2019 Commuting Preferences Survey –** Recommendation that the JLMC-COP approve proposed 2019 Commuting Preferences Survey (2019 Survey).
- (6) **Committee Report 19-05: LA Metro E-Pass Program –** Recommendation that the JLMC-COP request that staff develop a proposal for a pilot LA Metro E-Pass Program for consideration at the next JLMC-COP meeting.

Notes:

- (a) All written materials reviewed by the Committee are made part of the record.
- (b) Time will be provided for members of the public to address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee, but not on the printed Agenda. Speaking time shall not exceed five minutes for any one speaker. Members of the public interested in addressing the Committee regarding matters on the printed agenda should notify Committee staff prior to consideration of those items.
- (c) As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, your request should be received at least 72 hours in advance of the need. For more information, contact the Employee Benefits Division at (213) 978-1588.
- (d) JLMC-COP agendas and documents disseminated at the meeting are available at 200 N. Spring Street (City Hall), Room 867, as well as on the Internet at <http://per.lacity.org/jlmc-cop.htm>.
- (e) Subscribe: <https://www.lacity.org/city-government/subscribe-meeting-agendas-and-more/departments-commissions-committees-boards>

CONCLUDING ITEMS

- (7) Request for Future Agenda Items**
- (8) Next Meeting Date: To Be Determined**
- (9) Adjournment**

Notes:

- (a) *All written materials reviewed by the Committee are made part of the record*
- (b) *Time will be provided for members of the public to address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee, but not on the printed Agenda. Speaking time shall not exceed 5 minutes for any one speaker. Members of the public interested in addressing the Committee regarding matters on the printed agenda should notify Committee staff prior to consideration of those items.*
- (c) *As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, your request should be received at least 72 hours in advance of the need. For more information contact the Employee Benefits Division at (213) 978-1588.*
- (d) *JLMC-COP agendas and documents disseminated at the meeting are available at 200 N. Spring Street (City Hall), Room 867, as well as on the Internet at <http://per.lacity.org/jlmc-cop.htm>*
- (e) *Subscribe: <https://www.lacity.org/city-government/subscribe-meeting-agendas-and-more/departments-commissions-committees-boards>*

**City of Los Angeles
Joint Labor-Management Committee – Commute Options and Parking (JLMC-COP)**

**Proposed Minutes
SPECIAL MEETING
April 25, 2019 – 1:00 P.M.
City Hall, 200 N. Spring Street, Room 1070
Los Angeles, CA 90012**

Present:

Committee Members

Charles Leone, SEIU
Patricia Huber, Office of the City Administrative Officer
Valerie Melloff, General Services Department
Jay Kim, Los Angeles Department of Transportation
Carmen Hayes-Walker, AFSCME

Personnel Department Staff

Steven Montagna, Chief Personnel Analyst
Isaias Cantu, Senior Management Analyst II
Francois Verin, Management Analyst

Office of the City Attorney

Curtis Kidder, Assistant City Attorney

1. Call to Order

Steven Montagna called the meeting to order at 1:08 p.m.

2. Public Comments

There were no public comments.

3. Committee Report 19-01: JLMC-COP Election of Officers, Bylaws, and Meeting Schedule

Mr. Montagna presented this report. He noted that staff released correspondence to all labor organizations regarding the JLMC-COP meeting and that the Engineers & Architects Association and the United Firefighters of Los Angeles City did not respond to the meeting notice. He continued and reviewed the bylaws of the JLMC-COP. He stated that the JLMC-COP is comprised of four voting members each from labor and four from management, and that the

bylaws allow for three labor alternate voting members. Mr. Jay Kim asked about the approval procedure should there be a tie vote on an item. Ms. Valerie Melloff responded that the bylaws indicate that a motion must pass with five votes, with a minimum of two votes from labor and management each.

Mr. Montagna stated that due to the JLMC-COP not having been convened since 2008 and in accordance with the bylaws, an election must be held for the Officers of the Committee, consisting of the Chair and Vice-Chair positions. Following this discussion, **a motion was made by Carmen Hayes-Walker and seconded by Jay Kim to nominate Charles Leone as Chair. A second motion was made by Jay Kim and seconded by Valerie Melloff to nominate Patricia Huber as Vice-Chair; the Committee unanimously adopted these motions.**

Mr. Montagna continued by stating that staff recommended that the JLMC-COP create an Ad-Hoc Governance Subcommittee (Subcommittee) to review and update the JLMC-COP bylaws. He indicated that staff would review the bylaws, draft revisions, and present the proposed changes to the Subcommittee for review and discussion. Mr. Leone and Ms. Hayes-Walker volunteered to be the labor representatives for the Subcommittee. Mr. Kim and Ms. Huber volunteered to be the management representatives for the Subcommittee.

Mr. Montagna concluded the presentation by discussing the frequency of holding JLMC-COP meetings. He stated that staff does not have the resources available to convene monthly meetings and recommended that the next meeting be held approximately 75 to 90 days from the current meeting date.

Following this discussion, **a motion was made by Patricia Huber and seconded by Carmen Hayes-Walker to convene an Ad-Hoc Governance Subcommittee consisting of two employee organization and two management representatives to work with staff to prepare recommendations on revising JLMC-COP Bylaws; the Committee unanimously adopted this motion.**

A motion was made by Charles Leone and seconded by Carmen Hayes-Walker to designate the next Committee meeting on a date to be determined within approximately 75-90 days of the current meeting; the Committee unanimously adopted this motion.

4. Committee Report 19-02: Commute Options and Parking Program Review

Mr. Montagna reported on the status of the City's COMMUTEwell program, including staff's proposed strategy for assessing the City's current ridesharing and parking benefits, identifying industry best practices, and developing recommendations for improvements. He explained that COMMUTEwell's transportation benefits are governed by the City's Special Memorandum of Understanding regarding City Employee Parking and Commute Options (Special Parking MOU), which provides the terms and conditions for administering parking and transit incentive programs.

Mr. Montagna and Mr. Francois Verin next reviewed the vanpool program, its costs, challenges in meeting the minimum vanpool occupancy requirements, and challenges in finding drivers due to van responsibilities (driving, documentation requirements, maintenance, etc.). Ms. Melloff asked if the vanpool program was at full capacity. Mr. Verin responded that there is a wait list to start a new vanpool at some locations due to not meeting the minimum occupancy requirements. He indicated that a ten-passenger van would need seven passengers to start. He further stated that COMMUTEwell is currently moving away from ten and twelve passenger vans due to safety concerns and difficulty in finding drivers for large vans. Mr. Leone and Ms. Melloff discussed how to increase participation by moving to six and eight passenger vans. Ms. Melloff stated that smaller vans would help lower costs, make it affordable to purchase more vans, and help encourage employees to share driving responsibilities.

Mr. Montagna then reviewed the survey results from the 2018 South Coast Air Quality Management District (SC-AQMD) survey for each of the twelve SC-AQMD worksites operated by the City of Los Angeles and how it compared to the Personnel Department's 2015 commuting preferences survey. Mr. Kim noted the SC-AQMD survey results showed zero percent for telecommuting and asked if the JLMC-COP has any responsibilities with developing the City's telecommuting policies. Mr. Montagna responded that the Commute Options & Parking Section is currently responsible for recordkeeping of employees who telecommute, but not responsible for developing or administering telecommuting policy.

Next, Mr. Montagna reported on the status of employee parking administration. He stated that staff recently completed several parking lots audits which resulted in the issuance of approximately 100 new parking permits. He indicated that the current recordkeeping system, "MyParc," used by staff to manage parking lots is an older system and that staff is working with the Personnel Department's information technology staff to create a more efficient system for recordkeeping.

Mr. Montagna indicated that staff recommended that the JLMC-COP seek a consultant to review the City's COMMUTEwell Program and provide an analysis of the City's benefit design and identify best practices with other agencies. Mr. Leone asked Mr. Kim if LADOT could provide support with consultant services. Mr. Kim responded that LADOT has other project commitments and that staff does not have the expertise necessary to provide advice on an employee sponsored program. He indicated that LADOT has a bench of consultants that may be able to assist with the search process. Ms. Huber stated that staff could also reach out to external agencies such as the County of Los Angeles to assist with the search process. Ms. Melloff asked about the funding source for hiring a consultant. Mr. Montagna responded that sufficient funding to hire a consultant is available from the Rideshare Trust Fund. Ms. Melloff requested that a review on the use of electric vehicles be included in the consultant's study.

Following this discussion, **a motion was made by Valerie Melloff and seconded by Carmen Haynes-Walker to (a) receive and file the report updating the status of the City's COMMUTEwell Program including a proposed strategy for assessing the City's current ridesharing and parking benefits, identifying industry best practices, and developing**

recommendations for COMMUTEwell improvements; and (b) request that staff work with the Department of Transportation (LADOT) to draft a Request for Proposal for transportation benefit consulting services and present it to the Committee for review and feedback prior to its release; the Committee unanimously adopted this motion.

5. Request for Future Agenda Items

There were no requests for future agenda items.

6. Next Meeting Date

To be determined.

7. Adjournment

The meeting was adjourned at 2:10 pm.

Minutes prepared by staff member Francois Verin.



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 19-03**

Date: September 30, 2019
To: JLMC-COP
From: Staff
Subject: Commute Options and Parking Consulting Services Procurement

JLMC-COP MEMBERS:

Employee Organizations
Charles Leone, SEIU, Chair
Carmen Hayes-Walker, AFSCME
Victor Gordo, LIUNA
Jorge Rodriguez, LAPCOA

Management
Patricia J. Huber, CAO, Vice-Chair
Valerie V. Melloff, GSD
Jay Kim, LADOT
Paula Dayes, Personnel

RECOMMENDATION:

That the JLMC-COP recommend to the General Manager Personnel Department release of draft Request for Proposal (RFP) for transportation benefit consulting services.

DISCUSSION:

A. Procurement Strategy

At its April 25, 2019 meeting, staff provided a report regarding the status of the City's COMMUTEwell Program including a proposed strategy for (a) assessing the current status of the City's COMMUTEwell Program, (b) identifying best practices in other employer-sponsored programs, and (c) recommending design improvements that can better address the transportation needs of City employees and align a revised Special Memorandum of Understanding (MOU) on Commute Options and Parking (Special Parking MOU) with an ambitious and cutting-edge strategic plan. Staff indicated that a key part of this strategy was establishing a consulting relationship in order to provide expert assistance to the City and the JLMC-COP.

The JLMC-COP requested that staff draft a procurement for transportation benefit consulting services for the COMMUTEwell Program and return with a draft of that procurement at the JLMC-COP's next meeting. Additionally, staff was asked to consider alternatives to an independent procurement, including participating in contracts used by other local agencies. Since the last meeting staff has been considering various options for issuing the procurement, including the following:

- Issuing a consulting services solicitation to the bench of consultants used by the Departments of Transportation (LADOT) and City Planning (Planning)
- Participating in or “piggy-backing” on existing contracts with other City departments or local agencies
- Issuing a separate Request for Proposal for consulting services

After researching various options, staff finds that the optimal approach would be to issue a separate, independent procurement for consulting services for the COMMUTEwell Program that would include, but not be limited to, any consultants currently available through existing City contracts. However, the result would be a separate contract specifically for COMMUTEwell services. Doing so would provide the greatest opportunity for the Personnel Department and the JLMC-COP to (a) establish a long-term and stable relationship with a transportation benefits consulting partner dedicated to the JLMC-COP’s and COMMUTEwell’s unique needs and objectives, (b) maintain full control over the expectations of, and deliverables from, the selected provider, and (c) create opportunities for obtaining communications and engagement consulting services which will be important resources to effect the City’s ultimate interests in improving member outcomes with respect to commuting and parking behaviors.

Staff consulted the Departments of Transportation and City Planning regarding the status of their existing benches of transportation consultants. Both agencies indicated their current bench of providers is expiring or has expired and they are not adding any new projects or funds to existing contracts. They further indicated that new contracts are pending. Staff discussed options for “piggy-backing” on future contracts. Piggy-backing for services would be an option once their future contracts are settled.

Separately, staff reached out to the South Coast Air Quality Management District (AQMD) for guidance/feedback with respect to the City’s procurement objectives relative to the potential consulting universe. The AQMD indicated it believes there are consulting firms that have expertise in the specific services sought by the City. The AQMD’s guidance was that the City’s interests may be best served by being both highly specific regarding its needs in its procurement as well as casting the widest net possible to the universe of potential consulting firms.

The input from LADOT, Planning, and the AQMD has assisted staff in assessing how to optimize the consulting services relationship. Staff has determined that the City would be best served by conducting a separate procurement for consulting services focused on the services that are specific to the JLMC-COP’s intended deliverables. The optimal outcome for the City lies in obtaining a long-term relationship with a consulting partner that provides expert support in three primary areas:

- Conducting a comparative study of best practices used by other employers in combination with assessing the City’s current program design;
- Providing ongoing feedback and support as the City moves into the finer details of executing revisions to the City’s Special Parking MOU in concert with creating strategic objectives and a long-term strategic plan for the COMMUTEwell Program; and

- Supporting the City in ongoing efforts to engage employees on their commuting preferences and behaviors with the objective of achieving measurable improved outcomes.

With respect to engagement, staff believes that the COMMUTEwell Program ideally would follow the existing model of other programs administered by the Personnel Department's Employee Benefits Division (EBD). These programs include the City's LAwell Civilian Benefits Program (LAwell Program) for civilian employees, the recently launched LIVEwell Wellness Program, and the City's supplementary retirement savings Deferred Compensation Plan (DCP). Each of these programs combines internal City staff with external expert administrators and consultants who work collaboratively to develop and execute engagement strategies designed to produce measurable improved outcomes. By contrast, the COMMUTEwell Program presently has neither expert outside consulting resources nor third-party administrator resources. Since current staff is primarily focused on the administrative needs of its various services, the COMMUTEwell Program lacks the support necessary to design and execute engagement programs. A separate consulting services procurement therefore provides an opportunity for the City to obtain these expert services and to develop a more robust engagement support team.

B. Proposed RFP

Staff has drafted a proposed RFP for transportation benefit consulting services (**Attachment A**). This RFP incorporates the EBD best practices for procurement processes, including the following:

- **Plan Profile & Scope of Services** – The Plan Profile and Scope of Services provides detailed information to the proposer community regarding the City's program and service requirements;
- **Written Questionnaire** – The written questionnaire requests information in narrative and data driven formats and represents the most substantial portion of the inquiries and means by which the City will compare and assess, qualitatively and quantitatively, each proposer's services and capabilities; and
- **Engagement Exercise** – Engagement exercises are a best practice innovation utilized by the EBD in all its RFPs. The engagement exercise is a uniquely scored component of the RFP evaluation. It is an interactive exercise between the proposer and the rating panel in which the proposer participates in a dialogue with the rating panel regarding a specific objective, administrative challenge, and/or policy initiative included within the Scope of Services of the RFP. The engagement exercise provides the rating panel the ability to assess the proposer's personnel, approach to services, and skills for addressing actual work assignments.

Primary evaluation and item categories are included in the RFP document. The proposed rating panel for this RFP includes a minimum of two EBD staff members. The rating panel is charged with evaluating, scoring, and summarizing all of the proposals and engagement exercise results. Upon completion of its review and analysis, the rating panel will present a report to the JLMC-COP with findings and a recommendation for selection. At that point, the JLMC-COP will have the option to

interview the highest-scoring firm or firms or proceed directly to making its recommendation for selection to the General Manager Personnel Department. The RFP provides discretion to the JLMC-COP as to which firms it would interview but also makes clear that the evaluation and scoring will be based strictly on the written proposer responses to the RFP and the scoring of the engagement exercise by the rating panel. Additional edits and final modifications may be made to the current draft RFP pending review by the City Attorney and the Personnel Department’s internal procurement specialists. With this qualification, staff recommends that the JLMC-COP recommend to the General Manager Personnel Department approval of the proposed RFP.

C. Pledge Form Regarding Conflict of Interest, Confidentiality, and Proposer Communications

The EBD conducts a large volume of procurements for the LAwell Program, DCP, and other programs. The EBD’s objectives are to ensure that procurement processes and contract decision-making are conducted strictly and solely in the best interests of participants in these programs. City procurement processes are frequently of keen interest to the proposer community and may be highly competitive. To help protect the integrity and transparency of the decision-making process, staff recommends that the JLMC-COP approve execution of the “Pledge Form Regarding Conflict-of-Interest, Confidentiality, and Proposer Communications” (**Attachment B**) by all JLMC-COP members and City staff involved in the development process for this procurement.

Relative to contacts with potential proposers, it should be noted that contacts and conversations may occur at events such as conferences or similar events and these would not be considered prohibited so long as there is no discussion around marketing the proposer’s services or the City’s procurement process. In general, however, once an RFP window has opened, it is advisable for JLMC-COP and staff members to avoid non-public conversations or other communications wherever possible, even if the subject matter is unrelated to an upcoming procurement, as such communications may present the appearance or suggestion of a prohibited discussion.

D. Procurement Schedule

The following project plan summary includes a timeline for executing the development, issuance, review, and decision-making for the transportation benefits consulting procurement:

Month(s)	Action	Status
Sep-19	JLMC-COP review and approval of draft RFP	JLMC-COP approval scheduled Sept. 30, 2019
Oct-19	Release RFP	Upcoming
Nov/Dec-19	RFP responses due	Upcoming
Dec/Jan-19	Review and scoring of proposals	Upcoming
First Quarter 2020	JLMC-COP consideration of rating panel recommendation of selection of provider to General Manager Personnel Department	Upcoming

E. Funding Source

As noted previously, the funding source for this contract would be the City Employees Ridesharing Fund (Fund), which was created under Los Angeles Administrative Code Division 5, Chapter 31, as a repository for parking fees, vanpool fares, and to pay for program costs (exclusive of salaries).

Submitted by: _____
Steven Montagna, Chief Personnel Analyst

REQUEST FOR PROPOSAL
Consulting Services
Employer-Sponsored Transportation Benefits

City of Los Angeles

Personnel Department - Employee Benefits Division
Commute Options and Parking Program

Date Issued: **October __, 2019**

TITLE: **EMPLOYER-SPONSORED TRANSPORTATION BENEFITS CONSULTING SERVICES FOR THE CITY OF LOS ANGELES**

CONTRACT TERM: **Three (3) years**

MANDATORY PRE-PROPOSAL CONFERENCE:

_____, **2019**

City Hall
200 North Spring Street, Room 805
Los Angeles, CA 90012

PROPOSAL DELIVERY ADDRESSES:

City of Los Angeles
City of Los Angeles Personnel Department
Employee Benefits Division
Attention: Kevin Hirose
Los Angeles City Hall
200 North Spring Street, Room 867
Los Angeles, CA 90012

DEADLINE FOR SUBMITTING PROPOSAL: _____, **2019 at 3:00 p.m.**

CITY CONTRACT ADMINISTRATOR:

Kevin Hirose, Senior Personnel Analyst
Phone (213) 978-_____
Email: Kevin.Hirose@lacity.org

PART A

TABLE OF CONTENTS

PAGE NUMBER

Section 1: Introduction & Background

—

Section 2: COMMUTEwell Program Profile & Scope of Services

—

Section 3: Proposal Questionnaire

—

Section 4: Proposal Format and Submission Requirements

—

Section 5: Evaluation of Proposals

—

Section 6: General Terms & Conditions

—

PART B

Exhibit A – Standard Provisions for City Contracts (Rev. 10/17)

Exhibit B – 2015 Commuting Preferences Survey Results

Exhibit C – Parking Lot Summary

SECTION 1

INTRODUCTION/BACKGROUND

1.0 INTRODUCTION

The City of Los Angeles (City) is seeking expert transportation benefit consulting services for the City's COMMUTEwell transportation benefits program for City employees. The selected provider will provide assistance to the City in (a) assessing the current status of the City's COMMUTEwell Program and conducting a best practice study for the purpose of recommending design improvements to the COMMUTEwell Program; (b) assisting with implementing and measuring the efficacy of plan design changes on an ongoing basis; and (c) providing communications consulting resources in support of the City's ongoing efforts to engage employees on their commuting preferences and behaviors with the objective of achieving measurable improved outcomes.

1.1 BACKGROUND

The City offers a variety of transportation benefits to eligible employees through what the City of Los Angeles, Personnel Department has branded the COMMUTEwell Program. Transportation benefits include ridesharing programs as well as City-sponsored parking. Transportation benefits are established within the City's Special Memorandum of Understanding on Commute Options and Parking (Special Parking MOU) ([Attachment A](#)) and are overseen by the City's Joint Labor-Management Committee on Commute Options and Parking (JLMC-COP). The JLMC-COP is comprised of four management member representatives – the Personnel Department, General Services Department (GSD), City Administrative Officer (CAO), and Department of Transportation (DOT) and four employee organization representatives - the American Federation of State, County and Municipal Employees (AFSCME), Laborers' International Union of North America, Local 777 (LIUNA 777), Los Angeles Police Command Officers Association (LAPCOA), and Service Employees International Union, Local 721 (SEIU 721).

