

PROPOSAL
FOR
STATE LEGISLATIVE ADVOCACY SERVICES
FOR
CITY OF GLENDALE and GLENDALE *WATER & POWER*

Date: _____

Proposer: _____
Name of Business

Proposer: _____
Name of Individual

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____ Email: _____

TO THE CITY OF GLENDALE, CALIFORNIA:

In response to the Request for Proposals (“RFP”) by the City of Glendale (“City”), the undersigned person or entity (“Proposer”) now submits this Proposal (“Proposal”), with the accompanying forms and attachments.

1. In submitting this Proposal, Proposer certifies that:
 - A. Proposer has read, examined, and is fully familiar with all three of the items below (collectively, “the Documents”):
 - (1) The RFP’s provisions;
 - (2) The Contract’s terms, conditions, requirements, specifications, and minimum performance standards; and
 - (3) Any Addenda issued during the proposal period;
 - B. Proposer has carefully checked all words, figures, and statements made in the Documents;
 - C. Proposer is satisfied that the Documents are accurate;
 - D. Proposer understands and accepts all of the Documents’ provisions;
 - E. Proposer has exercised all necessary due diligence in making investigations and inquiries, examining documents, and inspecting City sites and facilities;
 - F. Proposer is fully familiar with— and has fully considered— all facts, conditions, circumstances, and matters that may affect, in any way, Proposer’s services or costs;
 - G. Proposer offers to fully perform all of the duties and obligations specified in the Documents in exchange for the consideration described in the Documents;

- H. Proposer represents and certifies that Proposer does not currently— and will not while Proposer performs services on City’s behalf— represent (or advocate on behalf of) another person, entity, or organization whose interests:
 - (1) Conflict, or potentially conflict, with City’s interests; or
 - (2) Directly compete with City’s interests.
 - I. This Proposal is an irrevocable offer for a period of at least ninety (90) calendar days following City’s opening of all Proposals;
 - J. Except as the Contract or California law allows, City is not liable or responsible for any costs, fees, or expenses that Proposer incurs for any one or more of the following:
 - (1) Responding to this RFP;
 - (2) Anticipating or preparing for an award of a Contract;
 - (3) Obtaining any equipment, personnel, facilities, or other items to comply with the Documents’ provisions; or
 - (4) Performing the services under the Contract;
 - K. Within fourteen (14) calendar days after City issues the Notice of Intent to Award a Contract, or within any extension that City may allow, Proposer agrees to:
 - (1) Sign and deliver the Contract, of which the RFP, its attached Exhibits, and the Notice calling for Proposals are a part; and
 - (2) Furnish the insurance that the Documents require; and
 - L. At its expense, Proposer agrees to indemnify, defend, and hold harmless City and its officers, agents, employees, and representatives from and against any and all liability, suits, actions, proceedings, judgments, claims, demands, liens, losses, damages, costs, and expenses (including attorneys’ fees, litigation, arbitration, mediation, appeal expenses), if a dispute, lawsuit, or other proceeding arises out of any one or more of the following:
 - (1) Proposer’s submitting the Proposal;
 - (2) City’s accepting Proposer’s Proposal; or
 - (3) City’s awarding a contract to Proposer in compliance with this RFP, or state, state, or local laws.
2. Under the penalty of perjury, Proposer certifies that:
- A. This Proposal is genuine, is not a sham or collusive, and is not made in the interest of, or on behalf of, any person, partnership, corporation, firm, organization, or another entity not named or disclosed in the Proposal;
 - B. Proposer did not, directly or indirectly, induce, agree, or solicit anyone else to submit a false or sham Proposal, to refrain from proposing, to withdraw a Proposal, or to attempt to induce an action prejudicial to City’s interests;

- C. Proposer has not sought by collusion, in any manner, to secure for Proposer any advantage over other proposers; and
- D. All facts and statements in the Proposal are completely true, accurate, and correct.
- E. By signing this Proposal, each individual below represents and certifies that the individual:
 - (1) Has the right, power, legal capacity, and authority not only to sign this Proposal on the Proposer's behalf, but also to bind the Proposer to this Proposal; and
 - (2) Binds the Proposer to this Proposal.

