

REQUEST FOR PROPOSALS

LAND MANAGEMENT SYSTEM



City of La Habra
Community and Economic Development Department
110 E. La Habra Blvd.
La Habra, CA 90631

Release Date: 1/4/21
RFP Due: 2/8/21

**Notice of RFP for Land Management System
City of La Habra**

TABLE OF CONTENTS

SECTION	PAGE
I. OVERVIEW.....	3
II. CURRENT SYSTEMS.....	5
III. SCHEDULE.....	7
IV. EVALUATION PROCEDURES AND CRITERIA.....	8
V. PROPOSAL INSTRUCTIONS.....	10
VI. REQUIREMENTS.....	14
VII. TERMS AND CONDITIONS.....	15

ATTACHMENTS

- A – VENDOR APPLICATION FORM
- B – LAND MANAGEMENT SYSTEM REQUIRMENTS
- C – PRICING SUMMARY
- D – EXISTING CUSTOMER REFERENCES
- E – SAMPLE CITY CONTRACT
- F – COMMUNITY DEVELOPMENT FEES
- G – REPORTS AND EXTERNAL FILES
- H – PROCESS FLOW CHARTS

Notice of RFP for Land Management System City of La Habra

I. OVERVIEW

The City of La Habra (City) is requesting proposals from qualified firms for a cloud-based Software as a Service (SaaS) fully integrated Land Management System (LMS), which shall be provided under the general direction of the City Manager or his or her designee. To include professional services for implementation, maintenance and data transfer.

The new system must consist of integrated modules to address the following land use permitting and management functions:

Required Module	Features
Building and Safety	Permitting, inspections and plan review including integration with third party electronic plan review application.
Planning	Discretionary and Ministerial Permit Applications
Code Enforcement	Case management and inspections.
Web Service Application	Web service portal for online services including permitting, document upload/download, plan check and permit status information and inspection scheduling.
Query and Reporting Tools	Search and create reports for data organized within existing systems and new modules.

The LMS shall manage and track the project from submittal to final approval. Including Planning processing and approvals; Building and Safety plan review, permitting and inspections; and Code Enforcement case file creation, managing and inspections.

The desired software solution will need to interface with the City's centralized Geographic Information System (G.I.S.) environment, and provide an open system architecture that permits interfacing to other internal and external systems. The system shall also be designed to avoid double entries whenever possible. The plan review management functions and electronic plan review features must be on the same platform or communicate with each other.

The proposal should include all costs associated with training, implementation management, interface estimates, file-conversion, custom modification estimates, and annual maintenance fee.