The City's approximately 26,500 civilian and 13,500 sworn Police/Fire employees are eligible for the COMMUTEwell Program (excluding employees of the Los Angeles World Airports (LAWA), Harbor Department, and Department of Water and Power (DWP), each of which offers its own transportation benefit programs). The Personnel Department's Employee Benefits Division/Commute Options and Parking Section (Employee Benefits) administers the COMMUTEwell Program. Employee Benefits has the ongoing responsibility of administering and promoting greater utilization of the City's existing ridesharing benefits as well as administering parking benefits.

The current version of the Special Parking MOU has existed since September 2005. Updating and refining the Special Parking MOU would be beneficial in order to better align its provisions with evolving ridesharing alternatives and technology, changes that have occurred within the City's workforce and parking resources, and a renewed focus on the part of City leaders in promoting commuting choices which help to reduce traffic congestion and improve air quality in the greater Los Angeles area. At the same time, offering responsive ridesharing and parking benefits as part of the City's overall benefits package is an important part of recruiting and sustaining a strong workforce.

Much has changed in the years since the Special Parking MOU was last reviewed. Development in the downtown Los Angeles urban core has resulted in growing demand for a limited pool of parking resources, while new technologies and services are emerging which are enabling new forms of ridesharing. In cooperation with the JLMC-COP, Employee Benefits has developed a set of key strategic objectives for improved outcomes for the City's workforce in the realm of transportation benefits, including the following:

- Procure for and work with an expert transportation benefits consultant for the purpose of identifying a blueprint for best practice transportation benefit design
- Following consideration of the consultant's analysis, work with the JLMC-COP to revise and update the Special Parking MOU
- Develop and implement an ambitious and innovative strategic plan for moving the City's transportation benefits to goals-driven, outcomes-based programs and initiatives
- Work with management and labor in developing effective engagement strategies to drive more successful and measurable member outcomes with respect to transportation choices
- Establish the City as a leading, cutting-edge employer providing model transportation benefits
- Establish new initiatives in support of the Office of the Mayor's Sustainability Plan and 2025/2035 environmental and economic objectives
- Establish relationships and coordinated programming with regional transit agencies

1.2 Transportation Benefit Consulting Services

A priority first step in pursuit of these objectives is securing an outside consulting resource with expertise in the design of employer-sponsored rideshare and parking benefits. The purpose of establishing such a consulting relationship will be to provide assistance to the City and the JLMC-COP in (a) assessing the current status of the City's COMMUTEwell Program, (b) identifying best practices in other employer-sponsored programs, and (c) recommending design improvements that can better address the transportation needs of City employees and align a revised Special Parking MOU with an ambitious and cutting-edge strategic plan. The funding source for consulting costs will be the City Employees Ridesharing Fund (Fund), which was created under Los Angeles Administrative Code Division 5, Chapter 31, as a repository for parking fees and vanpool fares and to pay for program costs (exclusive of salaries).

The selected provider will ideally demonstrate proficiency and provide expert support in three primary areas:

- Conducting a comparative study of best practices used by other employers in combination with assessing the City’s current program design;
- Providing ongoing feedback and support as the City moves into the finer details of executing revisions to the City’s Special Parking MOU in concert with creating strategic objectives and a long-term strategic plan for the COMMUTEwell Program; and
- Supporting the City in ongoing efforts to engage employees on their commuting preferences and behaviors with the objective of achieving measurable improved outcomes.

The selected provider(s) will provide the following primary services:

Status Review and Best Practice Study	Implementation and Performance Measurement	Communications, Marketing, and Engagement
<p>Review the City’s current transportation benefit design as formalized within the Special Parking MOU, member outcomes for and participation in the COMMUTEwell Program, and survey and other data produced by the City indicating commuter practices and preferences. Research, identify, and report on best practices in other employer-sponsored transportation benefit programs, with a particular but not exclusive focus on programs sponsored by other public agencies both inside and outside the State of California, but also including programs offered in the private and non-profit sectors.</p>	<p>Assist the City on an ongoing basis with implementing changes to its program as well as providing reporting and expert guidance on an ongoing basis regarding the efficacy of plan design changes as reflected in impacts to member outcomes.</p>	<p>Assist the City with the development of communications, marketing, and engagement strategies and materials for the purpose of influencing member behaviors and driving more successful commuting member outcomes.</p>

1.3 DEFINITIONS OF TERMS

The following terms used in the RFP documents shall be defined as follows:

“The City” means the City of Los Angeles.

“COMMUTEwell” means the City of Los Angeles Commute Options and Parking Program.

“Contract Administrator” means the City staff person serving as the primary point of contact for this RFP as identified on page 1 of this RFP.

“Contract Effective Date” means the date, mutually agreed upon between the Contractor and City, that the Contractor begins performing services for the City.

“Contractor” means the individual, partnership, corporation or other entity to which a contract is awarded, and shall be synonymous with the term “Proposer.”

“Employee Benefits” means the Employee Benefits Division of the City of Los Angeles Personnel Department.

“Proposer” means a respondent to this RFP.

“RFP” means this Request for Proposal.

“AQMD” means the South Coast Air Quality Management District.

1.4 RFP CONTENTS

The contents of this RFP are as follows:

1.4.0 Part A

RFP, including the COMMUTEwell Program Profile & Scope of Services, Proposal Questionnaire, Proposal Format and Submission Requirements, Evaluation of Proposals, and General Terms & Conditions.

1.4.1 Part B

General Contracting Requirements and Attachments, which includes the City of Los Angeles Standard Provisions for City Contracts (Rev. 10/17) and other general contracting requirements that must be reviewed and completed by Proposers as specified in order for a proposal to be deemed responsive.

1.5 RFP CONTACT INFORMATION

The Personnel Department and the JLMC-COP are committed to ensuring that all COMMUTEwell business transactions, including procurement processes, are based strictly on integrity, competence, merit and benefit to City employees. As a matter of policy, staff and the JLMC-COP will not communicate with current or prospective proposers or their representatives, or any other person or organization, for the purpose or intent of having a particular proposer secure or maintain a contract or business with the City, or otherwise realize financial gain from the City, whether during or outside of a procurement process.

In support of this, and to ensure the transparency and objectivity of this procurement process, all communications and questions regarding or related to the services included in this RFP should be directed as follows:

1.5.0 Part A Contact Information

All questions regarding this RFP PART A must be in writing and should be directed to the City Contract Administrator as follows:

Personnel Department, Employee Benefits Division

Attention: Kevin Hirose

Email: kevin.hirose@lacity.org

Phone: (213) 978-_____

1.5.1 Part B Contact Information

All questions regarding this RFP PART B must be in writing and should be directed both to the Contract Administrator and the Personnel Department’s Administrative Services Division staff as follows:

Personnel Department, Administrative Services Division

Attention: Michael Daco

Email: michael.daco@lacity.org

Phone: (213) 473-_____

Questions regarding certain General Contracting Requirements may also more appropriately be directed to the City department responsible for the particular requirement, as specified within the Part B materials.

1.6 PROPOSAL TIMELINE AND MANDATORY PRE-PROPOSAL CONFERENCE

The City intends to award a contract, in a form approved by the City Attorney, to the selected Proposer. Written proposals submitted to the City constitute a legally binding contract offer and shall remain open for twelve months. It is requested that proposals be prepared simply and economically, avoiding the use of unnecessary promotional material. If a Proposer is deemed non-responsive during the proposal process the Proposer will be eliminated from further consideration.

1.6.0 Proposal Timeline

The following is the current timeline for the RFP process. The City reserves the right to adjust this schedule. Changes to the timeline, if any, will be posted online as an RFP Addendum.

Proposal Dates	Event
_____, 2019	RFP Released
_____, 2019	Deadline for receiving written questions for the Pre-Proposal Conference is 4:00 p.m.
_____, 2019	Deadline to register to participate in Pre-Proposal Conference by telephone is 4:00 p.m.

_____, 2019	Mandatory Pre-Proposal Conference at 11:00 a.m. Pacific Standard Time
_____, 2019	Deadline for receiving written questions regarding the RFP is 4:00 p.m.
_____, 2019	General Contracting Requirements Preliminary Submission Deadline
_____, 2019	Deadline for proposers to issue written solicitations to subcontractors via www.labavn.org website. This step must be completed by 11:59 p.m. Pacific Standard Time to avoid risk of late submission.
_____, 2019	City Review of General Contracting Document Due to proposer by This Date
_____, 2019	RFP responses due by 3:00 p.m. Pacific Standard Time
_____, 2019	Business Inclusion Program (BIP) Summary Sheet Submission on Los Angeles Business Assistance Virtual Network (LABAVN) – 4:30 p.m. Pacific Standard Time
_____, 2019	RFP evaluations
_____, 2019	City makes selection and begins contract negotiation with successful Proposer
_____, 2019	Deadline for executing contract
_____, 2019	Commencement of Services

1.6.1 Mandatory Pre-Proposal Conference

A mandatory Pre-Proposal Conference will be held to provide information regarding the RFP requirements and answer questions from prospective Proposers regarding this RFP. The Pre-Proposal Conference will also give Proposers and potential subcontractors the opportunity to network. City staff will not provide assistance regarding a Proposer's individual RFP response.

The Pre-Proposal Conference has been scheduled pursuant to the schedule noted in the Proposal Timeline. Potential Proposers may participate by physically attending or by calling in. Participants will be asked to identify themselves by name and firm.

If you intend to participate by telephone, please pre-register by contacting the City Contract Administrator by the deadline noted in the Proposal Timeline. The City will provide a call-in number at that time for those interested in participating by telephone. Attendance will be taken at the **beginning** and **end** of the Pre-Proposal Conference. Proposers attending by phone must remain for the duration of the Pre-Proposal Conference. Failure to attend and remain through the end of the Pre-Proposal Conference will result in your firm being deemed non-responsive and ineligible to submit a proposal in response to this RFP.

It is to your benefit to bring your own copy of the RFP, particularly the City's General Contracting requirements, to the conference. No copies will be provided at the conference.

1.6.2 Questions Regarding the RFP

To maximize the effectiveness of the conference, to the extent possible, Proposers should provide questions in writing prior to the Pre-Proposal Conference in accordance with the deadline noted in the proposal timeline. This will enable the City to prepare responses in advance.

All questions concerning the RFP should be submitted in writing via e-mail to the City Contract Administrator. Please identify the RFP title on the subject line of your message. All questions should identify the RFP section and page number, or the relevant General Contracting provision, for each question submitted. Additional questions may be accepted and addressed at the Pre-Proposal Conference. However, certain responses may be deferred and posted online as addenda to the RFP at a later date.

The City will make every effort to respond to all written questions as soon as practical. All questions and responses to questions, or any other changes to or interpretation of the RFP, will be posted online at www.labavn.org. Any such changes or interpretations shall become a part of this RFP and may be incorporated into any Contract awarded pursuant thereto.

1.7 GENERAL CONTRACTING REQUIREMENTS PRE-SUBMISSION OPTION AND SUBMISSION DEADLINES

The City's General Contracting Requirements are included in Part B, which is attached hereto. Part B contains the Standard Provisions for City Contracts (Rev. 10/17) and a variety of documents and forms with which prospective City proposer must demonstrate compliance in order to be awarded a City contract.

Within Part B is a list of requirements that must be fully met, including forms to be completed and submitted and details regarding certain processes which must be followed by prospective proposers as part of their RFP response. **Failure to meet any of these requirements to the satisfaction of the City by the RFP Proposal Submission Deadline may result in disqualification of the proposer's proposal as being non-responsive and eliminate the proposal from further consideration in the evaluation process.**

The City will provide Proposers an opportunity to demonstrate responsiveness to the City's General Contracting Requirements at a date prior to the RFP due date. Proposers are not required to complete and submit their General Contracting Requirements forms and processes by the Preliminary Submission Deadline; however, it may be to their advantage to do so. If a proposer utilizes this option, City staff will identify whether the documents as submitted are or are not responsive to the City's requirements. If deemed non-responsive, the proposer will have time to demonstrate responsiveness by no later than the RFP Proposal Submission Deadline. Failure to adequately demonstrate responsiveness to the City's General Contracting Requirements, or a rejection by the

proposer of those requirements or the Standard Provisions for City Contracts (Rev. 10/17), will result in disqualification of the proposal and shall eliminate the proposal from further consideration in the evaluation process. The relevant dates with respect to this process are included in the proposal timeline.

1.8 PROPOSAL SUBMISSION DEADLINE

Response to this RFP must be submitted on paper and electronic copy and must be received by the City Contract Administrator by the deadline noted in the proposal timeline. Electronic portions, as specified further in this RFP, must be received no later than this date/time as well. **Late responses (i.e., proposals received after the proposal submission deadline) will not be considered.** The City reserves the right to extend the proposal submission deadline should this be in the interest of the City.

SECTION 2

COMMUTEwell PROGRAM PROFILE & SCOPE OF SERVICES

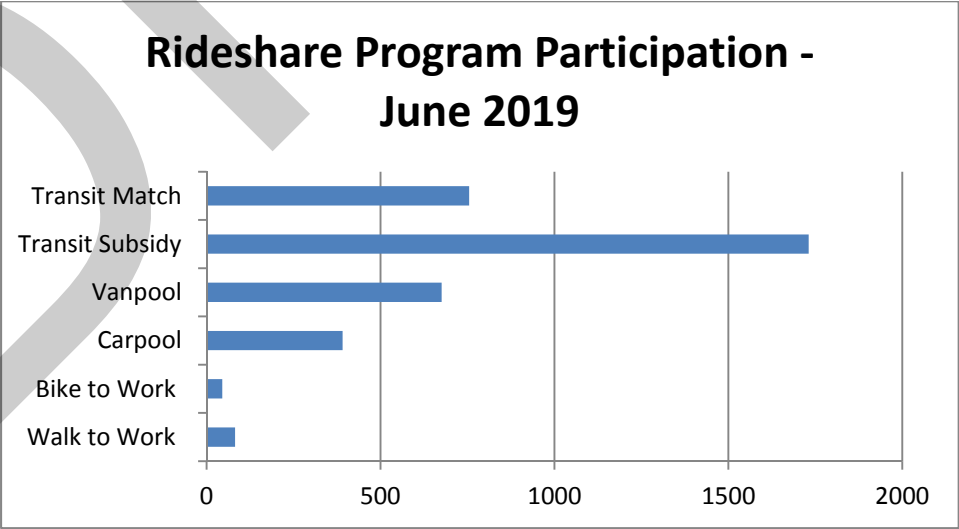
2.0 COMMUTEwell PROGRAM BACKGROUND/OVERVIEW

2.1 Ridesharing Transportation Benefits - Status and Participation

COMMUTEwell’s rideshare benefits encourage the use of public transportation and other means of ridesharing to work to reduce air pollution and traffic congestion and to support a more sustainable, livable environment for citizens. Rideshare benefits include the following:

- **Transit Reimbursement Program:** Provides up to \$50 reimbursement per month to individuals who use public transportation to commute.
- **Transit Spending Account (TSA):** Allows employees to set aside up to \$265 pre-tax dollars per month to pay for transit expenses while also providing a Transit Match of up to \$50 per month.
- **Vanpool Program:** Operates approximately 90 vans commuting from the greater Los Angeles area to common City work locations.
- **Carpool Program:** Assists with matching employees interested in sharing transportation costs and provides reduced parking fees.
- **Bike/Walk to Work Program:** Provides up to \$50 per month to individuals who walk or bike to work.

The graph below summarizes rideshare program participation as of June 2019. A total of 3,680 City employees participated in the City’s various ridesharing programs as of November 2018.

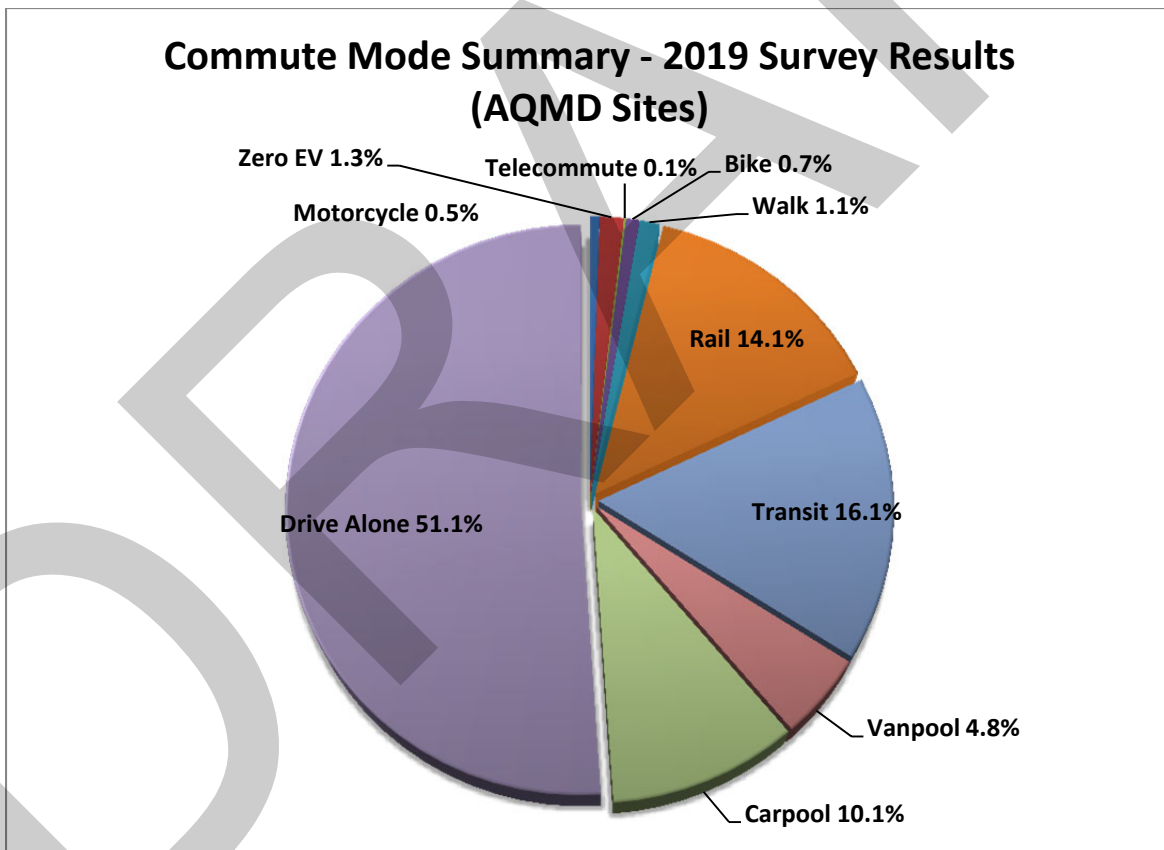


2.2 Employee Commuting Patterns and Preferences

Utilization of the City's ridesharing programs does not provide a full picture of employee commuting behaviors. This report section reviews survey data which sheds greater light on employee commuting patterns and preferences.

Each year, the City is mandated by the South Coast Air Quality Management District (AQMD) to conduct a survey of employees who commute to one of its twelve regulated worksites. This survey provides important information regarding commuting behaviors at these worksites. The most recent survey was completed in April 2019. Out of 7,788 total employees at these worksites, 5,623 submitted responses, for a response rate of 72%.