PROPOSER:

SIGNATURE MUST BE ACKNOWLEDGED

BEFORE A NOTARY (USE FORM PF:5) → → → → → →

By _____
Signature

Name _____
Printed

Its _____
Title

Address _____

Telephone _____

**IF PROPOSER IS A CORPORATION,
 PLACE IMPRINT OF CORPORATE SEAL
 BELOW:**

**IF PROPOSER IS A PARTNERSHIP,
 JOINT VENTURE, OR OTHER LEGAL ENTITY,
 THEN EACH PARTNER, PRINCIPAL, OR
 INDIVIDUAL MUST SIGN THIS PROPOSAL ON
 PAGE PF:4, IN FRONT OF A NOTARY**

**ADDITIONAL SIGNATURE PAGE
FOR PROPOSAL**

PROPOSER:

**SIGNATURE MUST BE ACKNOWLEDGED
BEFORE A NOTARY (USE FORM PF:5) → → → → →**

By _____
Signature
Name _____
Printed
Its _____
Title
Address _____
Telephone _____

**SIGNATURE MUST BE ACKNOWLEDGED
BEFORE A NOTARY (USE FORM PF:5) → → → → →**

By _____
Signature
Name _____
Printed
Its _____
Title
Address _____
Telephone _____

**SIGNATURE MUST BE ACKNOWLEDGED
BEFORE A NOTARY (USE FORM PF:5) → → → → →**

By _____
Signature
Name _____
Printed
Its _____
Title
Address _____
Telephone _____

**SIGNATURE MUST BE ACKNOWLEDGED
BEFORE A NOTARY (USE FORM PF:5) → → → → →**

By _____
Signature
Name _____
Printed
Its _____
Title
Address _____
Telephone _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of _____



On _____ before me, _____
Date Name and Title of the Officer

personally appeared _____
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature _____
Signature of Notary Public

OPTIONAL

Although the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- Individual
- Corporate Officer — Title: _____
- Partner: Limited General
- Attorney-In-Fact
- Trustee
- Guardian Conservator
- Other: _____

RIGHT THUMBPRINT
OF SIGNER
Top of Thumb Here

Signer is representing: _____

Signer's Name: _____

- Individual
- Corporate Officer — Title: _____
- Partner: Limited General
- Attorney-In-Fact
- Trustee
- Guardian Conservator
- Other: _____

RIGHT THUMBPRINT
OF SIGNER
Top of Thumb Here

Signer is representing: _____

PROPOSER'S QUALIFICATIONS STATEMENT

All responses must be typewritten or printed legibly in ink. When additional space is needed to explain an answer, attach sheets as necessary. In Section 18 of this form, list and describe each attachment. Failure to (1) complete this form, (2) return it, or (3) attach a required document may render the Proposal non-responsive.

1. BUSINESS ORGANIZATION / STRUCTURE

1.1 Your firm is a:

- Corporation Sole Proprietorship Other: _____
 Limited Liability Company General or Limited Partnership

1.2 If your firm is a corporation, answer the following:

1.2.1 Date of incorporation: _____

1.2.2 State of incorporation: _____

1.2.3 Corporate ID number: _____

1.2.4 President's name: _____

1.2.5 Vice President's name: _____

1.2.6 Secretary's name: _____

1.2.7 Treasurer's name: _____

1.2.8 Agent for Service of Process: _____

1.2.9 Agent's address: _____

1.2.10 Is your firm a publicly traded corporation?

- Yes No

1.2.11 For any person, firm or entity who owns 25% or more of the corporation's stock, identify the individual, firm or entity and the corresponding percentage of ownership:

Name: _____ Percent: _____

Name: _____ Percent: _____

1.3 If your firm is a limited liability company, answer the following:

1.3.1 Date of formation: _____

- 1.3.2 State of formation: _____
- 1.3.3 Secretary of State's File or ID number: _____
- 1.3.4 Chief Executive Officer's name: _____
- 1.3.5 Name of Manager(s): _____