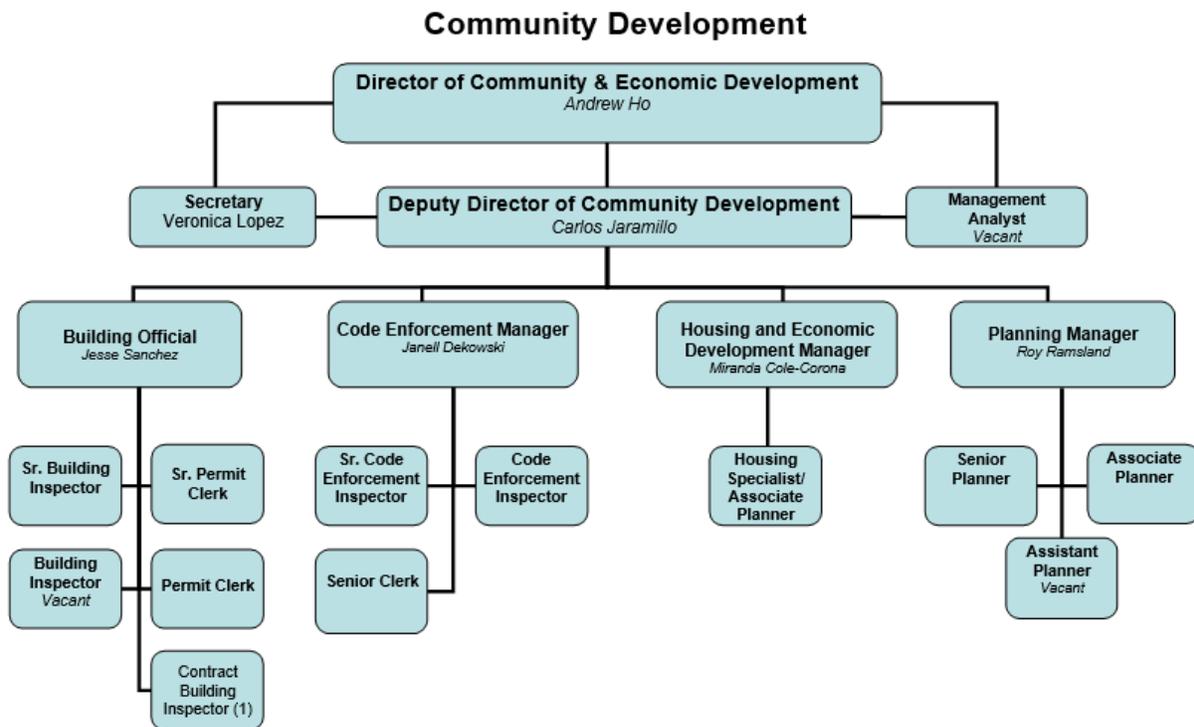
About the City. Located at the northern part of Orange County's northernmost corner, La Habra is 7.3 square miles with a population of over 63,000 residents and approximately 21,000 households. A quiet residential community, it is conveniently located within an hour's drive of many beaches, mountain, and desert recreation areas. La Habra currently has over 3,000 businesses licensed to do business in the City.

The approximate level of annual land use activity by the City is as follows:

**Notice of RFP for Land Management System
City of La Habra**

- 60-70 Planning cases including Administrative Adjustments, CEQA Exemptions, Developer Agreement, EIR, General Plan Amendment, Modification, Planned Unit Development, Design Review, Tentative Parcel Map, Tentative Tract Map, Time, Extension and Zone Change;
- 600 Code Enforcement cases including Proactive Cases, Complaint Cases and EFM Complaints;
- 1,400 Building Permits;
- 4,500 Building inspections (building, plumbing, electrical, mechanical).
- Miscellaneous permits and records requests (e.g., zoning confirmation letters, addressing application requests, fence and sign permits, permit extensions, state and regulatory agency reporting).

The City of La Habra Community and Economic Development Organizational Chart



Notice of RFP for Land Management System

City of La Habra

II. CURRENT SYSTEMS

The City currently uses PermitCity for Building and Safety and Comcate for Code Enforcement activities. Planning does not currently use a software system and relies on both digital and paper files to track and manage their projects. The City has determined a need to implement a more complete G.I.S.-centric LMS to meet the needs of the divisions.

The following table outlines key systems used by the City today, how they relate to this project, and whether they will need to be interfaced or integrated

Function	Vendor/ Application	Replace	Interface/ Integrate
Building and Safety	PermitCity	Yes	
Code Enforcement	Comcate	Yes	
G.I.S.	ArcG.I.S. 10.7.1	No	Yes
Document Management	Laserfiche	No	Yes
Cashiering	HDL SQL Format	No	Yes
Business License	HDL SQL Format	No	Yes

In addition, Excel spreadsheets and other external files are being used to manage, query, and report information outside current systems. A list of Reports and External Files is provided in Attachment G of this RFP. One of the goals of this project is to eliminate or minimize the need for the external files by relying on technology to improve efficiencies and usability. Process improvement is expected to coincide with software implementation activities and the adoption of best practices wherever possible.

Integration. None of our existing systems interface with each other. The City aims to make the new LMS the “main hub” tying together all systems and programs related to the operations of the Community and Economic Development Department.