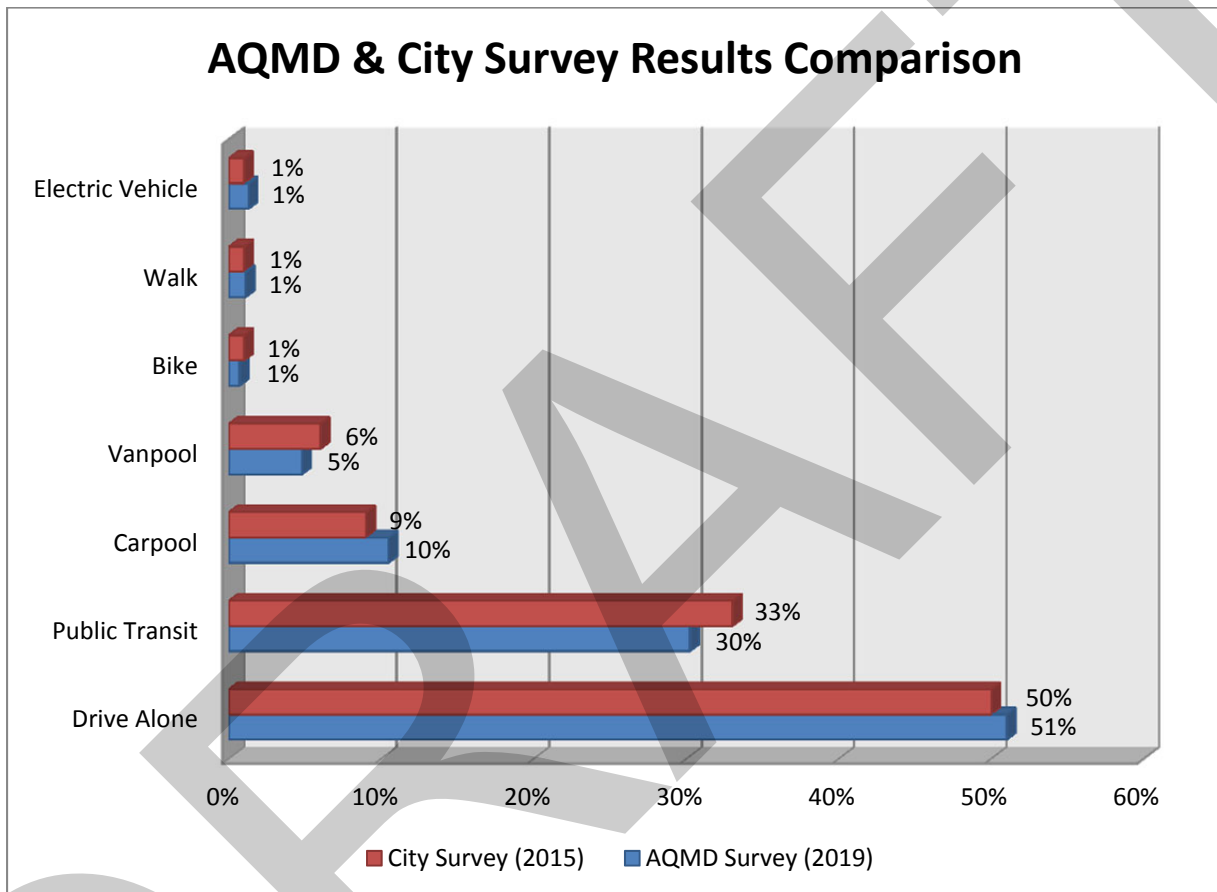
The following chart provides summary results of employee commuting behaviors per the 2019 survey. As the chart indicates, approximately 51% of respondents are driving alone, while 49% are engaging in alternate means of commuting to work:



While the AQMD survey reveals important information about commuting patterns, it does not address employee preferences and motivations. For this reason, in 2015 Employee Benefits conducted a separate commuting preferences survey. The intent of the survey was to (a) obtain greater insight into what drives employee decision-making to either drive alone to work or to

use alternative forms of transportation, and (b) identify what factors might influence changes in behavior.

A threshold question was whether the commuting preferences survey results aligned with and could validate the AQMD survey results with respect to various forms of ridership. The results indicate a high level of correlation between both surveys. The following table compares the 2015 commuting preferences survey results with the most recent 2019 AQMD survey:



Key findings from that survey are provided as **Exhibit B** to this report. The Personnel Department and JLMC-COP are presently preparing to issue a revised survey. This will provide Employees Benefits and the JLMC-COP the ability to update the survey data and lay the groundwork for establishing trends and identifying areas of opportunity for influencing employee behaviors.

2.3 Parking Benefits - Status and Participation

Employee Benefits presently administers the following parking transportation benefits for eligible City employees:

Parking Benefits

- **City Facilities Parking** – Eligible employees may receive parking at various City-owned or leased parking facilities on a space-available basis per the parking priorities established in the Special Parking MOU.
- **Parking Spending Accounts** – Eligible employees may contribute, on a tax-free basis, up to \$265 per month to an account to fund parking expenses at non-City-owned or leased facilities.

Employee Benefits issues permits, keycards, and keycard approvals for 22 lots (see [Exhibit C](#)). In total, approximately 6,117 permits have been issued at these various parking facilities.

Overall, City employees who wish to receive parking continue to be challenged by parking capacity. The following table includes all City parking facilities with waiting lists. As indicated, as of July 2019, there are 2,435 employees on these lists.

PARKING FACILITY WAITING LISTS	
Parking Facility	Wait List Total
City Hall East	1,009
Figueroa Plaza	412
Public Works Building (PWB)	275
Spring Street Lot 220	512
LADOT Lot	79
Police Admin Building (PAB)	63
Vignes/MSD Lot	41
Piper Tech	33
Van Nuys Friar Lot	11
Total	2,435

Over the past two years, Employee Benefits has conducted audits at 15 parking facilities as part of an ongoing audit plan. The objective of the audit plan is to continuously remove ineligible and terminated employees from the lists of those who have been issued parking permits or keycards so that those on waiting lists can be issued permits or keycards. As a result of those efforts, 965 new permits have been issued, reducing the number of individuals on wait lists at those lots by approximately 10%.

The City will evaluate each proposer’s written responses to the RFP questionnaire contained in Section 3 of the RFP and outlined in further detail below.

2.4 ORGANIZATIONAL QUALIFICATIONS

2.4.0 Organizational Qualifications and Reliability

The City will be evaluating each Proposer’s organizational experience, stability, financial strength, experience in providing services to employer-sponsored transportation benefit

programs, staff qualifications and turnover, and other factors to assess how organizations are resourced to be long-term viable partners with the City in providing the specific services included within this RFP.

2.4.1 Regulatory and Contractual Actions

The City will review each Proposer's status as to client legal actions, contract terminations, bankruptcy filings, and conflicts of interest, as part of assessing its reliability and institutional viability.

2.5 TRANSPORTATION BENEFITS CONSULTING EXPERIENCE AND QUALIFICATIONS

2.5.1 Transportation Benefits Research and Advisory Capabilities

The City will evaluate each Proposer's experience, qualifications, and capabilities in providing expert consulting services in conducting a comparative study of best practices used by other employers in combination with assessing the City's current COMMUTEwell Program design, assisting the City on an ongoing basis with implementing changes to its program and providing reporting and expert guidance regarding the efficacy of plan design changes as reflected in impacts to member outcomes, and providing ongoing feedback and support as the City moves forward with executing revisions to the Special Parking MOU in concert with creating strategic objectives and a long-term strategic plan for the COMMUTEwell Program.

2.5.2 Technical and Regulatory Resources

The City will evaluate each Proposer's regulatory interpretive and oversight services and ability to provide legal analysis and interpretations of laws, regulations, and other matters pertaining to employer-sponsored transportation benefit programs.

2.5.3 Engagement and Communications Development Resources

The City will evaluate each Proposer's experience, qualifications, and capabilities in assisting the City with the development of communications, marketing, and engagement strategies and materials for the purpose of influencing member behaviors and driving more successful commuting member outcomes.

2.6 FEES

2.6.1 Fee Models

The City values proposals that include reasonable, cost-effective, and competitive fees to perform the services described in this RFP and which provide the highest degree of clarity for the City in planning for and projecting its future costs. As such, the City

welcomes fixed fee proposals which are inclusive to the highest degree possible of all actual or potential costs, and do not include a high risk of fee inflation due to ongoing programming, web design, communications, and other services which are part of the ongoing evolution and improvement of the City's COMMUTEwell Program.

All proposers must submit a comprehensive list of all proposed fees. All fees that will or may apply are required to be disclosed. The proposed fees submitted by the proposer for providing the services described in this RFP shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of 12 months from the submission deadline.

2.6.2 Performance Guarantees

The City will also be evaluating the proposer's proposed performance guarantees, with a focus on those that are meaningful, measurable, and relate to the core mission and objectives that have been identified in this RFP.

2.7 SCOPE OF SERVICES

2.7.0 Status Review

The Contractor shall assess the City's current transportation benefit design as formalized within the Special Parking MOU; member outcomes for the COMMUTEwell Program including participation in its various programs; and survey and other data produced by the City indicating commuter practices and preferences. Contractor shall review all pertinent information relating to the administration of COMMUTEwell benefits, including governing documents, reports, studies, engagement materials, and technological and staffing support resources.

2.7.1 Best Practice Study

The Contractor shall conduct research, identify, and report on best practices in other employer-sponsored transportation benefit programs, with a particular but not exclusive focus on programs sponsored by other public agencies both inside and outside the State of California, but also including programs offered in the private and non-profit sectors. The study shall collaborate closely with City staff in the design, scope, and methods utilized in preparing the study. The study shall be submitted to the City within not more than 60 days of its initiation.

2.7.2 Implementation and Performance Measurement

The Contractor shall assist the City with implementing changes to its program as well as providing reporting and expert guidance on an ongoing basis regarding the efficacy of plan design changes as reflected in impacts to member outcomes. The Contractor shall prepare both statistical and narrative reports as directed by the City for both staff use as well as for submission to the JLMC-COP.

2.7.3 Presentations to JLMC-COP

The Contractor shall be required to attend all JLMC-COP meetings to provide reports and information as well as advise the JLMC-COP on all relevant items falling within the Contractor's expertise, including but not limited to applicable regulatory or best practice information which may impact the Personnel Department's and JLMC-COP's ongoing administration of the COMMUTEwell Program.

2.7.4 Survey Development and Analysis

The Contractor may be asked to provide advice and assistance in developing and evaluating member surveys. Types of surveys may include but are not limited to electronic or print surveys, focus groups, customer satisfaction evaluations, and other knowledge/awareness assessments.

2.7.5 Engagement Strategies and Materials Development/Review

The Contractor may be requested to provide assistance in the design, review, and execution of engagement strategies and materials for the purpose of influencing employee behaviors and improving member outcomes. Marketing strategies may be geared towards encouraging participation in City-sponsored transportation benefit incentive programs as well as educating participants regarding program features and services. The development of marketing strategies must include ways of defining objectives and creating metrics for measuring success of the strategy. Engagement materials may include print, video, and other media.

2.8 FEES & PERFORMANCE GUARANTEES

2.8.0 Compensation

The City will assess information provided by Proposers relative to the compensation derived from their proposed services.

2.8.1 Performance Guarantees

The City will be considering the Proposer's performance guarantees, with a focus on those that are meaningful, measurable, and best relate to the service objectives as identified in this RFP.

SECTION 3

PROPOSAL QUESTIONNAIRE

QUESTIONNAIRE INTRODUCTION AND INSTRUCTIONS

3.0 INTRODUCTION

The questions included in this RFP are intended to solicit important background information about your firm and fully disclose the data points upon which Proposers will be evaluated. The City is not evaluating firms utilizing any information other than what is outlined within this RFP. Responses to this section along with documents required to be submitted pursuant to Part B of this RFP are necessary for the proposal to be considered responsive.

3.1 INSTRUCTIONS

- Do not alter the questions or question numbering.
- Complete all appropriate sections of the questionnaire.
- To obtain an electronic version of the questionnaire, please contact the City Contract Administrator. When providing narrative responses in the Excel questionnaire document, do not include any images, graphics, or charts. However, you may include images, graphics, or charts in print copies of your Proposal.
- Provide an answer to each question even if the answer is “not applicable” or “unknown.”
- Answer the question as directly as possible.
- If the question asks, “How many...” provide a number.
- If the question asks, “Do you...” indicate “Yes” or “No” followed by any additional brief narrative explanation to clarify.
- **Be concise in your response.** Use bullet points as appropriate.
- **Do not respond to a question solely by referring to a document or material that is not otherwise included within your Proposal. If referring to such documents or materials, you are nevertheless responsible for summarizing the content in order for you to be deemed responsive with respect to that question.**
- Referring the reader to attachments for further information should be avoided or used on a limited basis. Any response that does not directly address the question, but only contains marketing information, will be considered non-responsive.

3.2 INTRODUCTORY QUESTIONS

Responses to the following are required in order for your proposal to be considered responsive but will not be rated.

3.2.0 Cover Letter and Proposal Declaration

Provide a cover letter and Proposal Declaration to include the following:

- Title **“City of Los Angeles Employer-Sponsored Transportation Benefit Consulting Services RFP”** and submission date
- Contact name of person authorized to bind the Proposer to the proposal
- Contact Name/Title:
- Mailing Address:
- Location of Business (if different from mailing address):
- Type of legal entity (corporation, limited liability company, joint venture, partnership, etc.)
- A short description of your organization, the businesses in which it engages and the services it provides.
- Telephone Numbers (Office, Cell, and 24-hour lines of person(s) who will be authorized to represent the Proposer):
- Fax Number:
- E-mail Address:
- Date entity was established and location of entity when established
- Location of headquarters (full address) and, if your firm has more than one office location, which of your firm’s offices will service this account.
- Remittance Address (if different from mailing address):
- Annual revenues
- Total number of employees
- Total number of employees in the City of Los Angeles
- Total number of employees in the County of Los Angeles
- Number of employees reported in whose exclusive, primary work location is in the County of Los Angeles
- Number of employees providing services for this contract
- The following statement:

“The undersigned hereby offers and agrees to furnish the services in compliance with all the service level requirements, instructions, specifications, and any amendments contained in this RFP document and any written exceptions in the offer accepted by the City. This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; and the Proposer has not in

any manner sought by collusion to secure for itself an advantage over any other Proposer.”

- A signature submitted on behalf of the Proposer by an officer authorized to bind the Proposer to the proposal, acknowledging:
 - Receipt of and agreeing the submitted Proposal is based on the RFP and any identified addenda.
 - Failure to indicate receipt of addenda may result in the proposal being rejected as non-responsive.
 - To constitute a responsive proposal all pages of the proposal questionnaire and required forms must be submitted.
 - Under penalty of perjury under the laws of the State of California that the proposal is true and correct and the Proposer agrees to the terms and conditions in the proposal.

3.2.1 City Business License Number or Proposer Registration Number

Indicate your City Business License Number or Proposer Registration Number, if available. A license or registration number is not required for your proposal but will be required prior to execution of a contract. To obtain a Business Tax Registration Certificate (BTRC) or Proposer Registration Number call the Office of Finance at (213) 473-5901 and pay the respective business taxes. The address is as follows: City of Los Angeles, Office of Finance, City Hall, Room 101, 201 North Main Street, Los Angeles, CA 90012 – <http://www.finance.lacity.org>.

3.2.2 State of California Board of Equalization Permit

Indicate your company’s State of California Board of Equalization permit number. If you do not have this permit, please make a statement to this effect.

3.2.3 California Revenue and Taxation Code

Fill out and submit the appropriate California Revenue and Taxation Code form, if applicable (for out-of-state proposers).

3.2.4 Compliance with Standard Provisions

Provide a statement indicating that your firm will comply with the City of Los Angeles General Contracting Provisions attached to this RFP in Part B, including the Standard Provisions for City Contracts (Rev. 10/17). Please note that your statement does not relieve you from providing all of the documents required pursuant to the “Proposal Response Checklist.”

3.2.5 Insurance

The City is estimating that the following insurance coverage types will apply to this contract:

- Workers Compensation (\$_____)
- General Liability (\$_____)
- Professional Liability (\$_____)

Please verify that you will be able to meet the required coverage levels and that you will submit proof of such pursuant to Part B, “General Contracting Requirements - Insurance Requirements,” as a condition of execution of any final contract (see Part B, “Standard Provisions – Insurance Requirements” for further details). Note that if the Proposer is a sole owner company with no employees, the Proposer can sign the City’s waiver of worker’s compensation. General Liability can also be obtained through the City’s SPARTA program for small contractors. Links to the City’s waiver form and SPARTA program from the City’s Risk Management website are provided as follows:

<http://www.2sparta.com/>

<http://cao.lacity.org/risk/waivewc.pdf>

3.2.6 Lobbyist Disclosure

Disclose any (1) arrangements your company has with any lobbyists and/or agents representing your company, and (2) any arrangements your company has with an unrelated individual or entity with respect to the sharing of any compensation, fees, or profit received from or in relation to the proposing company being awarded a Contract with the City. If any such arrangements exist, describe the nature of the relationship and the manner in which compensation or fees would be shared.

3.2.7 Endorsement Disclosure

Disclose any financial relationship your company has with any union, organization or association in conjunction with an endorsement. Provide details regarding the relationship, including any benefit that will be recognized by the union, organization or association in the event your company is awarded a Contract with the City.

3.2.8 Subcontracting

If any portion of the Contract is to be subcontracted, it must be clearly set forth as to the part(s) to be subcontracted, the reasons for the subcontracting and a listing of subcontractors. For each subcontractor proposed, provide the following information:

- The specific service being subcontracted
- Name of Subcontractor
- Subcontractor’s Contact Name
- Contact Title
- Contact Phone Number
- Mailing Address
- Location of Business (if different from mailing address)
- Business Telephone Number

- Subcontractor’s registration # and/or license #, if applicable
- Description of Work to be Subcontracted
- Reason for Subcontracting
- Percent of Total Contract to be Subcontracted & Dollar Amount
- Relevant work experience in years and level of responsibility
- Experience in number of years that your firm has worked with the Subcontractor providing these services
- If subcontractor is a MBE, WBE, LBE, SBE, EBE, or OBE
- If subcontractors will not be utilized, so indicate here.

3.2.9 Required Contract Execution Date

Please indicate if you (a) have any requirements, constraints, or limitations with respect to the implementation or “Go-Live Date” relative to final execution of a completed Agreement with the City; and (b) if you would be willing to provide services to the City prior to execution of a completed contract providing that a ratification clause is inserted into the Agreement.

3.3 QUESTIONNAIRE

2019 REQUEST FOR PROPOSAL (RFP) EMPLOYER-SPONSORED TRANSPORTATION BENEFIT CONSULTING SERVICES PROPOSAL QUESTIONNAIRE	
Please complete the entire Questionnaire and include it with your RFP Proposal. Make sure you enter information into ALL cells designated for responses. If the question does not apply, enter "N/A" into the cell. Do NOT leave any empty cells. Do NOT add columns, rows, or cells to the questionnaire format. If you have any questions regarding this form, contact the City Contract Administrator.	
Qualifying Questions Responses to the following are required in order for your proposal to be considered responsive, but will not be rated.	
QUESTIONS	ENTER RESPONSES IN THIS COLUMN
CONTACT INFORMATION	
1	Name of Company: Person Authorized to Submit Proposal: Title of Person Authorized to Submit Proposal: Business Address: (Company Office to Service Account) Type of Legal Entity: (Corp, LLC, Partnership, etc.) Business Telephone Number: Company Website:

REQUIRED DOCUMENTATION & DISCLOSURE		
2	State of California Board of Equalization Permit Number:	
3	Has your company attached appropriate California Revenue and Taxation Code Form, if applicable (for out of state proposers)?	
4	Has your company's insurance broker uploaded the Certificate of Liability Insurance onto the kwikcomply.com website?	
5	Has your company completed all required forms as part of this RFP or as required on the LABAVN website?	
6	Does your company agree to the following statement? "We hereby offer and agree to furnish the services in compliance with all the service level requirements, instructions, specifications, and any amendments contained in this RFP document and any written exceptions in the offer accepted by the City. This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; and the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer."	
7	Does your company agree to the following statement? "By submitting a proposal, we acknowledge and agree to the following: (1) receipt of and agree that the submitted Proposal is based on the RFP and any identified addenda; (2) failure to indicate receipt of addenda may result in the proposal being rejected as non-responsive; (3) to constitute a responsive proposal all pages of the proposal questionnaire and required forms must be submitted; and (4) under penalty of perjury under the laws of the State of California that the proposal is true and correct and the Proposer agrees to the terms and conditions in the proposal."	
8	Does your company agree to the following statement? "By submitting a proposal, we acknowledge that we will comply with the City of Los Angeles General Contracting Provisions attached to this RFP in Part B, including the Standard Provisions for City Contracts (Rev. 10/17)."	
9	If your response to prior question is "NO," please be specific regarding which of the City's General Contracting Provisions, including the Standard Provisions, you are not able to comply with and why.	
10	Assuming a ratification clause is included into the agreement, is your company willing to provide services to the City prior to the execution of a completed contract?	
CURRENT AND FORMER CLIENTS (The City may contact some or all of the contacts provided - please advise of constraints on contacting any of the listed entities)		
11	Provide contact information for your company's three largest public sector consulting services clients: Client Name: Current Asset Amount: Contact Name: Address: Phone Number for Contact Person: Email Address for Contact Person: Year Your Company Started Providing Client Services: Contract Services Provided (2-3 sentences):	

12	Provide contact information for your company's three largest private sector consulting services clients: Client Name: Contact Name: Address: Phone Number for Contact Person: Email Address for Contact Person: Year Your Company Started Providing Client Services: Year Your Company Stopped Providing Client Services: Contract Services Provided (2-3 sentences):	
13	Provide contact information for your company's three former public or private sector consulting services clients which have most recently discontinued services: Client Name: Contact Name: Address: Phone Number for Contact Person: Email Address for Contact Person: Year Your Company Started Providing Client Services: Year Your Company Stopped Providing Client Services: Contract Services Provided (2-3 sentences):	
RATED QUESTIONS		
The following questions will be used to rate your Proposal.		
ORGANIZATIONAL QUALIFICATIONS		
ORGANIZATIONAL QUALIFICATIONS & RELIABILITY		
14	Please provide an overview of your organization and organizational structure, to include the name of your parent company (if you have one), the nature of its business, the name of your company, the length of time your firm has been providing the broad range of services included within this procurement, headquarters, number of clients and members, and geographic service area.	
15	Please provide your organization's revenues and net profits for the last three calendar years.	
16	Please provide your organization's revenues and net profits for providing the range of services included in this procurement for the last three calendar years.	
17	Is your company a subsidiary or affiliate of another company? If yes, describe the nature of the business of the parent firm. Provide full disclosure of all direct or indirect ownership. Indicate what percentage of the total company revenues your company represents for each of the last three calendar years.	
18	What is the last date when your organization had a change in its business structure, whether through an acquisition or divestiture or through an alliance arrangement? If applicable, how did this change in business affect how you provide the services which are the subject of this RFP?	
19	Describe any pending agreements to merge or sell your company or any portion thereof, or your parent company; or any pending or anticipated plans to reorganize your company within itself or as part of the larger organization of which your company is a part.	