- 1.3.6 Agent for Service of Process: _____
- 1.3.7 Agent's address: _____
- 1.3.8 For any person, firm or entity whose ownership or membership interest in the company exceeds 25%, identify the individual, firm or entity and the corresponding percentage of ownership or membership:
- | | |
|-------------|----------------|
| Name: _____ | Percent: _____ |
| Name: _____ | Percent: _____ |

1.4 If your firm is a partnership, answer the following:

- 1.4.1 Date of formation: _____
- 1.4.2 Type of partnership (General, Limited, LLP): _____
- 1.4.3 Secretary of State's Registration or ID number: _____
- 1.4.4 List the name of the General Partner(s) and any individual who has any equity interest in the partnership:

- 1.4.5 List jurisdictions in which your firm's fictitious name (dba) is filed:

1.5 If your firm is individually owned (a sole proprietorship), answer the following:

- 1.5.1 Date your firm started: _____
- 1.5.2 Name of owner: _____
- 1.5.3 List jurisdictions in which your firm's fictitious name (dba) is filed:

1.6 If your firm is other than the type listed above, such as a joint venture, consortium, trust, association or other combination, describe the business organization or structure, identify the principals, and list their corresponding percentage of ownership or control:

1.6.1 Description of business organization or structure:

1.6.2 Principals and their corresponding percentage of ownership or control:

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

Name: _____ Percent: _____

2. OWNERSHIP AND NAME CHANGES

2.1 How many years has your firm been in business under its present name? _____

2.2 In the past ten years, has your firm changed names?

Yes No

If **Yes**, list all prior names, addresses, and the dates they were used. Explain the reason for each name change:

2.2.1 Prior name: _____

2.2.2 Address: _____

2.2.3 Reason name changed: _____

2.2.4 Starting / ending dates of prior name: _____ / _____

2.3 Is your firm a subsidiary, parent, holding company, or affiliate of another firm?

Yes No

If **Yes**, explain the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm:

2.3.1 Associated firm's name: _____

2.3.2 Address: _____

2.3.3 Relationship between your firm and the associated firm:

2.3.4 Principals and their corresponding percentage of ownership or control:

Name: _____	Percent: _____
Name: _____	Percent: _____
Name: _____	Percent: _____
Name: _____	Percent: _____

3. LICENSING

For the following questions, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

3.1 Are any of your firm's licenses held in the name of a corporation or partnership?
 Yes **No**

If **Yes**, list below the name of the corporation or partnership that actually holds the license:

3.1.1 Corporation's or partnership's name: _____

3.2 List jurisdictions in which your firm is legally qualified to do business, provide the license number, describe the type of license, and state the license's expiration date. Attach additional sheets as necessary.

3.2.1 Jurisdiction: _____

3.2.2 License number: _____

3.2.3 Type of license: _____

3.2.4 Expiration date: _____

3.2.5 Jurisdiction: _____

3.2.6 License number: _____

3.2.7 Type of license: _____

3.2.8 Expiration date: _____

3.3 Is your firm registered as a lobbyist in California?

Yes **No**

If **Yes**, list your firm's ID number:

3.3.1 ID number: _____

3.4 In the past ten years, has your firm or any of its owners, partners, officers, or employees been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency or lobbying registration authority, or found to have violated any licensing or registration laws or regulations?

Yes **No**

If **Yes**, identify the licensing agency, license type and number, lobbying registration authority and ID number, and reason for the disciplinary action. Attach additional sheets as necessary.

3.4.1 Licensing agency: _____

3.4.2 Type of license: _____

3.4.3 License number: _____

3.4.4 Lobbyist registration authority: _____

3.4.5 Lobbyist registration ID number: _____

3.4.6 Date of disciplinary action: _____

3.4.7 Reason for disciplinary action: _____

4. EXPERIENCE AND PERFORMANCE HISTORY

For the following questions, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

4.1 How many years has your firm been in business as a legislative lobbyist? _____

4.2 Does your firm currently own or operate any other business?

Yes **No**

If **Yes**, list the business' name and address, and the person who operates the business. Attach additional sheets as necessary.