Desktops. All of our workstations are running on Windows 10 operating system. Internet Explorer is the standard Web browser; however, the City wants to ensure that the solution is compatible with Chrome or Firefox or Edge, as employees are using these browsers/search engines.

Mobile Accessibility. The City is interested in exploring mobile technology for field work performed by Building and Code Enforcement inspectors. Mobile applications should include the ability to cache data from the server, allow data entry in the field without Wi-Fi or cellular connection and re-synch data once connectivity is available.

G.I.S.. The City currently uses ESRI ArcG.I.S. Enterprise 10.7.1 for its G.I.S. solution. The City requires that the new LMS solution will have real-time integration with the G.I.S..

Notice of RFP for Land Management System City of La Habra

Although not currently supported, the City sees value in the ability to drill down from spatial maps into the LMS system, create cases or permits from this view and have access to all parcel activity.

Reporting. The City requires user-friendly query and reporting tools that are intuitive to the user community. The preference is towards custom or standard reports written, as part of the service, at the time of implementation. Vendor bids should include substantial hours for report development. A list of required reports is included in Attachment G.

Document Management. The City currently uses Laserfiche for document management of completed construction projects. The proposed LMS should provide functionality to store documents related to transactions within the system, as well as be able to link to or interact with other stores of documents and images.

Conclusion. It is anticipated that the new LMS system and successful implementation will:

- Position the City to meet its current and future strategic objectives.
- Make information easily and broadly available to internal and external consumers of data.
- Streamline the application and permit approval processes and eliminate bottlenecks.
- Improve collaboration of LMS data across City departments.
- Automate manual processes, reduce paper and utilize automation where possible.
- Minimize the use of external files.
- Promote the adoption of best practices and the development of policies and procedures.
- Provide intuitive systems that are easier to navigate, e.g. via workflow, user shortcuts, etc.
- Provide end user query and reporting tools.
- Support or complement the desired technical architecture.

**Notice of RFP for Land Management System
City of La Habra**

III. SCHEDULE

The following defines the estimated timeline for this project. However, the City reserves the right to modify or reschedule procurement milestones as necessary.

Activity	Dates
Release of Request for Proposal	January 4, 2021
Deadline for Written Questions	January 18, 2021
Response to Questions	January 25, 2021
Proposals Due Date	February 8, 2021
Selection of Finalists	February 15, 2021
Pre-Demo Meeting	February 22, 2021
Software Demos	March 8, 2021
Due Diligence Review	March 15, 2021
Final Selection	March 22, 2021
Contract Award	April 19, 2021

**Notice of RFP for Land Management System
City of La Habra**

IV. EVALUATION PROCEDURES AND CRITERIA

The City’s evaluation and selection process will be conducted in accordance with Article Chapter 4.20.061 of the La Habra Municipal Code (“Code”). In accordance with the Code, “Awards will be made to the responsible firm whose proposal is most advantageous to the City with all factors identified in the RFP.” The proposals shall be weighed based on evaluation of qualitative factors in addition to price. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub-criteria that logically fit within a particular evaluation criterion may also be considered even if not specified below.

Evaluation Factors. The Proposal Evaluation and Selection Team will review proposals according to the criteria below.

Item	Description	Weight
Software	<ul style="list-style-type: none"> Breadth of modules - offers all modules required Depth of functionality - meets software requirements 	35%
Technology	<ul style="list-style-type: none"> Adherence to IT Strategy – platforms, database, accessibility Integration to other systems – experience and tools offered Vendor adoption of technology at reasonable pace 	10%
Vendor	<ul style="list-style-type: none"> Vendor viability and vision Organizational strength Experience with other government entities of similar complexity References provided of similar entities and similar complexity 	15%
Cost	<ul style="list-style-type: none"> Software license or lease costs Implementation Services Maintenance – annual cost over 10-year time period Acceptable Terms and Conditions Total Cost of Ownership: 5 years and 10 years 	15%
Implementation	<ul style="list-style-type: none"> Defined and proven implementation methodology Addresses installation, requirements review, application design, integration, training, configuration, report development, data conversion, testing, best practice review Proposed project timeline Staffing resources and qualifications 	25%
	Total Score	100%

The sole purpose of the proposal evaluation process is to determine which solution best meets the City’s needs. The evaluation process is not meant to imply that one proposer is superior to any other, but rather that the selected proposer can provide and has proposed the best solution and implementation approach for the City’s system needs.