20	Describe any change in senior management (including CEO, CFO, CIO, or other executive management) in the last five years. Indicate the average tenure (in years) of senior management.	
21	Please provide a summary of your organization's strategic plan, including how you control/manage the growth of your business.	
22	What percentage of your services solicited in this RFP would be outsourced to other firms or sub-contracted? For services representing more than 5% of the total fee proposed for this RFP, identify all providers and their functions.	
23	What percentage of your services solicited in this RFP would be outsourced or subcontracted to U.S. and non-U.S. service providers? Identify all U.S. and non-U.S. providers, their functions, and the percentage of work that would be performed by them under this contract.	
24	How many proposals have you submitted in the last three years related to the services which are the subject of this RFP?	
25	Provide a comprehensive list of your company office locations in order of the following: 1) Los Angeles area offices, 2) California area offices, 3) United States offices, and 4) offices abroad. Identify which locations will be used to manage services under this contract, and the extent of services to be performed at each location.	
26	Indicate the total number of employees in your firm as of 12/31/16, 12/31/17, and 12/31/18.	
27	Provide the name, position, resume, employment date(s) with your organization, geographic location, and a description of duties for each employee who is expected to work on this contract during its duration. Please also provide the expected availability and number of hours per day, month, and year each employee will be assigned to work on this contract and organization chart.	
28	Describe any changes in direct management - the day-to-day staff who provide the administrative, information technology, and other direct management of the account - over the last two years. For the work unit(s) that you would propose servicing the City's Plan, what was the total staff turnover for 2016, 2017, and 2018? Provide the number of full-time employees and percent of staff turnover.	
REGULATORY AND CONTRACTUAL ACTIONS		
29	Has your company been the subject of any complaint filed with any state or federal regulatory agency or office in the past five years? Has your company ever had a license to do business, an agent/broker license or any other insurance license revoked or suspended? Has your company ever been reprimanded or otherwise cited by a licensing agency? If any of these apply, please describe fully.	
30	Are there any outstanding legal actions pending against your organization? If so, please explain the nature and current status of the action(s) to the extent possible. What guarantees can you provide that these actions will not disrupt your business operations or impact the City's account if you were awarded a contract?	
31	Identify and describe any past, pending or threatened judicial or administrative litigation (including lawsuits or protests) in which you have litigated against a client or prospective client, within the past five years, related to the type of services you are proposing. Indicate the reasons for the lawsuit/protest and the outcome. Provide contact information for the entity sued or challenged.	

32	Describe any incident within the past ten years in which your business has had a contract terminated for default. Termination for default is defined as notice to stop performance due to your organization's non-performance or poor performance and the issue was either not litigated, or litigated and such litigation determined your organization to be in default. Submit full details of all termination for default experienced by your firm during the past five years including the other party's name, address, telephone number and your firm's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject your firm's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of your firm. If your firm has experienced no termination for default in the past ten years, so indicate.	
33	Has your company or its subsidiaries ever filed or been petitioned into bankruptcy or insolvency or has your company ever made any assignment for the benefit of your creditors? If so, provide complete details.	
34	Describe what procedures and policies you have in place to protect against, and provide disclosure of, any potential or perceived conflict of interest involving relationships your firm may have with service providers for which you may also be asked to conduct performance reviews or otherwise evaluate for the City's Plan. To what extent and under what circumstances do the individuals who would be directly servicing the City's account personally meet with service providers that could be actual or potential City clients?	
TRANSPORTATION BENEFITS CONSULTING EXPERIENCE AND QUALIFICATIONS		
TRANSPORTATION BENEFITS RESEARCH AND ADVISORY CAPABILITIES		
35	Provide the number of clients to whom you currently offer employer-sponsored transportation benefit consulting services for public agencies by number of employees as follows: Under 5,000 5,001 – 10,000 10,001 – 25,000 25,001 – 50,000 50,000+	
36	Provide the number of clients to whom you currently offer employer-sponsored transportation benefit consulting services for private sector firms by number of employees as follows: Under 5,000 5,001 – 10,000 10,001 – 25,000 25,001 – 50,000 50,000+	
37	Who will provide transportation benefits consulting services to the City? For each individual providing these services, please indicate: <ul style="list-style-type: none"> • Work experience/qualifications • Tenure with firm • If there is more than one individual, indicate who will be the lead consultant and describe their respective roles and areas of expertise • Where the individual(s) is(are) located • Fully describe the caseload for the lead consultant by listing other clients handled by that individual. 	
38	Describe in detail and provide up to three examples of your experience with respect to analyzing, recommending, and/or assisting employers in the design of transportation benefit programs (e.g. adding/deleting programs or features, changes to incentive structures, etc.).	

39	Describe in detail and provide up to three examples of your experience with respect to researching and conducting comparative studies of employer-sponsored transportation benefit design models. Indicate whether you have ever conducted a study similar to the study being requested by the City of LA pursuant to this RFP.	
40	Describe in detail and provide up to three examples of your experience with respect to analyzing, recommending, and/or assisting employers in parking benefit design for their employees.	
41	Describe how you would approach developing a project plan for and executing a transportation benefit study for the City of LA as requested in this RFP. What would be the primary elements of the project plan? How many employers would be included within the study? What resources would you rely on to obtain information from those entities? What would be included within the study report deliverable? Please include sample project plan.	
42	Describe what unique factors or considerations that would apply to developing a comparative study specifically for a State of California or regional southern California governmental employer.	
43	Indicate your estimated timeline for completing the transportation benefits study/review.	
44	Describe your familiarity and experience working with regional transportation authorities such as LA Metro and how expertise in their services would be used to inform your study and the findings/recommendations you formulate for the City of LA.	
45	Describe what you regard to be the primary means by which an employer can or should measure the success of its transportation benefit programs, and what considerations would be unique to public agencies.	
TECHNICAL AND REGULATORY RESOURCES		
46	Describe the resources you can make available to the City for the purpose of expert technical legislative review of applicable AQMD or other State of California transportation-related law/regulation.	
47	Indicate if you have attorneys on staff who could be used as resources by the City for the purpose of researching inquiries regarding statutes and regulations relevant to transportation benefits, whether any of these attorneys are licensed to practice law in the State of California, and what qualifications or limitations you would place on the information provided by your legal advisors with respect to that information.	
48	Explain how you would be proactive in notifying the City of potential regulatory/compliance issues or changes that must be made in order to adapt to changing requirements. Describe what you would propose in terms of process in order to regularly review such regulatory issues relative specifically to the City's governing documents and to notify the City of necessary actions.	
ENGAGEMENT AND COMMUNICATIONS DEVELOPMENT RESOURCES		
49	Indicate if your firm can support the City in the design and execution of successful communications and engagement strategies for the purpose of improving transportation benefit outcomes for City employees.	
50	Who will provide communications consulting services to the City? For each individual providing these services, please indicate: Work experience/qualifications <ul style="list-style-type: none"> • Tenure with firm • If there is more than one individual, indicate who will be the lead consultant and describe their roles and areas of expertise • Where the individual(s) is/are located • Fully describe the caseload for the lead consultant by listing other clients handled by that individual. 	

51	Describe in detail what you regard to be the essential elements of an optimal communications/engagement strategy development process and campaign. Provide specific examples of successful communications/engagement strategies that you developed for clients and the results of those strategies.	
52	Indicate your philosophy and practice related to the testing of communication concepts. How do you test for efficacy? What role does testing play in the development process?	
53	Communications now often involves the use of a wide variety of communication venues (e.g. print, social media, web-video, interactive applications, or other web-based communication and educational tools) made available through a variety of technologies. Describe your experience in developing concepts or recommendations for communication strategies built around multiple communication delivery methods. If you have assisted in developing them, provide samples of no more than three communication materials you have produced.	
54	The City conducts periodic employee commuting preferences surveys. Indicate if you have resources to assist the City with conducting such surveys; your experience in developing commuting preference surveys; and a general review of how you would approach working with the City to administer an effective survey. Provide examples of surveys you have developed for clients, how those surveys were used, and the results of those surveys.	
55	Provide two examples of innovative communication campaigns and related materials you have developed or assisted in developing. Explain the initial communications challenge/objective you identified, the process by which you worked with your client, how you identified and resolved obstacles to implementation, and how you assessed the success of the communication materials. Provide samples of the work-plans and materials you produced.	
FEES		
FEE MODELS		
56	<p>Fees - Hourly Rate Model</p> <p>Indicate by name your billable hourly rates for all staff to be assigned to the City's account for this group of consulting services. Mark n/a for any categories which are not applicable. Add additional categories you may use which are not included in this table.</p> <p>Principal Consultant Managing Consultant Consultant Associate/Analyst Clerical Other</p> <p>Please note that the City will not accept a fee structure which provides for annual or other inflation/adjustments to hourly rates. A single set of rates must be proposed which will be guaranteed for the length of the Contract.</p> <p>Please note that the City will not pay for mileage, parking travel, internal printing and copying, or computer time as these are considered part of the normal cost of doing business.</p> <p>Finally, do not include California State sales tax in prices quoted unless otherwise requested. If requested, sales tax must be identified as being included in the pricing. Additionally, the City is exempt from the payment of excise taxes imposed by the Federal Government. Such taxes must not be included in the proposed prices. Federal excise exemption certificates will be furnished by the Department of General Services upon request.</p>	

57	<p>Fees - Fixed Fee Model</p> <p>Indicate whether or not you would propose a fixed fee for the City's account, how that fixed fee would function, the amount of the fixed fee, and what would be included and not included under the fixed fee.</p> <p>Please note that the City will not accept a fee structure which provides for annual or other inflation/adjustments to the price proposal. A single fixed fee must be proposed which will be guaranteed for the length of the Contract.</p> <p>Please note that the City will not pay for mileage, parking travel, internal printing and copying, or computer time as these are considered part of the normal cost of doing business.</p> <p>Finally, do not include California State sales tax in prices quoted unless otherwise requested. If requested, sales tax must be identified as being included in the pricing. Additionally, the City is exempt from the payment of excise taxes imposed by the Federal Government. Such taxes must not be included in the proposed prices. Federal excise exemption certificates will be furnished by the Department of General Services upon request.</p>	
58	<p>Fees - Hybrid Hourly/Fixed Fee Model</p> <p>Indicate whether or not you would propose a hybrid hourly/ fixed fee model for the City. If so, provide all of the information for both the hourly and fixed fee components requested in prior questions.</p>	
59	<p>Fees – Miscellaneous</p> <p>Indicate all other fees you potentially charge that are not included in or specifically excluded by the City from the pricing models outlined above.</p>	
PERFORMANCE GUARANTEES		
60	<p>Please indicate what performance guarantees your company would provide and any associated financial penalties associated with some or all of them.</p>	
ADDITIONAL INFORMATION		
61	<p>Provide any additional information your firm believes is essential to the evaluation of your proposal. If there is no additional data your company wishes to present, state the following: "There is no additional data we wish to present."</p>	

SECTION 4

PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

Proposals must be based only on the material contained in the RFP, Pre-Proposal Conference responses, amendments, addenda and other material published by the City relating to the RFP. The Proposer must disregard any previous RFP draft material. Proposals must be submitted in accordance with the requirements set forth in this RFP.

4.0 ADDENDUM(A)

The City reserves the right to issue addendum(a) to this RFP which may add additional requirements that must be met in order for a proposal to be considered responsive. All Proposers must acknowledge any addendum(a) issued as a result of any change in this RFP on the Proposer Signature Declaration Page. Failure to indicate receipt of addendum (a) may result in a proposal being rejected as non-responsive.

4.1 IN WRITING

All proposals must be submitted in writing and Proposers shall complete and return any and all applicable documents including but not limited to written responses, questionnaires, forms, appendices, spreadsheets, and any electronic files. The City may deem a Proposer non-responsive if the Proposer fails to provide all required documentation, copies, or electronic files and eliminated from further consideration in the evaluation process.

4.2 COVER LETTER

Each proposal must include a cover letter limited to two pages. The cover letter must include the title, address, email address, and telephone number of the person or persons who will be authorized to represent the Proposer.

4.3 BEST OFFER

The proposal shall include the Proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of 12 months from the submission deadline.

4.4 AUTHORIZED SIGNATURES

Proposals must be signed by a duly authorized officer eligible to sign contract documents and authorized to bind the company to all commitments made in the proposal. A non-officer individual, with the authority to bind the Proposer to a contract, is sufficient to sign all applicable documents for the purpose of this RFP. Consortiums, joint ventures, or teams

submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one Proposer or one legal entity. The proposal must identify the responsible entity.

4.5 NUMBER OF PROPOSAL COPIES REQUIRED

Proposers are required to submit:

- **One (1) original written proposal** sent to the City of Los Angeles proposal delivery address which includes all required responses to **Part A** and **Part B**, with all documents **signed in ink**;
- **Two (2) copies of the written proposal** sent to the City of Los Angeles proposal delivery address which includes all required responses to **Part A** and **Part B**, with all documents;
- **Three (3) electronic (USB drive) copies** of your **Part A** and **Part B** in Adobe PDF, Microsoft Word, and/or (questionnaire only) Microsoft Excel formats sent to the City of Los Angeles proposal delivery address.

Original and copies should be identified as such. If any proposal contains any trade secrets or other proprietary information that the Proposer claims is exempt from disclosure under the California Public Records Act, then one (1) redacted copy of the proposal must also be submitted in addition to the original version. Written proposals must be presented in a sealed envelope or box. Proposer must enter the title and Proposer's name on the outside of the envelope or box. Sealed proposals are to be delivered to the address listed in this RFP no later than the stated proposal submission deadline.

Certain efficiencies in how proposals are prepared and submitted are requested in order to facilitate the review, storage, and recycling processes for proposal materials. Economy in presentation and packaging is preferred over materials which are not easily reproduced, create unnecessary waste, or are awkward to store. **Please do not submit materials in plastic binders.** Each response should have the bulk of its contents prepared on standard 8½ x 11 paper. Non-essential promotional materials and over-sized materials should be avoided wherever possible except as otherwise requested within the RFP.

4.6 ELECTRONIC (USB DRIVE) SUBMISSION

In addition to the written copies of the proposal, Proposers are required to provide a copy of the proposal in Adobe PDF, Microsoft Word, and/or (questionnaire only) Microsoft Excel format on a USB flash drive. Redacted versions should be sent separately and **identified** as such. The USB flash drive containing the proposal versions should be labeled with the firm name and title of this RFP and placed in a sealed envelope with the firm's name written across the front of the envelope and attached or affixed inside the front cover of the original RFP response.

4.7 INFORMATION REQUESTED AND NOT FURNISHED

The information requested and the manner of submission is essential to permit prompt evaluation of all proposals. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided.

4.8 ALTERNATIVES

The Proposer shall not change any wording in the RFP or associated documents. Any explanation or alternatives offered shall be submitted in a letter attached to the front of the proposal documents. Alternatives that do not substantially meet the City's requirements cannot be considered. Proposals offered subject to conditions and/or limitations may be rejected as non-responsive.

4.9 PROPOSAL ERRORS

Proposer is responsible for all errors or omissions incurred by Proposer in preparing the proposal. Proposer will not be allowed to alter proposal documents after the Proposal Submission Deadline, except as allowed by the City. The City reserves the right to allow Proposers to make corrections. The City reserves the right to make corrections or amendments due to errors identified in the proposal by the City or the Proposer. This type of correction or amendment will only be allowed for typographical errors, transposition, or other obvious error. Any changes will be dated and time stamped, and attached to the proposal. All changes must be coordinated in writing with, authorized by, and made by the City Contract Administrator.

4.10 PROPOSAL CLARIFICATION

The City reserves the right to request Proposers at any phase of the evaluation process to clarify information provided in RFP responses including clarification of assumptions used in the RFP response. All clarifications must be coordinated in writing with, authorized by, and made by the City Contract Administrator. Clarifications must be submitted in writing by the requested deadline, otherwise the RFP response will be deemed non-responsive or evaluated without the benefit of the clarification requested.

If the City determines that all Proposers failed to submit requested information or adequately responded to the same RFP question or request for data, the City may, at its discretion, issue an RFP Addendum and provide all Proposers with an opportunity to provide a response to the RFP question. Responses to RFP Addendum questions must be submitted in writing by the stated deadline otherwise the RFP response will be deemed non-responsive or evaluated without the benefit of the clarification requested.

4.11 WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

4.12 INTERPRETATION AND CLARIFICATIONS OF RFP REQUIREMENTS

The City will consider prospective recommendations or suggestions regarding any requirements before the Pre-Proposal Conference. All recommendations or suggestions must be in writing and submitted to the City Contract Administrator. The City reserves the right to modify or amend any and all requirements of the RFP.

4.13 PROPOSAL SUBMISSION DEADLINE

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. The proposals, including all hard copies, redacted copies and electronic copies of the final proposals and proposal questionnaire must be received by the City Contract Administrator at the published location and by the published due date included with this RFP.

City Contract Administrator

City of Los Angeles Personnel Department
Employee Benefits Division
Attention: Kevin Hirose
Los Angeles City Hall
200 North Spring Street, Room 867
Los Angeles, CA 90012

By 3:00 P.M. Pacific Standard Time on _____, 2019.

It should be noted that all persons and materials entering the Employee Benefits Division's City Hall location must go through a security check. Proposers should allow ample time to clear security in order to meet the deadline listed above. All proposals will be date and time stamped upon receipt.

4.14 LATE PROPOSALS

Proposals submitted after the Proposal Submission Deadline shall be considered late. Late proposals will not be considered.

4.15 COST OF RFP

The City is not responsible for any costs incurred by Proposer while submitting proposals. All Proposers who respond to the RFP do so solely at their own expense.

4.16 WITHDRAWAL OF PROPOSALS

Proposer may withdraw a submitted proposal in writing at any time prior to the Proposal Submission Deadline. A written request, signed by an authorized representative of the proposer, must be submitted to the City Contract Administrator. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time up to the Proposal Submission Deadline.

4.17 SELECTION OF PROPOSER

The proposer with the highest score based on the RFP criteria and that also satisfies all City contracting requirements will be recommended for selection. Selection is not restricted to the lowest offer or bid. Should contract negotiations not be successful with the selected proposer, the City may, based on its exclusive discretion, negotiate with the next most qualified proposer.

4.18 REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals; to waive any minor informality in proposals received; to reject any unapproved alternate proposal(s); and reserve the right to reject the proposal of any proposer who has previously failed to perform competently in any prior business relationship with the City. The rejection of any or all proposals will not render the City liable for costs or damages.

4.19 RFP WITHDRAWAL, CANCELLATION, OTHER OPTIONS

The City reserves the right to withdraw or cancel the RFP at any time, if it deems such action necessary. If such action is taken, the City may re-issue the RFP. The City also reserves the right to contract with more than one respondent to this RFP. Furthermore, the City may exercise its right to not select any Proposer from this RFP, if it determines that there was no responsive Proposer.

If an inadequate number of proposals are received or the proposals received are deemed non-responsive, not qualified, or not cost effective, the City may, at its sole discretion, reissue the RFP or award a sole-source contract with a proposer. The award of the contract is subject to the successful negotiation of the terms and conditions of an agreement.

The City reserves the right to verify all information in the proposal. If the information cannot be verified, the City reserves the right to reduce the rating points awarded. The City reserves the right to require a pre-award interview and/or site inspection.

4.20 CONTRACT EVALUATION PROGRAM

When the term of the contract pursuant to this RFP has concluded, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on specified criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Contractor assigns to the contract. A Contractor who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation and any response from the Contractor to evaluate Proposals and to conduct reference checks when awarding future service contracts.

4.21 LOBBYING LAW COMPLIANCE

Proposers bidding for a contract, as defined in Los Angeles Administrative Code Section 10.40.1, shall submit with their bid, the Bidder Certification Form CEC 50 as prescribed by the City Ethics Commission acknowledging and agreeing to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance.

This ordinance serves to identify persons engaged in compensated lobbying activities aimed at influencing decisions of City government. Additional information regarding these restrictions may be obtained from the City Ethics Commission at (213) 978-1960 or <http://ehtics.lacity.org/>.