4.2.1 Business name: _____

4.2.2 Address: _____

4.2.3 Person's name that operates business: _____

4.2.4 Description of business: _____

4.2.5 Business name: _____

4.2.6 Address: _____

4.2.7 Person's name that operates business: _____

4.2.8 Description of business: _____

4.3 List the government entities for which your firm has performed legislative advocacy services in the last five years. Provide the name and telephone number of the person within the government entity who is most familiar with your performance of the services (i.e., "Contact Person"). Attach additional sheets as necessary.

4.3.1 Government entity's name: _____

4.3.2 Services that your firm provided: _____

4.3.3 Starting / ending dates of services: _____ / _____

4.3.4 Fee(s) that your firm charged: _____

4.3.5 Was your firm:

Selected by a bid or RFP? Yes No

Under a contract or agreement? Yes No

4.3.6 Contact Person: _____ Phone Number: _____

4.3.7 Government entity's name: _____

4.3.8 Services that your firm provided: _____

4.3.9 Starting / ending dates of services: _____ / _____

4.3.10 Fee(s) that your firm charged: _____

4.3.11 Was your firm:
Selected by a bid or RFP? **Yes** **No**
Under a contract or agreement? **Yes** **No**

4.3.12 Contact Person: _____ Phone Number: _____

4.4 For the years below, list the number of government entities for which your firm performed legislative advocacy services:

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Number of public entities:	_____	_____	_____	_____	_____

4.5 Please list current work assignments for other government entities, the starting date of your firm's services for that government entity, and the percent of your firm's time spent on those assignments. Attach additional sheets as necessary.

4.5.1 Government entity's name: _____

4.5.2 Assignment: _____

4.5.3 Starting date of your firm's services: _____

4.5.4 Percent of your firm's time spent on that assignment: _____

4.5.5 Government entity's name: _____

4.5.6 Assignment: _____

4.5.7 Starting date of your firm's services: _____

4.5.8 Percent of your firm's time spent on that assignment: _____

4.6 Is your firm a member of a professional organization?

Yes **No**

If the answer to question 4.6 is **Yes**, list the organization(s). Attach additional sheets as necessary.

-
- 4.7 Describe your firm's background and experience with respect to working with the State Legislature, Assembly and Senate legislative committees, and state agencies. Explain how your firm is better connected to the state legislative and administrative process than other legislative advocacy firms. Attach additional sheets as necessary.
 - 4.8 List some of your firm's successful state legislative efforts for government entities during the past ten years— both *pro-active efforts* (introduction of legislation on behalf of a government entity) and *reactive efforts* (helping achieve passage or rejection of specific legislation). Identify the legislation, the type of issue, and dollar value (if an appropriations issue). Describe your firm's efforts and explain how your firm was instrumental in achieving the result that the government entity desired. Attach additional sheets as necessary.
 - 4.9 List some of your firm's *unsuccessful* state legislative efforts for government entities during the past ten years. Identify the legislation, describe your firm's efforts, and state the reason or reasons why the government entity did not achieve the result that it desired. Attach additional sheets as necessary.
 - 4.10 Describe your firm's familiarity of, and expertise with, public administration, local government, and the state legislative process which demonstrate your understanding and ability to meet the needs, goals, and objectives of the City of Glendale. Attach additional sheets as necessary.
 - 4.11 Describe your firm's familiarity of, and expertise with the utility industry, specifically regarding California energy and water policy, to demonstrate your expertise in the pressing issues in the field. Attach additional sheets as necessary.

5. PERSONNEL

- 5.1 At present, how many people (whether paid or unpaid) work at your firm? _____
- 5.2 During the past five years, how many people— on average per year— were paid employees of your firm?