Notice of RFP for Land Management System City of La Habra

The City may reject any Proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the City. An unacceptable Proposal is one that would have to be substantially rewritten to make it acceptable.

The City may discover additional information in review of the Proposers that requires revision of proposals to ensure consistency and objective comparison. If this is the case, specific points of clarification will be sent to select Proposers, with the opportunity to present a revised proposal as a best and final offer. The revised proposal shall include any updates to the original proposal and a revised cost proposal. The City will notify the Proposers if a best and final offer is requested, along with the deadline for submission of the revised proposal.

The City reserves the right to reject any and all proposals, to contract work with whomever and in whatever manner the City decides, to abandon the work entirely and to waive any informality or non-substantive irregularity as the interest of the City may require, and to be the sole judge of the selection process. The City also reserves the right to negotiate separately in any manner to serve the best interest of the City. The City retains the right at its sole discretion to select a successful vendor.

Notification. Based on the evaluation of the proposals, the City will select a short list of three or four vendors ("Short List"). The selected vendors will then be invited to participate in pre-demo meeting and subsequent software demos. The selected vendors will be notified in writing or by e-mail by the date indicated in Section III.

Pre-Demo Meeting. The purpose of this meeting is to answer any questions about the Demo Script that will be provided by the City as well as any questions about the software demonstration process.

Software Demos. The functional and technical product demonstrations will be presented to the City by the Short List vendors according to a pre-defined script issued by the City. Participants must follow this script during their demonstration process. Demonstrations must coincide with sequences as prescribed in the Process Flow Charts for each module found in Attachment H. The evaluation criteria for the Demo process will include adherence to the script as well as the ability to successfully demonstrate the product's ability to meet the City's functional and technical requirements. The City reserves the right to request additional information, interviews, follow-up demonstrations or any other type of clarification of proposal information it deems necessary to evaluate the final Proposers.

Due Diligence Review. The City may request a more extensive technical or functional Demo from Proposers. This Demo will be scheduled on an as-needed basis for the Short List Proposers. The City may conduct site visits to any or all of the Short List Proposers' headquarters and/or references. These visits will be scheduled on an as-needed basis for the Short List Proposers.

**Notice of RFP for Land Management System
City of La Habra**

V. PROPOSAL INSTRUCTIONS

This section outlines the information that is requested to be included in your proposal. Please include a table of contents at the beginning of your proposal clearly outlining the contents of each section.

Complete written Proposal must be submitted in sealed envelopes marked and received no later than 4:00 PM (P.S.T.) on February 8, 2021 (“Proposal Due Date”) in the following format and to the address below. Proposal will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted. **NO EXCEPTIONS.**

- One original and eight (8) bound copies of the proposal on 8 ½ x 11 paper with section separators.
- Two (2) electronic copies on two (2) USB flash drives. Electronic copies must be in PDF format, with the exception of the Requirements section, which may be in Excel format.

City Clerk
110 E. La Habra Blvd.
La Habra, CA 90631
Re: RFP for Land Management System

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Questions about this RFP must be directed in writing, via email to, Jesse Sanchez at: jsanchez@lahabraca.gov

The City reserves the right to amend or supplement this RFP prior to the Proposal Due Date. All addendum(s), responses to questions received, and additional information will be posted to the Request for Proposals and Bids page, located on the City’s website at <https://www.lahabracity.com/1058/Request-For-Proposals-Bids>. Proposers should check this web page daily for new information. From the date when this RFP is issued until a firm or entity is selected and the selection is announced, firms or public entities are not allowed to communicate outside the process set forth in this RFP with any City employee other than the RFP facilitator listed above. The City reserves the right to reject any Proposal for violation of this provision. No questions other than written questions will be accepted, and no response other than written responses will be binding upon the City.