4.22 CAMPAIGN CONTRIBUTIONS

Proposers are subject to Charter Section 470(c)(12) and related ordinances. As a result, Proposers may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the Proposal until either the contract is approved or, for successful Proposers, twelve months after the contract is signed. The Proposer's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Proposers must submit CEC Form 55, provided in Part B materials, to the awarding authority at the same time the Proposal is submitted. The Form requires Proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Proposers must also notify their principals and subcontractors in writing of the restrictions and include such notice in contracts with subcontractors. Proposals submitted without a completed CEC Form 55 shall be deemed non-responsive. Proposers who fail to comply with City law may be subject to penalties, termination of Contract and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or <http://ethics.lacity.org/>

4.22 BUSINESS INCLUSION PROGRAM REQUIREMENTS (BIP)

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Proposers will assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs, WBEs, SBEs, EBEs DVBEs and OBEs, have an equal opportunity to compete for, and participate in, City contracts. Equal opportunity will be determined by the Proposer's BIP outreach documentation, as described in Part B and the Business Inclusion Program for this RFP. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs may be in the form of subcontracting. Proposers must refer to the Business Inclusion Program attachment to this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network (www.labavn.org). A Proposer's failure to utilize and

complete their BIP Outreach as described in Part B will result in their proposal being deemed non-responsive and shall disqualify the proposal from further consideration in the evaluation process. **Schedule A of the Business Inclusion Program requirements is required to be submitted even if a Proposer does not receive any response from sub-contractors to its solicitation. The Schedule A form is NOT available and cannot be submitted electronically on LABAVN where the outreach is conducted; a hardcopy, as provided in the Standard Provisions, must be printed and submitted with original signatures by the proposal submission deadline. Please note this RFP's published deadline for submitting the BIP Summary Sheet on www.labavn.org.**

4.24 LOCAL BUSINESS PREFERENCE PROGRAM ORDINANCE

Proposers are advised that any proposal submitted and or contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.47, Local Business Preference Program (LBPP) Ordinance. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County. The LBPP Ordinance allows the Department to apply additional points to the Proposal's final score under certain conditions. Proposers shall refer to Part B, "Local Business Preference Program" for further information regarding the requirements and application of the Ordinance.

If applicable, Proposers may choose to complete and upload the Local Business Certification Affidavit of Eligibility available on the City' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to the Proposal Submission Deadline. The City may request supporting documentation to verify qualification for designation as a Local Business. Only those Proposers who apply and qualify for a Local Business designation (or otherwise qualify by using a qualified Local Subcontractor) by the RFP due date will be made eligible for additional points that can be awarded under the ordinance. Proposers seeking additional information regarding the requirements of the Local Business Preference Program Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

4.25 CONFIDENTIALITY

All documents, records and information provided by the City to the Contractor, or accessed or reviewed by the Contractor, during performance of the services will remain the property of the City. All documents, records, and information provided by the City to the Contractor, or accessed or reviewed by the Contractor and any if its employees during performance of services, are confidential (hereinafter collectively referred to as "Confidential Information"). The Contractor agrees not to provide Confidential Information, nor disclose their content or any information contained in it, either orally or in writing, to any other person or entity. The Contractor agrees that all Confidential Information used or reviewed in connection with the Contractor's work for the City will be used only for the purpose of carrying out City business and cannot be used for any other purpose. The Contractor will be responsible for protecting the confidentiality and maintaining the security of City documents and records in its possession.

Any Confidential Information provided by the City to the Contractor, or accessed or reviewed by Contractor, during performance of services, will be made available to its employees, agents, and subcontractors only on a need to know basis. Further, the Contractor will provide written instructions to all of its employees, agents and subcontractors, with access to the Confidential Information about the penalties for its unauthorized use or disclosure.

The Contractor must not remove Confidential Information or any other documents or information used or reviewed in connection with the Contractor's work for the City from City facilities without prior approval from the City. At no cost to the City the Contractor will, at the conclusion of services, or at the request of the City, promptly return in an organized manner that preserves and protects the documentation, any and all Confidential Information and all other written materials, notes, documents, or other information obtained by the Contractor during the course of work under the contract. The Contractor will not make or retain copies of any such information, materials or documents. The Contractor and its employees, agents, and subcontractors may have access to confidential employee personnel information; misuse of such information may adversely affect the subject individual's privacy rights and may violate various federal and State statutes. The Contractor will implement reasonable and prudent measures to keep secure employee personnel information accessed by its employees, agents, and subcontractors during the performance of services. The Contractor will advise its employees, agents, and subcontractors of this confidentiality requirement.

The Contractor shall disclose the intent to use any service provider outside the continental United States of America to handle any aspect of the work within the scope of services, and shall describe to the City's satisfaction the methods, which will be utilized to protect the City's interests and confidentiality of City records and information in doing so. The City reserves the right to approve any such service provider throughout the term of the contract at its sole and absolute discretion.

Any breach of security that occurs through Contractor's website, offices or network shall require Contractor to be responsible for notifying City and all applicants affected by such breach. Contractor shall also be responsible for all costs associated with such notification. The Contractor shall indemnify the City for any breaches of its security and the improper disclosure of confidential information.

4.26 GOVERNMENT TAXATION FORMS

Proposers must submit the following three forms found in Part B to the awarding authority at the same time the Proposal is submitted:

- IRS Request for Taxpayer Identification and Certificate (Form W-9)
- Evidence of having applied for or obtained a tax registration account number (City of L.A. Tax Registration Certificate number and/or Vender Registration number)
- State of California Withholding Exemption Certificate (Form 590) or Non-resident Withholding Certification (Form 587), if the Proposer is located outside of California.

4.27 ON-LINE SUBMISSION OF REQUIRED DOCUMENTS

4.27.0 Equal Benefits Ordinance

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO). All Proposers shall complete and upload the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City's Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract, the value of which exceeds \$25,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN. Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit. Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

4.27.1 First Source Hiring Ordinance

Unless approved for an exemption, contractors under contracts used primarily for the furnishing of services to or for the City and that involve an expenditure in excess of \$25,000 and a contract term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Sections 10.44, et seq., First Source Hiring Ordinance (FSHO). Proposers shall refer to the City's "First Source Hiring Ordinance" included in Attachment B for further information regarding the requirements of the Ordinance. The First Source Hiring Ordinance Compliance Affidavit shall only be required of the Proposer that is selected for award of a contract.

4.27.2 Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code. All Proposers shall complete and upload the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City's Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract. Proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

4.28 AMERICANS WITH DISABILITIES ACT

As covered under Title II of the Americans with Disabilities Act, the City does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposals, programs, services and activities. If an individual with a disability requires accommodations to attend the Pre-

Proposal Conference, please contact the Contract Administrator at least five working days prior to the scheduled event.

4.29 FAIR CHANCE INITIATIVE FOR HIRING ORDINANCE

City contractors and subcontractors with ten or more employees are prohibited under Los Angeles Administrative Code Section 10.48 from seeking a job applicant's criminal history information until a job offer is made and from withdrawing a job offer unless the employer performs an assessment of the applicant's criminal history and the duties of the position (contractors and subcontractors must also comply with State requirements regarding the use of criminal history information in the job application process). Contractors and subcontractors are required to include information regarding the ordinance in all job solicitations and advertisements and to post notices informing job applicants of their rights. Additional information and forms may be found at the Department of Public Works, Bureau of Contract Administration website at <http://bca.lacity.org/>.

4.30 IRAN CONTRACTING ACT OF 2010

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

4.31 BOND ASSISTANCE PROGRAM

For those contractors wishing to bid on City projects but are experiencing difficulty obtaining the required bid, performance and payment bonds, the City of Los Angeles provides bonding assistance thru the Los Angeles Bond Assistance Program (BAP LA). For more information regarding the BAP LA please go to the City's Risk Management website at <http://cao.lacity.org/risk>.

SECTION 5

EVALUATION OF PROPOSALS

5.0 REVIEW PROCESS

Proposals received by the Proposal Submission Deadline as specified in this RFP will be evaluated as outlined below.

5.0.0 Preliminary Review – Level One

Proposals will be reviewed to determine completeness of required documentation and compliance with the City's administrative and general contracting requirements. Proposers that fail to submit or complete required documentation and/or satisfactorily comply with the City's requirements will be deemed as non-responsive, eliminated from further consideration, and will not proceed to the Level Two review process. Proposers will be notified in writing or email regarding the results of the Level One review.

5.0.1 Proposal Evaluation - Level Two

Employee Benefits Division staff will evaluate and score the technical competence of all proposals and generate recommendations for selection to the City. All written responses to the RFP questionnaire will be considered and evaluated. The award of the contract is subject to successful negotiation of the terms and conditions of an agreement.

5.0.1.0 Written Responses

All written responses to the RFP questionnaire will be considered and evaluated.

5.0.1.1 Engagement Exercise

Qualified Proposers will be required to participate in an engagement exercise with the proposal raters only. The engagement exercise is an interactive exercise between the Proposer and the rating panel in which the Proposer participates in a dialogue with the rating panel regarding a specific objective, administrative challenge, and/or policy initiative included within the Scope of Services of the RFP. The engagement exercise will occur on a date to be determined by the City. Proposers will receive more detailed information with respect to the background, details, and questions for each topic prior to the engagement exercise. Proposers will not be permitted to discuss the qualifications of their firm at the engagement exercise; clarify or enhance written responses to the written portion of the RFP; or otherwise discuss any other component of their RFP response or interest in securing business with the City. The engagement

exercise is a uniquely scored component of the RFP consistent with all other topics and sub-topics comprising the scored written responses to the RFP.

5.1 REVIEW CRITERIA

Evaluation of submitted proposals will be based on the following factors and the weights associated with each factor.

Rating Factors	Point Scale	% of Total
ORGANIZATIONAL QUALIFICATIONS		
Organizational Qualifications and Reliability	50	10%
Regulatory and Contractual Actions	25	5%
Total-->	75	15%
TRANSPORTATION BENEFITS CONSULTING EXPERIENCE AND QUALIFICATIONS		
Transportation Benefits Research and Advisory Capabilities	75	15%
Technical and Regulatory Resources	75	15%
Engagement and Communications Development Resources	75	15%
Total-->	225	45%
FEES		
Fees and Performance Guarantees	100	20%
ENGAGEMENT EXERCISE		
Engagement Exercise - Transportation Benefits Design	100	20%
TOTAL-->	500	100%

5.2 PROPOSAL PROTEST

5.2.0 Level One - Preliminary Review

Proposer may file a protest regarding disqualification at the Level One review. A Notice of Protest must be filed in writing and submitted to the Contract Administrator within five (5) calendar days of the notification of disqualification date. The Notice of Protest must clearly state the grounds for the protest and the facts on which they are based. The Personnel Department General Manager will respond to a protest within 15 calendar days of receiving it. The decision of the Personnel Department General Manager will be final.

5.2.1 Level Two - Award of Contract Recommendation

Proposers may file a protest regarding the award of the contract. A Notice of Protest must be filed in writing and submitted to the Contract Administrator within seven (7) calendar days of the date the Contracting Authority makes its final proposer selections pursuant to this RFP. The Notice of Protest must clearly state the grounds for the protest and the facts on which they are based. A protest based on non-selection alone or disagreement with the award of the contract is not sufficient grounds for a protest.

Personnel Department staff will respond to a protest, in writing, within 20 calendar days of receiving it. Findings and/or recommendations will be submitted to the General Manager Personnel Department and the decision of the General Manager Personnel Department will be final.

DRAFT

SECTION 6

GENERAL TERMS & CONDITIONS

6.0 PROPERTY OF CITY/PROPRIETARY MATERIAL

All proposals submitted in response to this RFP will become the property of the City and subject to the California Public Records Act (California Government Code Section 6250 et seq). Proposers must identify all trade secrets or other proprietary information that the Proposers claim are exempt from the Public Records Act. The City Attorney will make an independent determination regarding whether the identified information is disclosable. In the event a Proposer claims such an exemption, the Proposer is required to state in the proposal the following:

“The Proposer will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose trade secrets or other proprietary information to any person making a request therefore.”

Failure to include such a statement will constitute a waiver of a Proposer’s right to exemption from this disclosure.

6.1 PRE-AWARD NEGOTIATIONS

Prior to award of the contract, the successful Proposer(s) may be required to attend negotiation meetings that will be scheduled at a later date. The intent of the meeting(s) will be to discuss and negotiate contract requirements, prices/premiums, service level agreements, detailed scope of work specifications, ordering, invoicing, delivery, receiving and payment procedures, etc. in order to insure successful administration of the contract.

6.2 EXECUTION OF CONTRACT

Unless otherwise stated, proposals submitted will be irrevocable for a period of one-year following the proposal due date. A contract will be developed following action by the City.

Any contract made pursuant to this RFP must be accepted in writing by the Proposer. If for any reason Proposer should fail to accept the contract in writing, then the Proposer may be deemed non-responsive and the City may commence contract negotiations with another Proposer.

Please note that the City takes a legal approach whereby all contracts contain an order of precedence. In the event of a discrepancy between the provisions of the Contractor’s documents and the City’s documents, the City’s documents take precedence with respect to resolution of the discrepancy.

6.3 AMENDMENTS/MODIFICATIONS/CHANGE ORDERS

Any amendments, adjustments, alterations, additions, deletions, or modifications in the terms and/or conditions of the resultant agreement must be made by written amendment/change order approved by the Contracting Authority, the Contractor, and signed by the City Attorney. If Contractor performs any modification without a written amendment/change order, the City will neither pay for nor be obligated to accept said modification.

6.4 PRIME CONTRACTOR

The Proposer awarded the contract must be the prime Contractor performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly set forth in the proposal document as to what part(s) are to be subcontracted, the reasons for the subcontracting and a listing of subcontractors. The City reserves the right to reject any proposal wherein use of subcontractors significantly affects the ability of the Proposer to function as the prime Contractor on the awarded contract. The prime Contractor will at all times be responsible for the acts and errors or omissions of its Subcontractors or joint participants and persons directly or indirectly employed by them.

6.5 SUBCONTRACTORS/JOINT VENTURES

Acceptance or rejection of a Proposer's request to use subcontractors is at the sole discretion of the City. With written approval of the City, the Contractor may enter into subcontracts and joint participation agreements with others for the performance of portions of resultant agreement.

The provisions of the resultant agreement will apply to all subcontractors in the same manner as to the Contractor. In particular, the City will not pay, even indirectly, the fees and expenses of subcontractors that do not conform to the limitations and documentation requirements of the resultant agreement.

6.5.0 Copies of Subcontractor Agreements

Upon written request from the City, the Contractor will supply the City with all subcontractor agreements at no cost.

6.6 SUPPLIER PERFORMANCE FEEDBACK MEETINGS

The Proposer awarded the resulting agreement is required to attend periodic performance feedback meetings facilitated by the Contracting Authority. The meetings will focus on the Contractor's and the City's performance in fulfilling the service level requirements contained in the contract. The meetings will provide a forum to informally discuss opportunities for improving contract terms and conditions, service level requirements, and cost reductions for both parties.

6.7 REPLACEMENT OF CONTRACTOR'S STAFF

The City reserves the right to have the Contractor replace any contract personnel with equally or better qualified staff upon providing written notice to Contractor. In addition, the City reserves the right to approve in advance any changes in project personnel or levels of commitment by the Contractor to the project.

6.8 CONTRACTOR'S ADDRESS

The address given in the proposal response will be considered the legal address of the Contractor and will be changed only by written notice to the City. The Contractor will supply an address to which certified mail can be delivered. The delivery of any communication to the Contractor personally, or to such address, or the depositing in the United States Mail, registered or certified with postage prepaid, addressed to the Contractor at such address, will constitute a legal service thereof. Also, telephone numbers, fax numbers and e-mail addresses (if applicable) must be provided.

6.09 TERM & OPTION TO RENEW

The term of any contract(s) established pursuant to this RFP shall be for the period identified in the RFP Introduction. The City reserves the right in its sole discretion to seek an extension of the term of the contract.

6.10 STANDARD CONTRACT PROVISION REQUIREMENTS

Please carefully review the information contained in the City of Los Angeles Requirements and Checklist (Part B), including the Standard Provisions for City Contracts (Rev. 10/17). Compliance with these requirements and submission of necessary forms is **mandatory** at the time of submission of a proposal, prior to award of contract, or both. Accordingly, the City reserves the right to declare as non-responsive and reject any proposals in which information is requested and is not furnished or when a direct or complete answer is not provided. These requirements will be discussed in detail at the Pre-Proposal Conference.

6.11 GOVERNING LAW

All matters relating to the formation, validity, construction, interpretation, performance and enforcement of the RFP and the resultant agreement/contract, must comply with all applicable laws of the United States of America, the State of California and the City.

6.12 CALIFORNIA STATE SALES TAX

Do not include California State sales tax in prices quoted unless otherwise requested. If requested, sales tax must be identified as being included in the pricing.

6.13 CALIFORNIA STATE BOARD OF EQUALIZATION PERMIT

Proposer must enter the company's State of California Board of Equalization permit number on the proposal form. If the company does not have this permit, the Proposer must sign the proposal form declaring that the company has no California sales tax permit.

6.14 FEDERAL EXCISE TAXES

The City is exempt from the payment of excise taxes imposed by the Federal Government. Such taxes must not be included in the proposed prices. The Department of General Services, upon request, will furnish Federal excise exemption certificates.

6.15 PERIODIC INDEPENDENT AUDIT

The City reserves the right to assign an independent auditor to assess the quality of services being provided and the extent to which the proposer and its subcontractors are conducting City business within generally accepted industry standard practices. Each Contractor will be required to cooperate fully with any external audit.

6.16 FINANCIAL AUDIT

Firms providing services to the City will be responsible for the verification of the legitimacy of payments made to service providers and their subcontractors. The City therefore reserves the right for staff of its Office of the Controller or their designee to conduct audits of financial accountability procedures.

6.17 PROPOSER BACKGROUND INFORMATION

Proposers must submit contact information as requested in the Proposal Questionnaire.

6.18 PROPOSER SIGNATURE DECLARATION

Proposer shall provide a Signature Declaration as requested in the Proposal Questionnaire.

**PLEDGE FORM REGARDING CONFLICT OF INTEREST, CONFIDENTIALITY, AND
PROPOSER COMMUNICATIONS**

**Commute Options and Parking (COMMUTEwell) Program
2019 Requests for Proposal for Employer-Sponsored Transportation
Benefits Consulting Services for the City of Los Angeles**

As a participant in the evaluation and decision-making process for the above-referenced 2019 procurement process for the Commute Options and Parking Program, I hereby assert the following:

1. I recognize it is my responsibility to act in accordance with ethical standards to assure the integrity of this Request for Proposal (RFP) procurement process and to provide a fair and objective process for interested vendors by (a) making decisions in the best interests of the Commute Options and Parking Program and its members using only the City's and Joint Labor-Management Committee – Commute Options & Parking's (JLMC-COP's) adopted policies/practices relative to procurements as well as the specific criteria set forth in the RFP, and (b) considering the designated review panel's evaluation and recommendations of vendor proposals based on the information contained in vendor proposals, without regard to any other factor.
2. I do not presently have a financial or other interest¹, nor does any member of my immediate family² have a financial or other interest, in the outcome of this selection process.
3. I have reviewed the City Attorney's Primer on Conflicts of Interest and agree to bring to the attention of the JLMC-COP and Personnel Department staff any potential conflict of interest matter, including but not limited to conflict of current or previous employment, business or personal relationships with a proposer which may prevent me from providing a fair and impartial evaluation immediately upon becoming aware of such matter so that the City can determine whether there is a disqualifying conflict of interest. For the purposes of this Pledge, a proposer includes any officer, employee, representative, agent or lobbyist of the proposer and any subcontractor/sub-consultant involved in the proposal or the provision of services under the proposed contract. I understand and agree that, should a conflict of interest be determined to exist, I will withdraw from the selection process and comply with applicable legal requirements.
4. I agree to abide by the limitations of Los Angeles Municipal Code Section 49.5.11(A) and agree that, effective upon execution of this agreement through award of contract, I will not meet or otherwise communicate privately with employees, representatives or registered lobbyists of any actual or potential proposer regarding these RFPs with the purpose or result of engaging in a conversation materially related to the vendor's securing business from the City's Commute Options and Parking Program. I understand that this provision does not limit my ability to acquire information from or otherwise communicate with any actual/potential

¹ The term "financial or other interest" includes but is not limited to: (1) Any direct or indirect financial interest in the specific contract or Proposer, including any income, commission or fee, share of the proceeds, prospect of a promotion or of future employment, profit, or any other form of financial reward; and (2) Any of the following interests in the Proposer's ownership: partnership interest or other beneficial interest of five percent or more; ownership of five percent or more of the stock; employment in a managerial capacity; or membership on the board of directors or governing body.

² The term "immediate family" includes but is not limited to those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law and includes a registered domestic partner.

bidder pursuant to procedures provided for in and the RFPs; however, I will exercise prudence in all proposer communications that may affect my impartiality in the procurement process.

5. To the extent provided for in the RFP and consistent with applicable State and local law, I agree to maintain strict confidentiality of the proposal evaluation and selection proceedings and the security of all documents pertaining thereto, and not to hold discussions nor divulge/accept information on any aspect of the evaluation of proposals outside the authorized participants in the proposal evaluation process.