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Number of employees:	_____	_____	_____	_____	_____
- 5.3 Does your firm have an agreement or an arrangement with any other firm to loan or share your firm's employees?
 Yes **No**
- 5.4 List the personnel who will perform the work under this Request for Proposals and will have primary responsibility for the City's contract. Attach additional sheets as necessary.
 - 5.4.1 Name: _____
 - 5.4.2 Title / position: _____
 - 5.4.3 Professional background / area of expertise: _____

5.4.4 Number of months / years with your firm: _____

5.4.5 Number of professional degrees / licenses / certifications this person holds: _____

5.4.6 List professional degrees / licenses / certifications: _____

5.4.7 Professional affiliations: _____

5.4.8 Related professional experience: _____

5.4.9 Honors and awards: _____

5.4.10 Name of clients and government entities for which this person currently performs legislative advocacy services:

5.4.11 Name: _____

5.4.12 Title / position: _____

5.4.13 Professional background / area of expertise: _____

5.4.14 Number of months / years with your firm: _____

5.4.15 Number of professional degrees / licenses / certifications this person holds: _____

5.4.16 List professional degrees / licenses / certifications: _____

5.4.17 Professional affiliations: _____

5.4.18 Related professional experience: _____

5.4.19 Honors and awards: _____

5.4.20 Name of clients and government entities for which this person currently performs legislative advocacy services:

5.4.21 Name: _____

5.4.22 Title / position: _____

5.4.23 Professional background / area of expertise: _____

5.4.24 Number of months / years with your firm: _____

5.4.25 Number of professional degrees / licenses / certifications this person holds: _____

5.4.26 List professional degrees / licenses / certifications: _____

5.4.27 Professional affiliations: _____

5.4.28 Related professional experience: _____

5.4.29 Honors and awards: _____

5.4.30 Name of clients and government entities for which this person currently performs

legislative advocacy services:

5.5 Are the resumes of all of the employees listed in 5.4 attached to this Proposal?

Yes No

6. EMPLOYEE TRAINING

6.1 Does your firm have a lobbyist training program or course for its new employees?

Yes No

6.2 Does your firm have ongoing or reoccurring lobbyist training for its employees?

Yes No

If the answer to question 6.1 or 6.2 is **Yes**, describe the subjects, topics, or courses that are given; identify the person or entity that provides the training; and state how often the training occurs. Attach additional sheets as necessary.

7. SECURITY

7.1 In the past five years, have any crimes occurred or been attempted at your firm's business office or principal place of operations?

Yes No

If **Yes**, list the date, identify the location, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

8. FINANCIAL RESOURCES AND RESPONSIBILITY

8.1 In the past ten years, has your firm, or anyone else acting on behalf of your firm, filed for bankruptcy, insolvency, receivership, or reorganization?

Yes No

If **Yes**, list the filing date, identify the court and case number, describe the facts and circumstances giving rise to each instance, and set forth the disposition or current status. Attach additional sheets as necessary.

8.2 In the past ten years, has your firm had any consolidations, mergers, acquisitions, closings, layoffs, or staff reductions?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

8.3 Is your firm in the process of, or in negotiations toward: (a) consolidating, merging, selling, or closing its business, or (b) laying off employees or reducing staff?

Yes **No**

If **Yes**, describe the transaction; list the anticipated date for completing the transaction, laying off employees, or reducing staff; and describe the facts, circumstances, and reasons for taking the action. Attach additional sheets as necessary.

8.4 The RFP requires an audited or reviewed financial statement, or a compilation, prepared by a Certified Public Accountant, and a letter of reference from a bank or other financial institution, to accompany the Proposal. This information will be used only for the purpose of determining whether the Proposer has sufficient financial resources to perform the requested services.

Please place an "X" below for each year that your firm has attached a financial statement:

8.4.1 2009: _____

8.4.2 2008: _____

8.5 Is a letter of reference from the bank or other financial institution attached to this Proposal?

Yes **No**

9. **BID REJECTION AND CONTRACT TERMINATION**

For the following questions, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

9.1 Has a government entity or a client ever rejected your firm's Bid or Proposal for services?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

9.2 Has a government entity or a client ever determined that your firm is a non-responsible bidder or contractor?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

9.3 Has a government entity or a client ever debarred or suspended your firm from bidding or

contracting?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

9.4 Has your firm ever failed to fulfill or perform, either partially or completely, a contract or an agreement with a government entity or a client?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

9.5 In the past ten years, has any officer or principal of your firm been an officer of another firm which failed to perform a contract or agreement?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

9.6 Has a government entity or a client ever terminated, suspended, or non-renewed your firm's contract or agreement before its completion?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

9.7 Has a government entity or a client ever notified or advised your firm that its performance under a contract or agreement is poor, sub-standard, or non-compliant?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

9.8 In the past ten years, has your firm paid, or has your firm been assessed, liquidated damages on a contract or agreement?