JLMC-COP/Staff Member Signature:

Signed: _____ Date: _____

Print Name: _____



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 19-04**

Date: September 30, 2019
To: JLMC-COP
From: Staff
Subject: 2019 Commuting Preferences Survey

JLMC-COP MEMBERS:

Employee Organizations

Charles Leone, SEIU, Chair
Carmen Hayes-Walker, AFSCME
Victor Gordo, LIUNA
Jorge Rodriguez, LAPCOA

Management

Patricia J. Huber, CAO, Vice-Chair
Valerie V. Melloff, GSD
Jay Kim, LADOT
Paula Dayes, Personnel

RECOMMENDATION:

That the JLMC-COP approve proposed 2019 Commuting Preferences Survey (2019 Survey).

DISCUSSION:

At its April 25, 2019 meeting, the JLMC-COP reviewed Committee Report 19-02: Commute Options and Parking Program Review (**Attachment A**), which included a discussion of the 2015 Commuting Preferences Survey (2015 Survey) results and its correlation to the City mandated South Coast Air Quality Management District (AQMD) 2018 survey results. As noted in the report, the intent of the 2015 Survey was to (a) obtain greater insight into what drives employee decision-making to either drive alone to work or use alternative forms of transportation, and (b) identify what factors might influence changes in behavior. No subsequent survey has been issued since the 2015 Survey. At its meeting, the JLMBC-COP also approved staff's recommendation on a proposed strategy for assessing the City's current ridesharing and parking benefits. As part of that strategy, staff is recommends that the JLMC-COP approve issuing a revised 2019 Survey to gather updated information and insight on City employees' commuting behavior, preferences, and awareness of transit benefit programs. Issuing a revised 2019 Survey will also help to lay the groundwork for establishing trends and identifying areas of opportunity for influencing employee commuting behaviors.

A. 2019 Commuting Preferences Survey

Purpose

Staff has developed a proposed 2019 Survey (**Attachment B**). The purpose of the 2019 Survey is to evaluate City employees' commuting behavior and motives, preferences, and awareness of City transit benefit programs.

Objectives

The objectives of the 2019 survey include the following:

- Benchmark the data and track changes between the 2015 and 2019 Survey results
- Gather data and further insight on City employees' commuting behavior and motives
- Gather data and further insight into the factors that influence City employees' commuting preferences
- Gather data and further insight on City employees' awareness level of City transit benefit programs

Key Survey Topics

The 2019 Survey remains largely the same in structure and content from the 2015 Survey to provide a basis for benchmarking data. Updates to some survey questions contain factors that were not previously included, such as safety and security, but are currently pertinent in measuring the influence on employees' commuting behavior. The 2019 Survey consists of the following survey topics:

- Demographic information (age group, City department, Memorandum of Understanding, ethnicity, gender, region of residence, work shift, work schedule)
- Current Commuting Activity
- Commute Program Awareness
- What Influences Your Commuting Choices?

The 2019 Survey concludes with the opportunity for respondents to provide open-ended comments regarding the survey and commute options and parking.

Approach

- Participants: City employees (excluding Los Angeles World Airports, Harbor Department, and the Department of Water and Power each of which offers their own transit benefit program exclusive of the City's COMMUTEwell Program)
- Survey Length: Approximately 10 minutes
- Timeline: The survey will open November 4th – 15th with actual availability through November 22nd in case more time is needed
- Methods of Distribution: Online survey using Survey Monkey; hard copy survey made available to human resources personnel to distribute to employees who do not have computer access or who prefer to complete a paper form
- Incentives to Complete Survey: To encourage participation, employees who complete the 2019 Survey may enter themselves into a gift card drawing. Funding for the gift cards will be provided by the City Employees Ridesharing Fund, which was created under Los Angeles Administrative Code Division 5, Chapter 31, as a repository for parking fees, vanpool fares, and to pay for program costs (exclusive of salaries).
- Survey Communication and Distribution:



COMMUTEwell

Options. Value. Convenience.

Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) COMMITTEE REPORT 19-02

Date: April 25, 2019

To: JLMC-COP

From: Staff

Subject: Commute Options and Parking Program Review

JLMC-COP MEMBERS:

Management

Patricia J. Huber, CAO

Valerie V. Melloff, GSD

Jay Kim, LADOT

Jody A. Yoxsimer, Personnel

Employee Organizations

Carmen Hayes-Walker, AFSCME

Victor Gordo, LIUNA

Jorge Rodriguez, LAPCOA

Charles Leone, SEIU

RECOMMENDATION:

That the JLMC-COP (a) receive and file report updating the status of the City's COMMUTEwell Program including a proposed strategy for assessing the City's current ridesharing and parking benefits, identifying industry best practices, and developing recommendations for COMMUTEwell improvements; and (b) request that staff work with the Department of Transportation (LADOT) to develop and issue a solicitation for transportation benefit consulting services and report back on the results of that solicitation at the JLMC-COP's next meeting.

DISCUSSION:

The City offers a variety of transportation benefits to eligible employees through what the Personnel Department has branded the COMMUTEwell Program. Transportation benefits include ridesharing programs as well as City-sponsored parking. Transportation benefits are established within the City's Special Memorandum of Understanding on Commute Options and Parking ("Special Parking MOU") and overseen by the JLMC-COP. Eligible employees include the City's civilian and sworn Police/Fire employees, excluding employees of the Los Angeles World Airports (LAWA), Harbor Department, and Department of Water and Power (DWP), each of which offers their own transportation benefit programs.

The Personnel Department's Employee Benefits Division/Commute Options and Parking Section ("staff") administers the COMMUTEwell Program. Staff has the ongoing responsibility of administering and promoting greater utilization of the City's existing ridesharing benefits as well as administering parking benefits.

The current version of the Special Parking MOU has been in existence since September 2005 (**Attachment A**). Updating and refining the Special Parking MOU would be beneficial in order to better align its provisions with evolving ridesharing alternatives and technology, changes that have occurred within the City's workforce and parking resources, and a renewed focus on the part of City leaders in promoting commuting choices which help to reduce traffic congestion and improve air quality in the greater Los Angeles area. At the same time, offering responsive ridesharing and parking benefits as part of the City's overall benefits package is an important part of recruiting and sustaining a strong workforce.

This report will review the current status of the City's ridesharing and parking programs – including recent employee surveys regarding commuting benefits - and then outline staff's project plan for evaluating the effectiveness of these programs as a pre-requisite for developing a template for a next-generation version of the Special Parking MOU.

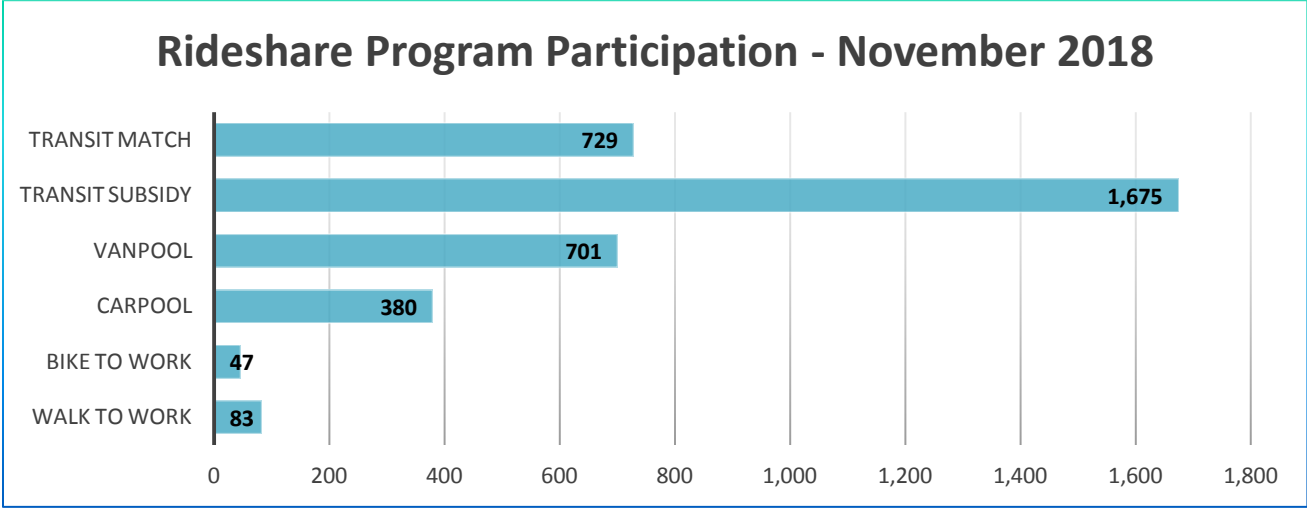
A. Ridesharing Transportation Benefits - Status and Participation

COMMUTEwell's rideshare benefits encourage the use of public transportation and other means of ridesharing to work. Ridesharing helps reduce air pollution and traffic congestion and supports a more sustainable, livable environment for citizens.

Rideshare programs include the following:

- **Transit Reimbursement Program:** Provides up to \$50 reimbursement per month to individuals who use public transportation to commute.
- **Transit Spending Account (TSA):** Allows employees to set aside up to \$260 pre-tax dollars per month to pay for transit expenses while also providing a Transit Match of up to \$50 per month.
- **Vanpool Program:** Operates approximately 90 vans commuting from the greater Los Angeles area to common City work locations.
- **Carpool Program:** Assists with matching employees interested in sharing transportation costs and provides reduced parking fees.
- **Bike/Walk to Work Program:** Provides up to \$50 per month to individuals who walk or bike to work.

The graph below summarizes rideshare program participation as of November 2018. A total of 3,615 City employees participated in the City's various ridesharing programs as of November 2018.



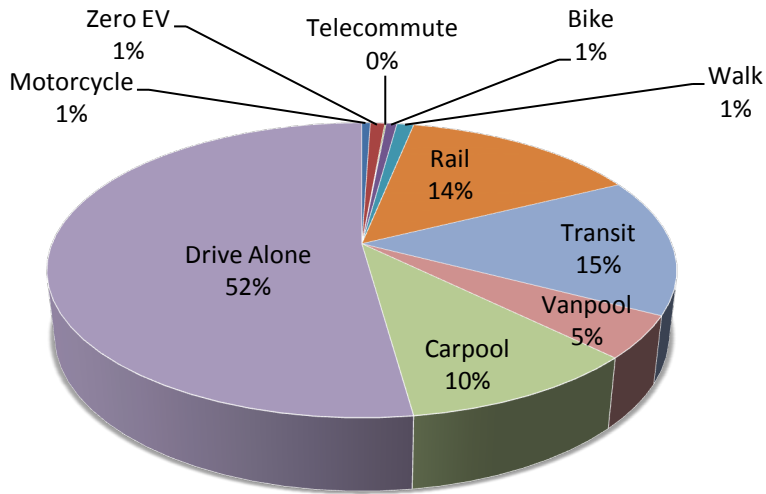
B. Employee Commuting Patterns and Preferences

Utilization of the City’s ridesharing programs does not provide a full picture of employee commuting behaviors. This report section reviews survey data which sheds greater light on employee commuting patterns and preferences.

Each year the City is mandated by the Southern California Air Quality Management District (SC-AQMD) to conduct a survey of employees who commute to one of its twelve regulated worksites. This survey provides important information regarding commuting behaviors at these worksites. For the March 2018 survey, out of 6,487 total employees at these worksites, 4,842 submitted responses, for a response rate of 74%.

The following chart provides summary results of employee commuting behaviors per the 2018 survey. As the chart indicates, approximately 52% of respondents are driving alone, while 48% are engaging in alternate means of commuting to work:

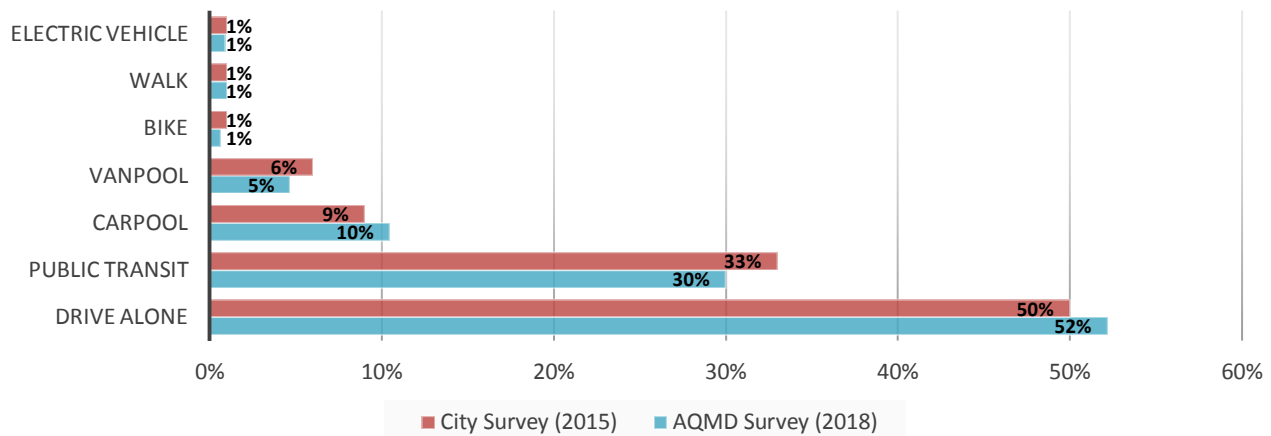
Commute Mode Summary - 2018 Survey Results (AQMD Sites)



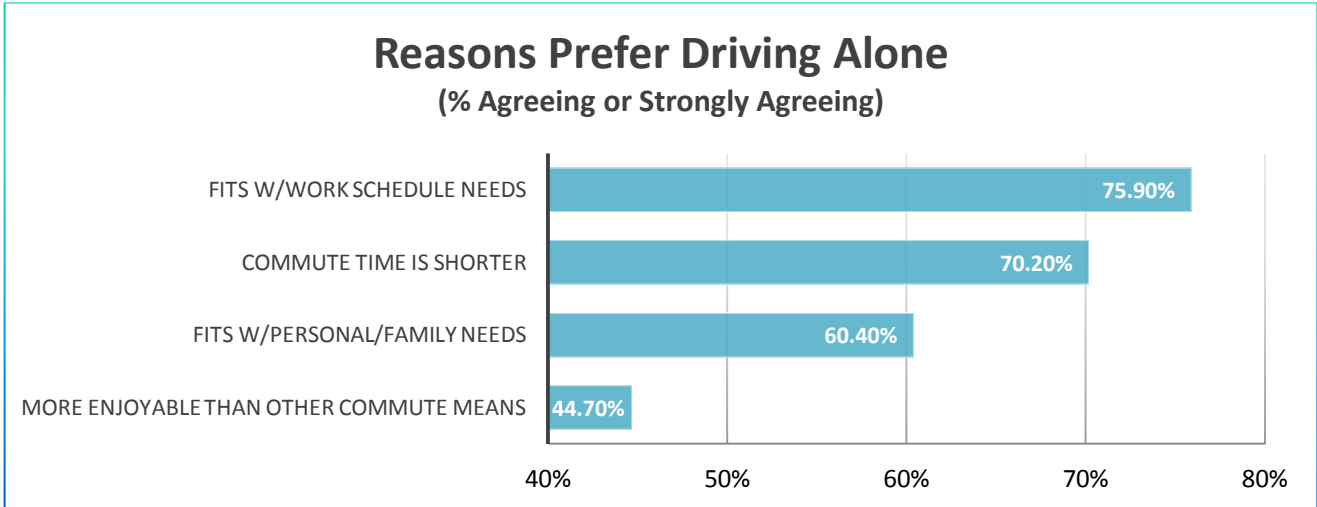
While the SC-AQMD survey reveals important information about commuting patterns, it does not address employee preferences and motivations. For this reason, in late 2015 staff conducted a commuting preferences survey. The intent of the survey was to (a) obtain greater insight into what drives employee decision-making around either driving alone to work or using alternative forms of transportation and (b) identify what factors might influence changes in behavior.

A threshold question was whether the commuting preferences survey results aligned with and could validate the SC-AQMD survey results with respect to various forms of ridership. The results indicated a high level of correlation between both surveys. The following table compares the 2015 commuting preferences survey results with the most recent 2018 SC-AQMD survey:

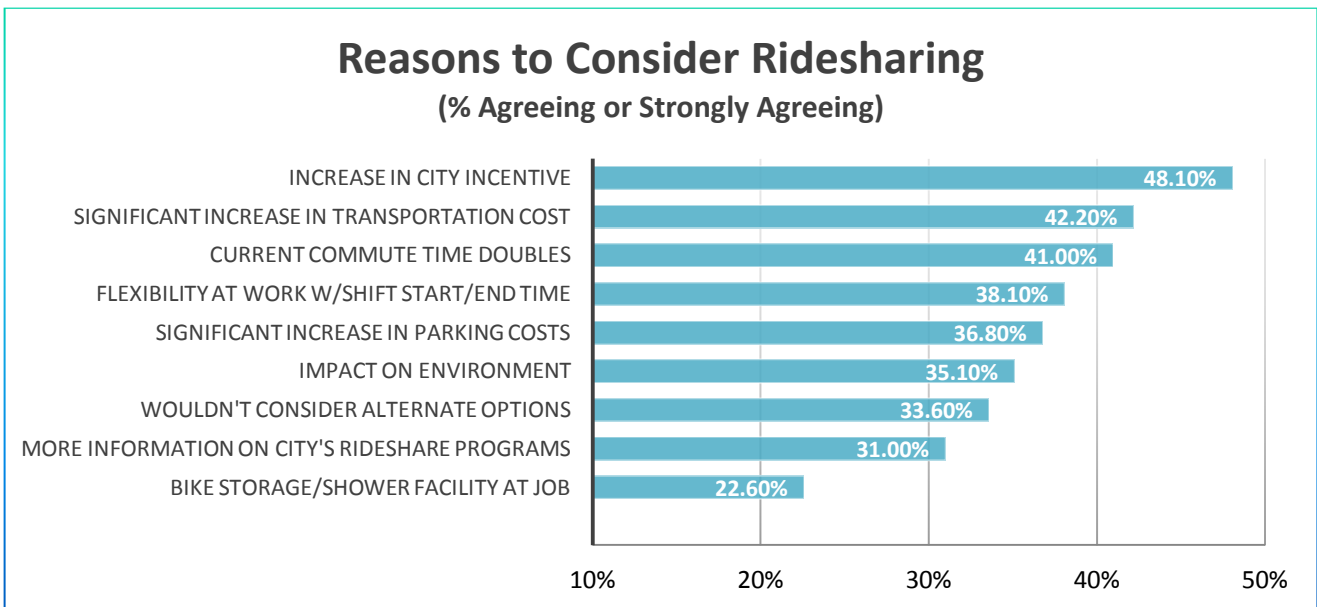
AQMD & City Survey Results Comparison



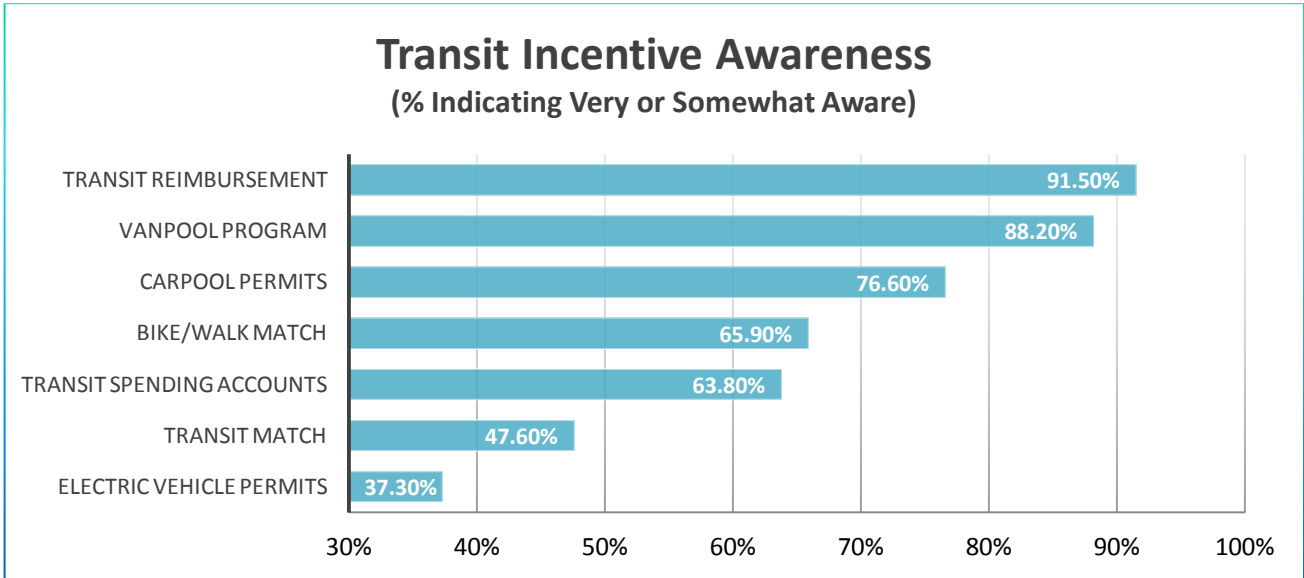
Employees Who Drive Alone - Employees who drive alone were asked to indicate how much they agreed with a list of potential factors motivating them to drive alone to work. Most respondents indicated that work schedule, personal needs, and shorter commuting times were primary factors.



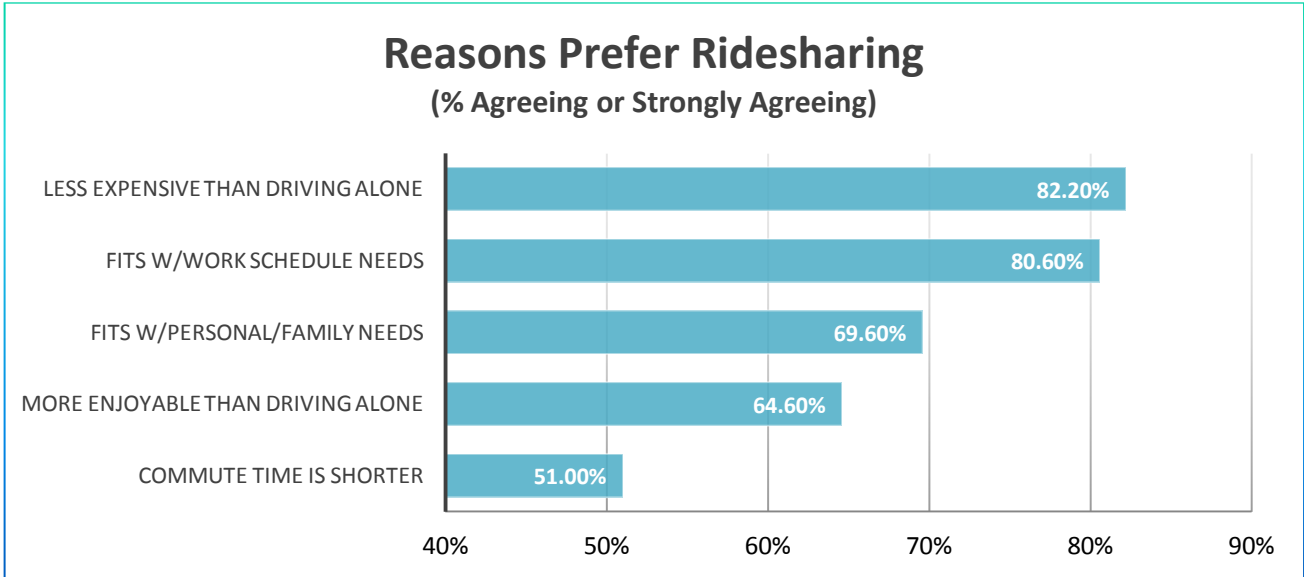
The survey next addressed factors which might influence employees presently driving alone to work to consider ridesharing alternatives. The responses indicated that an increase in transit incentives, increases in transportation costs such as higher fuel prices, and increased transportation time would be the strongest influencing factors.



Transit Incentive Awareness - The survey also measured respondent awareness of the City's current transportation incentives. Results indicated generally high levels of awareness for the most heavily utilized benefits, but also revealed opportunities to increase awareness of certain programs:



Employees Using Alternative Commuting Methods - A final major area of inquiry focused on those employees currently ridesharing or otherwise not driving to work alone. Employees were asked to indicate how much they agreed with a list of potential reasons for motivating their commuting choices. Most respondents indicated that cost, work schedule, personal needs, shorter commuting times, and the quality of the commute experience were primary factors.



Overall, the SC-AQMD survey and commuting preferences survey indicate that while the City’s workforce is divided evenly between those driving alone to work vs. those using alternative means of commuting, opportunities exist for increasing ridesharing behaviors and utilization of City-sponsored programs. Towards that end, the Employee Benefits Division utilizes the following strategies to increase awareness and participation:

- Participate in the annual L.A. Metro promotional campaign for National Rideshare Week (October of each year)
- Participate in the annual National Bike to Work Week campaign (May of each year)
- Promote and support utilization of the City’s transit incentive programs (Transit Reimbursement and Transit Match)
- Promote and support utilization of the City’s vanpool program by offering more accessible online tools for identifying vanpool members
- Promote carpooling through a recently developed custom carpool “ridematch” tool developed in concert with LA Metro

C. Parking Benefits - Status and Participation

Employee Benefits presently administers the following parking transportation benefits for eligible City employees:

Parking Benefits

- **City Facilities Parking** – Eligible employees may receive parking at various City-owned or leased parking facilities on a space-available basis per the parking priorities established in the Special Parking MOU.
- **Parking Savings Accounts** – Eligible employees may contribute, on a tax-free basis, up to \$260 per month to an account to fund parking expenses at non-City-owned or leased facilities.

Commute Options & Parking issues permits, keycards, and keycard approvals for 22 lots (see **Attachment B**). In total, approximately 6,068 permits have been issued at these various parking facilities.

Overall, City employees who wish to receive parking continue to be challenged by parking capacity. The following table includes all City parking facilities with waiting lists. As indicated, as of February 2019, there are 2,154 employees on these lists.

PARKING FACILITY WAITING LISTS	
Parking Facility	Wait List Total
City Hall East	906
Figueroa Plaza	374
Public Works Building (PWB)	238
Spring Street Lot 220	440
Piper Tech	72
LADOT Lot	63
Police Admin Building (PAB)	43
Vignes/MSD Lot	18
Total	2,154

Over the past two years, staff has conducted audits at 15 parking facilities as part of an ongoing audit plan. The objective of the auditing plan is to purge ineligible and terminated employees from the lists of those who have been issued parking permits or keycards so that those on waiting lists can be issued permits or keycards. As a result of those efforts, 965 new permits have been issued, reducing the number of individuals on wait lists at those lots by approximately 10%.

D. Strategic Objectives for Improving Transportation Benefits

Much has changed in the years since the Special Parking MOU was last reviewed. Development in the downtown Los Angeles urban core has resulted in growing demand for a limited pool of parking resources, while new technologies and services are emerging which are enabling new forms of ridesharing.

Staff has developed a set of key strategic objectives for improved outcomes for the City's workforce in the realm of transportation benefits, including the following:

- Procure for and work with an expert transportation benefits consultant for the purpose of identifying a blueprint for best practice transportation benefit design
- Following consideration of the consultant's analysis, work with the JLMC-COP to revise and update the Special Parking MOU
- Develop and implement an ambitious and innovative strategic plan for moving the City's transportation benefits to goals-driven, outcomes-based programs and initiatives
- Develop engagement and marketing campaigns to drive more successful and measurable member outcomes with respect to transportation choices
- Work with management and labor in developing effective engagement strategies
- Establish the City as a leading, cutting-edge employer providing model transportation benefits
- Establish new initiatives in support of the Mayor's Sustainability Plan and 2025/2035 environmental and economic objectives
- Establish relationships and coordinated programming with regional transit agencies

Staff's finding is that a priority first step in pursuit of these objectives is securing an outside consulting resource with expertise in the design of employer-sponsored rideshare and parking benefits. The purpose of establishing such a consulting relationship would be to provide assistance to the City and the JLMC-COP in (a) assessing the current status of the City's COMMUTEwell Program, (b) identifying best practices in other employer-sponsored programs, and (c) recommending design improvements that can better address the transportation needs of City employees and align a revised Special Parking MOU with an ambitious and cutting-edge strategic plan.

LADOT has a number of transportation benefit consultants that may be able to fulfill the City's consulting needs for this project. To help accelerate the procurement process, staff recommends that the JLMC-COP request that staff work in concert with LADOT to develop and issue a solicitation for transportation benefit consulting services and report back on the results of that solicitation at the JLMC-COP's next meeting.

The funding source for consulting costs would be the City Employees Ridesharing Fund (Fund), which was created under Los Angeles Administrative Code Division 5, Chapter 31, as a repository for parking fees and vanpool fares and to pay for program costs (exclusive of salaries). Staff is preparing a fuller review of the status of the Fund for the JLMC-COP's next meeting.

Submitted by:

Steven Montagna

**SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter "MOU") made and entered into this 12th day of September, 2005.

BY AND BETWEEN

**The City of Los Angeles represented herein by the
CITY ADMINISTRATIVE OFFICER (hereinafter "City")**

AND

CITY EMPLOYEE QUALIFIED ORGANIZATIONS

American Federation of State, County and Municipal Employees
Los Angeles City Attorneys Association
Service Employee International Union Local 347
Los Angeles County Building & Construction Trades Council
Los Angeles City Supervisors and Superintendents Association/LIUNA Local 777
Los Angeles Professional Managers Association
Local 501, Operating Engineers
Municipal Construction Inspectors Association
United Firefighters of Los Angeles City
Los Angeles City Fire Department Chief Officers Association
Los Angeles Police Command Officers Association

**SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS**

ARTICLE 1 SCOPE AND SUBJECT OF AGREEMENT

In support of the City's stated goal to reduce traffic congestion, encourage City employee ridesharing and other means of commute trip reduction, and improve the quality of life, the parties agree to the terms and conditions of this Memorandum of Understanding.

ARTICLE 2 PARTIES TO THE AGREEMENT

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on September 12, 2005 by the authorized management representatives of the City of Los Angeles (hereinafter referred to as "Management") and the authorized employee organizations (hereinafter referred to as "Organizations") which are signatories to this MOU on behalf of the bargaining units they represent.

ARTICLE 3 FULL UNDERSTANDING

Management and the Organizations acknowledge that this MOU constitutes the full and entire understanding of the parties regarding the issues of employee parking and commute options. The parties mutually understand that any prior or existing understandings or agreements by the parties, whether formal or informal, are hereby modified or superseded.

ARTICLE 4 PARKING PERMIT PRIORITIES AND CONDITIONS

A. City-Owned Parking and Leased Parking Spaces

Parking shall be provided for vehicles for the following categories, in stated order:

1. Elected Officials
2. Disabled Employees
3. City Fleet and Home-Garaged Vehicles
4. Mileage Vehicles

Parking shall be provided, on a space-available basis, for the following, in stated order:

5. Staff of Elected Officials
6. Upper Management
7. Vanpools
8. Carpools and Electric Vehicles
9. Seniority

B. Definitions and Limitations

1. **DISABLED.** “Disabled” parking permits will be issued only to those assigned a Department of Motor Vehicles Handicapped Placard, and only for the duration of applicability for said Placard. Parking for disabled permittees shall be in designated stalls only.
2. **MILEAGE VEHICLES.** For employees driving personal vehicles on City-business a minimum of 200 miles per month and who cannot reasonably use City fleet vehicles or shuttle buses to accomplish their tasks; or are identified by the requirements of their assigned positions. Departments may submit requests for exceptions to these parameters, on a case-by-case basis, to the Commuter Services Office of the Personnel Department. Employees who accumulate an average of less than 200 miles per month for City business but are mandated by their Departments to be on a “Mileage” status, and who use City-owned or leased facilities where parking fees are charged, shall pay the Individual Parking Fee rate. Departments shall reimburse such employees for said parking fees. Parking for Mileage Vehicles shall be in designated lots only.
3. **UPPER MANAGEMENT.** Shall be defined as employees whose class starting salary equals that of the starting salary of Senior Management Analyst II or above.
4. **VANPOOLS.** City-administered vehicles with seating capacities of 7 to 15 passengers, including the driver. All vanpools shall be under the control of the Commuter Services Office. Parking for Vanpools shall be in designated stalls or lots only.
5. **CARPOOLS.** Vehicles with two or more City employees, coming from the same general geographic area (homes of employees within a 7-mile radius), or along a logical travel-to-work corridor, whose destinations are at or near the same work location, and who travel together a minimum of 50% of the trip. Said percentage limitation may be waived by the Commuter Services Office on a case-by-case basis for reasonable causes. Parking for Carpools shall be in designated lots only.
6. **SENIORITY.** Parking permits for employees who do not qualify for other categories shall be based on continuous service to the City. If an employee has had a break in service, the most recent hire date shall prevail. Service with the Department of Water and Power shall be included in continuous service calculations, provided that there was no “break in service.”
7. **DOWNTOWN.** The geographic area generally bordered by Cesar Chavez/Sunset Boulevard to the north, the Los Angeles River to the east, the Santa Monica Freeway to the south, and Union Avenue to the west.

ARTICLE 5 MONTHLY PARKING PERMIT FEES

The parking permit fees listed herein shall be effective the first pay period following July 1, 2005 unless otherwise noted. Said fees shall be deducted from employees' paychecks on a pre-tax basis. All parking permit fees are subject to the City's 10% parking tax.

A. Downtown Los Angeles

1.	Individual Permit – Lots Immediately Adjacent to City Offices or Covered Lots	\$46.00
2.	Individual Permit – Piper Technical Center	\$34.50
	Effective July 1, 2006	\$39.50
	Effective January 1, 2007	\$46.00
3.	Individual Permit - Remote Surface Lot (Uncovered)	\$34.50
4.	Carpool Permit – 2-6 Persons ^(a)	\$34.50
5.	Personal Motorcycle Permit	\$11.50
6.	Night Permit	\$11.50
7.	Weekend Permit – Saturday and Sunday only	\$11.50
8.	Platoon Duty Permit – Fire Department only ^(b)	\$15.33
9.	Rotating Shift (24-Hour) Permit – City Hall East	\$28.75
	Piper Technical Center	\$23.00
	Effective July 1, 2006	\$25.75
	Effective January 1, 2007	\$28.75

B. West Los Angeles and Van Nuys Civic Centers

1.	Individual Permit – Lots Immediately Adjacent to City Offices or Covered Lots	\$17.25
	Effective July 1, 2006	\$22.25
	Effective January 1, 2007	\$27.25
2.	Individual Permit - Remote Surface Lot (Uncovered)	\$17.25
3.	Carpool Permit – 2-6 Persons ^(a)	\$17.25
4.	Personal Motorcycle Permit	\$11.50

- | | | |
|----|---|---------|
| 5. | Night Permit | \$11.50 |
| 6. | Weekend Permit – Saturday and Sunday only | \$11.50 |
| 7. | Platoon Duty Permit – Fire Department only ^(b) | \$5.75 |

C. All City Work Sites

- | | | |
|----|--|---------|
| 1. | Home-Garaged Vehicle Permit ^(c) | \$46.00 |
|----|--|---------|

Notes

- (a) Stated fee is pro-rated by number of Carpool members.
- (b) Available to Fire Department personnel only who are assigned to Platoon Duty, resulting in parking at the work site no more than ten (10) days a month.
- (c) Applies to all Regularly Assigned "Take-Home" or "Home-Garaged" Vehicles throughout the City.

ARTICLE 6 TRANSPORTATION SUBSIDY – ALL CITY EMPLOYEES

A. Public Transportation

Employees using public transportation shall receive reimbursement for up to a maximum of fifty dollars (\$50) per month, commencing with transit expenses incurred subsequent to July 1, 2005.

B. Bicyclists/Walkers

Employees who ride a bicycle, or walk, to regulated work sites and relinquish any authorized parking permit, if one has been issued, shall receive a transit subsidy of fifty dollars (\$50) per month.

ARTICLE 7 LIMITATION OF BENEFITS

City employees are allowed only one of the following transportation or parking benefits at a time from the City: a) individual parking permit; b) carpool permit; c) vanpool participation; d) home garaging permit; e) public transportation subsidy; or, f) bicyclist/walker subsidy.

ARTICLE 8 TERM



The term of this MOU shall be for the period of July 1, 2005 through June 30, 2007. The Joint Labor-Management Committee on Commute Options and Parking shall be authorized to extend the provisions of this MOU beyond this expiration date of this MOU without Council action. The parties agree to reopen this MOU to add or modify the provisions herein in order to comply with any AQMD requirements or mandates.

ARTICLE 9 ROTATING SHIFT (24-HOUR) PERMIT

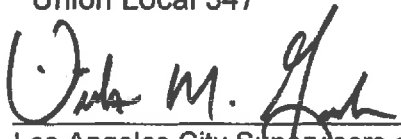
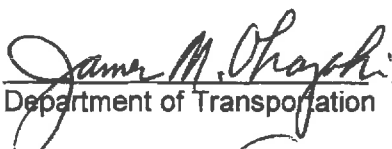
The Joint Labor-Management Committee on Commute Options and Parking shall be authorized to grant a "Rotating Shift Permit" to employees who regularly rotate between day (majority of working hours between 6:30 a.m. and 3:00 p.m.) and night (majority of working hours between 2:30 p.m. and 7:00 a.m.) shifts, and who would be eligible for a parking permit in both periods. The monthly fee charged for such a Rotating Shift Permit will be calculated by adding together six months of the day fee charged and six months of the night fee charged at the requested location, divided by 12. The resulting monthly fee is to be paid through biweekly payroll deduction. The granting of a Rotating Shift Permit is based upon the assumption that an equal amount of time will be spent on each shift. If it is determined that an employee spends a disproportionate amount of time on one shift over another over a 12-month period, then the Joint Labor-Management Committee on Commute Options and Parking reserves the right to revoke and/or not renew an employee's Rotating Shift Permit.

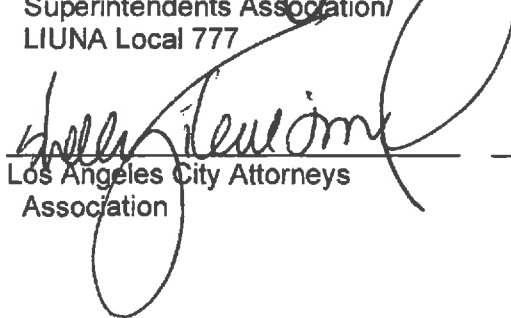

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Special Parking MOU the day, month and year written below.

For the Employee Organizations: Date: For the City: Date:

 9/12/05  10/4/05
American Federation of State,
County and Municipal Employees Personnel Department

 9/12/05  10-17-05
Service Employee International
Union Local 347 City Administrative Officer

 10-17-05  11/17/06
Los Angeles City Supervisors and
Superintendents Association/
LIUNA Local 777 Department of Transportation

  9/12/05
Los Angeles City Attorneys
Association General Services Department

Skip Henke 17 Oct 05
Los Angeles County Building &
Construction Trades Council

Charles M. May 9/12/05
Los Angeles Professional Managers
Association

Local 501, Operating Engineers

Municipal Construction Inspectors
Association

Ted E. Naim 10/17/05
United Firefighters of Los Angeles
City

Daniel P. McLaughlin 10-24-05
Los Angeles City Fire Department
Chief Officers Association

Jon Weinstein 9/12/05
Los Angeles Police Command
Officers Association

APPROVED:

Zina B. Houston
City Attorney's Office

Date: 5-12-06

LETTER OF INTENT
SPECIAL PARKING MOU

The purpose of this Letter of Intent is to clarify the provision in the Special Parking MOU for granting parking permit privileges to "Mileage" employees who drive their personal vehicles for City business less than 200 miles per month.

According to the Special Parking MOU, under Article 4, Section B, Paragraph 2 "Mileage Vehicles":

"... Employees who accumulate an average of less than 200 miles per month for City business but are mandated by their Departments to be on a "Mileage" status, and who use City-owned or leased facilities where parking fees are charged, shall pay the Individual Parking Fee rate. Departments shall reimburse such employees for said parking fees. Parking for Mileage Vehicles shall be in designated lots only."

The below-signed members of the Joint Labor-Management Committee on Commute Options and Parking hereby agree that the intent of the above-cited language is to accommodate employees who receive mileage reimbursement and routinely use their personal vehicle for field work. Reimbursement of parking permit fees is not intended for employees who infrequently or only occasionally use their personal vehicles for City business and receive mileage reimbursement. Also, the inclusion of an employee's name on a Mileage Authority List does not make the employee eligible for reimbursement of parking permit fees unless the above-described criteria are met.