Yes **No**

If **Yes**, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

9.9 In the past ten years, has your firm or any of its owners, partners, officers or employees been convicted of a crime related to the bidding of a government contract, the awarding of a

government contract, or the performance of a government contract?
("Convicted" includes a verdict of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, or a forfeiture of bail.)

Yes **No**

If **Yes**, identify the government entity; list the date, court and case number; describe the facts and circumstances about each instance; and set forth the penalty or punishment imposed. Attach additional sheets as necessary.

10. BUSINESS INTEGRITY

For the following questions, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation. The term "convicted" includes a verdict of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, or a forfeiture of bail.

10.1 In the past ten years, has your firm or any of its owners, partners, officers, or employees been convicted in a criminal action, or found liable in a civil suit, for making false claim(s) or material misrepresentation(s) to any government entity?

Yes **No**

If **Yes**, identify the government entity; list the date, court and case number; describe the facts and circumstances about each instance; and set forth the outcome or disposition. Attach additional sheets as necessary.

10.2 In the past ten years, has your firm or any of its owners, partners, officers, or employees been convicted of a crime involving embezzlement, theft, fraud, forgery, bribery, deceptive or unlawful business practices, perjury, falsifying or destroying records or evidence, or receiving stolen property?

Yes **No**

If **Yes**, identify the crime or offense; list the date, court and case number; describe the facts and circumstances about each instance; and set forth the penalty or punishment imposed. Attach additional sheets as necessary.

10.3 Is a government entity currently investigating your firm or any of its owners, partners, officers or employees for making false claim(s) or material misrepresentation(s)?

Yes **No**

If **Yes**, identify the government entity, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

10.4 In the past ten years, has any government entity ever: (a) investigated, cited, disciplined, or assessed any penalties against your firm or any of its owners, partners, officers, or employees, or (b) determined that your firm or any of its owners, partners, officers, or employees violated any laws, rules, or regulations?

Yes **No**

If **Yes**, identify the government entity, list the date, and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

11. CLAIMS AND SUITS

For the following questions, the term “owner” does not include owners of stock in your firm if your firm is a publicly traded corporation.

11.1 In the past ten years, has your firm or any of its owners, partners, officers, or employees been a defendant in court— or been involved in a mediation or arbitration— on a matter related to:

11.1.1 The performance, non-performance, default, or breach of a contract or agreement?

Yes **No**

11.1.2 Violating any laws, rules, or regulations?

Yes **No**

11.1.3 Bodily injury or personal injury (libel, slander, false imprisonment)?

Yes **No**

11.1.4 Employment-related litigation brought by an employee of your firm?

Yes **No**

11.1.5 Payment to a subcontractor or subconsultant?

Yes **No**

If the answer to questions 11.1.1 to 11.1.5 is **Yes**, identify the name of the person or entity that sued (i.e., “the plaintiff”); list the date, court and case number; describe the facts and circumstances giving rise to the lawsuit, mediation, or arbitration; and set forth the outcome or disposition. Attach additional sheets as necessary.

11.2 Has your firm ever filed a claim for damages or a lawsuit, or requested arbitration or mediation, against a government entity?

Yes **No**

If **Yes**, identify the government entity; list the date, court and case number; describe the facts and circumstances about the claim for damages, lawsuit, mediation, or arbitration; and set forth the outcome or disposition. Attach additional sheets as necessary.

11.3 Are there any pending or outstanding judgments or liens against your firm or any of its owners,

partners, officers, or employees?

Yes **No**

If **Yes**, identify the name of the person or entity entitled to payment; list the date, court and case number; describe the facts and circumstances giving rise to the judgment or lien; and set forth the amount of the judgment or lien. Attach additional sheets as necessary.