For the Employee Organizations: Date:

For the City: Date:



American Federation of State,
County and Municipal Employees

1/9/06



Personnel Department

10/26/05

Service Employee International
Union Local 347



City Administrative Officer

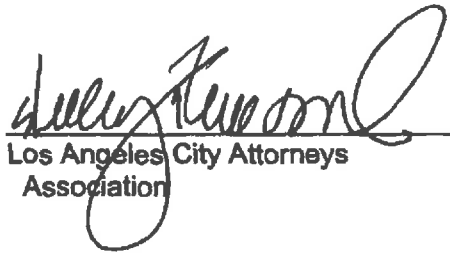
10-21-05

Los Angeles City Supervisors and
Superintendents Association/
LIUNA Local 777



Department of Transportation

10/17/06


Los Angeles City Attorneys
Association


10/16/05 Andresy McCumby 10-17-05
General Services Department

Los Angeles County Building &
Construction Trades Council

Los Angeles Professional Managers
Association

Local 501, Operating Engineers

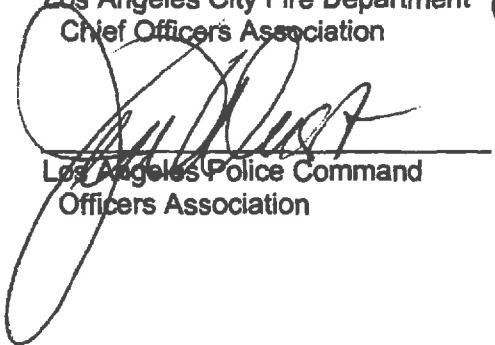
Municipal Construction Inspectors
Association


United Firefighters of Los Angeles
City

10/17/05


Los Angeles City Fire Department
Chief Officers Association

10-24-05


Los Angeles Police Command
Officers Association

10/17/05

AMENDMENT NO. 1

**SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS**

**THIS AMENDMENT NO. 1 TO THE SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING CITY EMPLOYEE PARKING AND COMMUTE OPTIONS made and
entered into this 8th day of December 2008.**

BY AND BETWEEN

**THE CITY OF LOS ANGELES represented herein by the
CITY ADMINISTRATIVE OFFICER (hereinafter "City")**

AND

CITY EMPLOYEE QUALIFIED ORGANIZATIONS.

American Federation of State, County and Municipal Employees
Los Angeles City Attorneys Association
Service Employees International Union, Local 721
Los Angeles/Orange County Building Trades Council
Los Angeles City Supervisors and Superintendents Association/LIUNA, Local 777
Los Angeles Professional Managers Association
Local 501, Operating Engineers
Municipal Construction Inspectors Association
United Firefighters of Los Angeles City
Los Angeles City Fire Department Chief Officers Association
Los Angeles Police Command Officers Association

AMENDMENT NO. 1

SPECIAL MEMORANDUM OF UNDERSTANDING
REGARDING
CITY EMPLOYEE PARKING AND COMMUTE OPTIONS

Pursuant to mutual agreement of the parties, the Joint Labor-Management Committee on Commute Options and Parking hereby authorizes the term of the Special Parking Memorandum of Understanding Regarding City Employee Parking and Commute Options, entered into on September 12, 2005, to be extended as follows:

ARTICLE 7 TERM

ADD:

The term of the Special Parking MOU is extended 18 months and shall have a new expiration date of December 31, 2008.

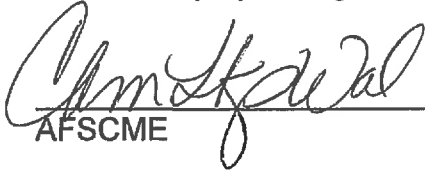
Except for the Article and/or provision specifically amended herein, all other Articles and provisions of the Special Memorandum of Understanding Regarding City Employee Parking and Commute Options ("Special Parking MOU") shall remain in full force and effect during the term of the Special Parking MOU.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1 to the Special Parking MOU the day, month and year written below.

For the Employee Organizations:


Date:

For the City:



AFSCME

12/8/08



City/Administrative Officer

Date: 12/8/08

L.A. City Attorneys Association



General Services Department

Date: 12/8/08

SEIU, Local 721



L.A. Professional Managers Assoc.

12/8/08



Personnel Department


Date: 12/9/08



Municipal Construction Inspectors Assoc.

12/8/08


L.A./Orange Co. Building Trades Council 1/13/09


Department of Transportation


L.A. City Supervisors & Superintendents
Assoc./LIUNA, Local 777

Date: 12/8/08


Local 501, Operating Engineers

United Firefighters of Los Angeles City

Los Angeles City Fire Department
Chief Officers Association


L.A. Police Command Officers Assoc. 12/8/08

APPROVED:


City Attorney's Office

Date: 1/12/09

MOU PARKING LOTS

No.	Parking Lot	Leased (Y/N)	Allocated MOU Spaces
1	City Hall East (all levels)	N	1140
2	City Hall East - F2 (Fire Only)	N	149
3	Lot 319 E. 2nd Street	Y	45
4	220 So Spring Street	Y	293
5	Police Administration Building (PAB)	N	300
6	701 E Third St (LAFPP)	Y	70
7	221 W 2nd St (LACERS)	Y	25
8	213 S Spring St (LACERS)	Y	50
9	LADOT/CALTRANS	Y	232
10	VIGNES	N	132
11	520 EAST TEMPLE - MSD	N	202
12	EOC - 500 EAST TEMPLE	N	149
13	PIPER TECH	N	320
14	150 W12th St - PWB	Y	850
15	1200 W. 7th St. - GARLAND	Y	550
16	Library - 630 W Fifth St	Y	50
17	Library - 406 So Olive	Y	205
18	Figuroa Plaza	N	1,204
19	Braude Building	N	152
20	Friar Lot - 14410 Friar St	Y	230
21	West L A - Sawtelle	N	57
22	West L A - Corinth Lot	N	159
	TOTAL		6,564

**CITY OF LOS ANGELES
EMPLOYEE BENEFITS DIVISION
2019 EMPLOYEE COMMUTING PREFERENCES SURVEY**

Thank you for participating in the 2019 City of L.A. Employee Commuting Preferences Survey!

The purpose of this survey is to learn more about:

- How you presently commute to work
- What influences your decisions about how you commute to work
- Your awareness of existing commuting programs offered to City employees

Your feedback is important to us as we consider options for developing ridesharing alternatives for City employees.

PERSONAL INFORMATION

1. What is your age group?

- 25 or under
- 26 to 40
- 41 to 55
- 56 to 64
- 65 to 74
- 75 or older

2. In what City Department do you presently work?

- Drop-down menu

3. Which Employee Labor Organization (MOU#) currently represents you?

- Drop-down menu

4. With which ethnicity do you most identify? (Check all that apply)

- White or Caucasian
- Black or African American
- Hispanic or Latino
- Asian
- American Indian or Alaska Native
- Native Hawaiian or other Pacific Islander
- Other
- I prefer not to answer

5. With which gender identity do you most identify? (Choose one)

- Female
- Male

- Non-binary/third gender
- Other
- I prefer not to answer

6. In which region do you currently reside?

- Los Angeles County – North San Fernando Valley
- Antelope Valley – Santa Clarita Valley
- Los Angeles County – South: South Bay, Palos Verdes Peninsula, South Los Angeles, Harbor Region
- Los Angeles County – East: Eastside, San Gabriel Valley, Pomona Valley
- Los Angeles County – West: West Side, Beach Cities
- Los Angeles County – Central: Downtown Los Angeles, Mid-Wilshire
- San Bernardino County
- Ventura County
- Orange County
- Riverside County
- Other

7. What time schedule do you work?

- Day shift
- Swing shift
- Night shift

8. What work schedule do you have?

- 5/40 schedule
- 9/80 schedule
- 4/10 schedule
- 72 hour schedule (reduced work schedule)
- 3/12 schedule
- Platoon duty schedule

CURRENT COMMUTING ACTIVITY

9. What is your primary means of commuting to work?

- Drive alone
- Drive with other(s) (carpooling)
- Public transportation (e.g. bus, train, or rail)
- Vanpool
- Bike to work
- Walk to work

10. How many miles round trip do you commute each day?

- | | |
|--------------------------------|-------------------------------------|
| <input type="checkbox"/> 0-9 | <input type="checkbox"/> 30-39 |
| <input type="checkbox"/> 10-19 | <input type="checkbox"/> 40-49 |
| <input type="checkbox"/> 20-29 | <input type="checkbox"/> 50 or more |

11. How long (on average) does it take you to commute **FROM HOME TO WORK?**

- 15 minutes or less
- 16-30 minutes
- 31-45 minutes
- 46-60 minutes
- More than 60 minutes

12. How long (on average) does it take you to commute **FROM WORK TO HOME?**

- 15 minutes or less
- 16-30 minutes
- 31-45 minutes
- 46-60 minutes
- More than 60 minutes

COMMUTE PROGRAM AWARENESS

13. Prior to taking this survey, please indicate your level of awareness about the following commuting programs offered to City employees.

	Very Aware	Somewhat Aware	Not Aware
A. Transit Subsidy Reimbursement (up to \$50 per month to employees taking public transportation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Transit Spending Account (setting aside pre-tax dollars up to \$265 per month to pay for public transportation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Transit Match (credit of up to \$50 per month to employees participating in the Transit Spending Account)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Vanpool Program (City sponsored program for employees using vanpools to commute from common residential areas to common work locations)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Carpool Program (City sponsored program providing reduced parking fees for employees who carpool to work)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Bike/Walk to Work Program (\$50 per month provided to employees who primarily walk or use bicycles for commuting to work)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. Electric Vehicle Parking Permit (City sponsored program providing free parking for employees who use fully electric vehicles for commuting to work)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Please tell us about your use of the Personnel Department’s Employee Benefits/Commute Options webpage:

- I visit this webpage several times a year or more
- I may have visited this webpage in the past but only infrequently
- I have never visited this webpage

WHAT INFLUENCES YOUR COMMUTING CHOICES?

15. Please rank the following factors in order of importance (from 1 to 11) with respect to how much they influence your decision on how you commute to work:

- _____ Cost of transportation (fuel, vehicle maintenance, etc.)
- _____ Cost of parking at work location
- _____ Availability of parking near my work location
- _____ Time/distance spent on commute
- _____ Work shift requirements/expectations
- _____ Availability of public transportation to my work location
- _____ Personal needs or convenience (family, school, activities, etc.)
- _____ The City’s commuting incentives
- _____ Safety of the area around my worksite
- _____ Quality of commuting experience
- _____ Concern about the environment

16. The following questions (16 and 17) are directed to employees who drive alone as their primary method of commuting to work. Please proceed to question 18 if these questions do not apply to you.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. I prefer driving to work alone because it is more enjoyable than other types of commuting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. I prefer driving to work alone because of work schedule needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. I prefer driving to work alone because of personal/family/household needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. I prefer driving to work alone because my commute time is shorter than using other forms of commuting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. I prefer driving to work alone because my commute is less expensive than commuting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. I prefer driving to work alone because I feel safer arriving to my worksite than I would if I used another form of transportation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Please tell us how much you agree or disagree with the following factors as they might cause you to consider commuting to work by means other than driving alone:

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. A \$50 monthly increase in fuel costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. A \$25 monthly increase in parking costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. A \$50 increase in monthly City transit incentives, from \$50.00 to \$100.00.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. My current commute time doubles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Availability of transportation in a personal emergency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. My impact on the environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. Bicycle storage/shower facilities at my worksite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H. More flexibility in my work-shift start/end time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I. More information about ridesharing programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
J. Safer public transportation or safer conditions around my worksite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K. Greater reliability of public transportation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
L. More direct public transportation routes and/or pick-up and drop off locations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
M. Increased frequency of public transportation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
N. I would not seriously consider alternative means of commuting to work – I prefer to drive alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. The following questions are directed to employees who use ridesharing, public transportation, or another method other than driving alone as their primary means of commuting to work. Please proceed to question 20 if these questions do not apply to you.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. I prefer my present commuting method because it's more enjoyable to me than driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. I prefer my present commuting method because it fits with my work schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

C. I prefer my present commuting method because it fits well with my personal/family/ household needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. I prefer my present commuting method because my commute time is shorter than it would be if I was driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. I prefer my present commuting method because it is less expensive than driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. I prefer my present commuting method because I feel safer arriving to my worksite than I would if driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Please tell us how much you agree or disagree with the following factors as they might cause you to consider driving alone to work rather than using your present means of commuting:

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A. A \$50 decrease in fuel costs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. A \$25 decrease in parking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. A \$10 decrease in the City incentives for using public transportation or walking/biking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. A significant reduction in the commuting time of driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Obtaining an environmentally friendlier vehicle (e.g. electric or hybrid).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Stricter requirements of my work-shift start/end time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. A change in the safety of public transportation or safety conditions around my worksite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H. Greater availability of parking near my worksite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I. A change in my family/personal needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
J. I would not consider driving alone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. Please indicate if taking this survey has influenced you to consider ridesharing or using other public transportation alternatives for commuting to work.

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. We welcome any additional comments you have regarding this survey and about commute options alternatives.

22. If you would like to be entered into the gift card drawing, please provide your contact information below.

Name

Email Address

Phone Number

Thank you for completing our survey!



Joint Labor-Management Committee – Commute Options & Parking (JLMC-COP) **COMMITTEE REPORT 19-05**

Date: September 30, 2019
To: JLMC-COP
From: Staff
Subject: LA Metro E-Pass Program

JLMC-COP MEMBERS:

Employee Organizations

Charles Leone, SEIU, Chair
Carmen Hayes-Walker, AFSCME
Victor Gordo, LIUNA
Jorge Rodriguez, LAPCOA

Management

Patricia J. Huber, CAO, Vice-Chair
Valerie V. Melloff, GSD
Jay Kim, LADOT
Paula Dayes, Personnel

RECOMMENDATION:

That the JLMC-COP request that staff develop a proposal for a pilot LA Metro E-Pass Program for consideration at the next JLMC-COP meeting.

DISCUSSION:

A. Background

During its consideration of the Personnel Department's 2018-19 Proposed Budget, the City Council's Budget and Finance Committee requested that the Office of the City Administrative Officer (CAO) and Office of the Chief Legislative Analyst (CLA) report on a potential funding source for offering a pilot LA Metro E-Pass Program (E-Pass Program) to City employees in the amount of \$250,000. The CAO/CLA were asked to report back on the feasibility of offering the program and identifying a funding source.

The CAO reported that offering such a benefit would be subject to the meet and confer process, and that the Personnel Department, in collaboration with the CAO, would work on a proposal to (a) implement the E-Pass Program consistent with the meet and confer process and (b) identify an appropriate funding source (**Attachment A**). In its report, the CAO noted the City's Special Memorandum of Understanding on Commute Options and Parking (Special Parking MOU) as a vehicle for providing transportation benefits to City employees negotiated between labor and management.

Because implementation of the E-Pass Program for the City's workforce, even on a pilot basis, would impact the City's current benefits provision provided for under the Special Parking MOU, staff is providing this report to the JLMC-COP for its consideration and direction.

B. Metro E-Pass Program Overview

The goal of the E-Pass Program is to encourage employee use of public transportation by allowing employers to purchase a designated number of discounted annual E-Passes for their employees. Employers provide payment to LA Metro in return for pre-purchased annual E-Passes. The E-Passes are then issued by employers to their employees in the form of a TAP card or sticker which is typically affixed to an identification card. The card or sticker provides unlimited access to LA Metro transportation services including Metro Bus, Metro Rapid, Metro Liner, and Metro Rail (but not to other transportation systems such as Metrolink and Orange County Transportation Agency). This unlimited access is also provided for services from approved E-Pass Program participating municipal transit agencies, such as Culver City Bus, LADOT DASH, and Pasadena Transit. LA Metro indicated that Gardena Transit, Glendale Beeline, Norwalk Transit, and Torrance Transit are in the process of being included in the E-Pass Program. In addition, LA Metro indicated they are working on agreements to include Antelope Valley Transit Authority, the Big Blue Bus (Santa Monica), Foothill Transit, and the Montebello Bus lines. Individual boardings are unlimited and although the E-Passes are annual passes, employers can cancel an employee's pass at any time and reissue the pass to another employee.

Employers are responsible for distribution of the E-Passes. Employers are also responsible for verifying eligibility, ensuring employee completion of the online registration, facilitating the distribution and maintenance of the TAP cards/stickers, maintaining and sharing an electronic file of all TAP cards/stickers issued with LA Metro, and submitting payment for actual boardings at the end of each business quarter. LA Metro assists employers with promoting the E-Pass Program by designing and printing co-branded marketing materials for distribution, offering website program information, and providing staff to assist with marketing efforts.

LA Metro is offering the E-Pass Program at \$80 per pass per month per employee. A pilot program budget of \$250,000 would equate to one E-Pass each for approximately 260 employees. Employers are invoiced quarterly based on actual boardings, with the charges capped at \$1.40 per boarding not to exceed a total cap of \$80 per month. There are no transfers under the E-Pass Program as each boarding is tracked, counted, and invoiced. Accordingly, if the number of boardings amounts to less than \$80 per month, employers would be invoiced that amount based on the actual number of boardings. If the number of boardings exceeds \$80 per month, employers would be invoiced a maximum of \$80 per month, the monthly cap. Payments are issued to LA Metro quarterly. The first payment would be due at the beginning of the first quarter. Any adjustments and reconciliations based on the actual number of boardings would occur on the following business quarter's invoice.

In its report, the CAO identified a number of potential funding sources for a pilot program. Those potential funding sources include a) the Proposition A Local Transit Assistance Fund, b) Proposition C Anti-Gridlock Transit Improvement Fund, c) Measure R Traffic Relief and Rail Expansion Fund, d) Measure M Local Return Fund, e) Mobile Source Air Pollution Reduction Trust Fund, and f) City Employees Ridesharing Fund.

C. Integrating E-Pass Pilot Program with Current Transportation Benefit Design

Offering a pilot or ongoing E-Pass Program raises certain questions that need to be addressed with respect to integrating the benefit within the City's current transportation benefit design under the Special Parking MOU. These benefits would also require integration within the administrative processes supporting City employees. Presently, those employees who utilize LA Metro transportation services purchase their transit media through the tax-advantaged transit spending accounts (TSA) provider, WageWorks or directly from LA Metro. These employees receive a \$50 match through the City's Transit Match program or through the Transit Reimbursement Program (both programs are administered by City staff). The E-Pass Program, if funded by the City, would provide a benefit existing outside of, and effectively replacing the Transit Match and Transit Reimbursement programs used by employees. In certain cases for amounts exceeding the current \$50 monthly City subsidization, employees already commuting through LA Metro transportation services would have their entire monthly commuting cost paid for through the E-Pass Program.

LA Metro indicated that offering the E-Pass Program would constitute a pre-tax benefit comparable to the City's TSA program administered by provider, WageWorks. Employees participating in the City's TSA program are able to set aside up to \$265 per month on a pre-tax basis to pay for public transit expenses, including bus, rail, train, and subway fares. Given the \$265 per month pre-tax limit on the TSA and the value of the E-Pass, it is unclear whether those employees currently participating in the TSA program would be able to participate in both the E-Pass Program and the TSA concurrently.

A pilot program would require eligibility parameters since participation would be limited to approximately 260 employees based on the \$250,000 funding amount. Options for a pilot program could include limiting its availability to specific worksites, City population, or a lottery. It is anticipated that those employees who are currently utilizing the Transit Match and Transit Reimbursement programs and LA Metro transportation services would be interested in participating in this type of pilot program.

The JLMC-COP is the forum through which transportation benefits are defined for the City's workforce. If the JLMC-COP is interested in pursuing implementation, staff recommends that the JLMC-COP request that staff develop a proposal for a pilot LA Metro E-Pass Program for consideration at the next JLMC-COP meeting.

Submitted by: _____
Francois Verin, Management Analyst

Submitted by: _____
Kevin Hirose, Senior Personnel Analyst I

Reviewed by: _____
Jenny M. Yau, Senior Management Analyst II

Approved by: _____
Steven Montagna, Chief Personnel Analyst

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Memo No. 7

Date: May 03, 2018

To: Budget and Finance Committee

From: 
Richard H. Llewellyn, Jr., City Administrative OfficerSubject: **PERSONNEL DEPARTMENT – METRO PILOT PROGRAM**

During its consideration of the Personnel Department 2018-19 Proposed Budget, the Budget and Finance Committee requested the Office of the City Administrative Officer and Office of the Chief Legislative Analyst to report on a potential funding source for a commuter benefit pilot program with Metro in the amount of \$250,000.

In the proposed Metro commuter benefit pilot program (Program), the City will pre-purchase electronic stickers that employees can use to board any Metro public transportation vehicle. Metro will reconcile City employees' usage of Metro's public transportation quarterly to determine whether City employees exceed or fall short of the anticipated utilization amount. Metro agrees to cap the City's cost at a certain amount. If utilization falls short of the value of the City's pre-payment, then the City is credited the unexpended amount towards the City's future cost.

The City's Special Memorandum of Understanding Regarding City Employee Parking and Commute Options outlines the commuter benefits provided to City employees, including but not limited to the provision of up to \$50 in subsidy for the cost of public transportation, walking, or biking to work.

The commuter benefit that would be provided by the proposed Program is subject to the meet and confer process. The Personnel Department, in collaboration with the Office of the City Administrative Officer, Employee Relations Division will work on a proposal to (a) implement the proposed Program consistent with the meet and confer process and (b) identify an appropriate funding source. Potential eligible special fund sources for the Program include the Proposition A Local Transit Assistance Fund, Proposition C Anti-Gridlock Transit Improvement Fund, Measure R Traffic Relief and Rail Expansion Fund, Measure M Local Return Fund, Mobile Source Air Pollution Reduction Trust Fund, and City Employees Ridesharing Fund.

The Office of the Chief Legislative Analyst has reviewed and approved this budget memorandum. This budget memorandum is provided for informational purposes only. There is no fiscal impact.