12. **INSURANCE**

12.1 In the past ten years, has an insurance company or a surety company:

12.1.1 Refused to insure your firm?

Yes **No**

12.1.2 Canceled or non-renewed your firm's insurance coverage?

Yes **No**

12.1.3 Refused to issue your firm a bond?

Yes **No**

12.1.4 Canceled or revoked a bond obtained by your firm?

Yes **No**

If the answer to questions 12.1.1 to 12.1.4 is **Yes**, identify the name of the insurance company or surety company; list the date; and describe the facts and circumstances about each instance. Attach additional sheets as necessary.

13. **CONFLICT OF INTEREST**

13.1 Identify government entity clients whose interests are, or may be, in conflict with the City of Glendale's interests (i.e., Glendale's issues, needs, goals, objectives). Attach additional sheets as necessary.

13.1.1 Government entity's name: _____

13.1.2 Contact Person: _____ Phone Number: _____

13.1.3 Starting date of your firm's services: _____

13.1.4 Description of interests that conflict, or may conflict, with Glendale's interests

13.1.5 Government entity's name: _____

13.1.6 Contact Person: _____ Phone Number: _____

13.1.7 Starting date of your firm's services: _____

13.1.8 Description of interests that conflict, or may conflict, with Glendale's interests

14. REFERENCE CHECK

14.1 The City of Glendale may: (1) request credit, criminal, and investigative reports about your firm, and (2) contact the references, government entities, and other persons listed in this Proposal. The City of Glendale will use this information to evaluate your firm's financial resources, responsibility, and integrity with respect to this Proposal, an award of the Contract, or any contract renewal. The City of Glendale will treat any information that it obtains now or later as confidential.

14.1.1 Does your firm authorize the City of Glendale to obtain credit, criminal, and investigative reports about your firm?

Yes No

14.1.2 Does your firm authorize the references, government entities, and other persons listed in this Proposal to release information about your firm to the City of Glendale?

Yes No

15. PUBLIC RECORDS EXEMPT INFORMATION

Below please identify (by a general description) all copyrighted material, trade secrets, or other proprietary information ("protectable documents") that Proposer has included in this Proposal which Proposer believes should be exempt from disclosure under California's Public Records Act, Government Code Section 6250, *et seq.* By listing the protectable documents below, Proposer agrees to indemnify, defend, and hold harmless City and its officers, agents, employees, and representatives from and against any action, claim, lawsuit, or proceeding, including costs and expenses, arising out of or connected with the City's refusal to disclose the protectable documents to any party making a request for those items. The City will treat any Proposer, who fails to identify below protectable documents that Proposer believes should be exempt from disclosure, as having waived its right to an exemption from disclosure, as the Public Records Act provides. Attach additional sheets as necessary.

16. PROPOSED FEES AND RATES

16.1 For the period of July 12, 2010 – July 11, 2011, list the billing rate, fee, and cost for your firm and its employees (professional and administrative) to perform the services and complete all tasks described in the RFP. Specify the employee's name and title or position with the corresponding rate, fee, or cost. Attach additional sheets as necessary.

16.2 For the period of July 12, 2010 – July 11, 2011, list the rate, cost, or fee for reimbursable expenses (including, but not limited to: travel, transportation, rent, overhead, administration, telephone calls, facsimile, and document printing and reproduction). Attach additional sheets as necessary.

16.3 For the period of July 12, 2010 – July 11, 2011, your firm's **Total Fee** for the services described in the RFP will be:

_____ dollars (\$_____)

16.4 For the period of January 1, 2010 – December 31, 2010, the proposed payment schedule for the **Total Fee** (paid in equal installments) will be:

Monthly

Quarterly

Other: _____

17. ADDITIONAL INFORMATION

Below please state any other information that your firm believes is essential to a complete evaluation of the Proposal. If your firm has no additional information, please state below: "Our firm does not have any additional information to present."

18. ATTACHMENTS

For any attachment that is a part of this Proposal, please list and describe the attachment (e.g., "Explanation concerning question 9.3 - 2 pages" or "Information required by Section 6 of the RFP – 6 pages").

Our firm declares that the attachments listed below are added and are made a part of this Proposal in order to fully and accurately respond to the RFP:

18.1 _____

18.2 _____

18.3 _____