Vendors are prohibited from contacting any City officials or employees regarding this Request for Proposal. All questions must be directed, in writing, to Jesse Sanchez, Chief Building Official. Failure to comply with this provision may result in rejection/disqualification of your proposal. No negotiations, decisions, or actions shall be executed by the vendor as a result of any discussions with any of the City officials, employees, and/or consultant. Only those transactions provided in written format from

**Notice of RFP for Land Management System
City of La Habra**

the City may be considered binding. In addition, the City will only honor transactions from vendors which are written and signed.

Proposal Format

In order to assist in the fair and equitable evaluation of all responses, Proposers are asked to adhere to the specific response format outlined below. Response that deviates from the requested format below may be deemed as “non-responsive” at the discretion of the City and therefore, subject to disqualification. Marketing information will not be accepted in lieu of direct responses to all requirements and questions.

Section	Description
1. Application Form and Cover Letter	Complete Attachment A – Vendor Application Form and RFP Cover Letter. <ul style="list-style-type: none"> • The Cover Letter should provide an executive summary of the Proposer’s products and services offered relevant to the scope of work described in this RFP. • An individual authorized to bind the Proposer must sign the cover letter.
2. Requirements	Complete Attachment B – Land Management System Requirements. <ul style="list-style-type: none"> • Complete in accordance with directions set forth in section VI of the RFP. • Each Requirement must have a rating and a comment relative to how the function is met with the software. • Submit in same format and do not make any changes to the numbering or sequence of the listed items.
3. Pricing	Complete Attachment C - Pricing Summary. <ul style="list-style-type: none"> • Indicate costs for software, implementation and maintenance. • Pricing must be fully comprehensive and complete, including all taxes, and list any available discounts or CPI increases. • Pricing must be valid for at least 180 days from response submission date. • All one-time and recurring costs must be fully provided. • Additional supporting documents may be provided as details to the information on this document.
4. Implementation	Provide an overview of Proposer’s implementation methodology including: <ol style="list-style-type: none"> a. Project Plan: Sample Project Plan: including Phases, Tasks and Timeline b. Recommendation for phases or all modules to be completed c. City Resources: Role, Responsibilities, Average Estimated Time per Month

**Notice of RFP for Land Management System
City of La Habra**

	<ul style="list-style-type: none"> d. Vendor Resources: Role, Responsibilities, Average Estimated Time per Month, Resumes e. Process Improvement: Approach to process improvement through implementation. The City’s preference is to modify processes to leverage best practices offered by the software f. Change Management: Methodology and tools used g. Data Conversion: Methodology and tools h. Available Environments: Production, Test, Train, Development, etc. i. Testing: Methodology, Scripts, etc. j. Training: Methodology, vendor resource, documentation, etc. The City is interested in on-site training with a blend of vendor and internal resources k. Report Development l. Integration: Approach, tools, experience m. Post Go-Live Implementation Support: services offered
<p>5. Support</p>	<p>Provide an overview of support services offered and recommended including but not limited to:</p> <ul style="list-style-type: none"> a. System Administration – remote performance monitoring, tuning, loading of patches and version releases, etc. b. User Support – hours of service, average/guaranteed response time, ticketing system used, resources available, escalation process c. Support for 3rd Party Partner applications d. System Enhancements – approach to user enhancement requests e. User Protection Plan - e.g. source code held in escrow f. Online Training / Library resources g. User Groups and Conferences h. System Back-up, Failover Redundancy, Disaster Recovery procedure
<p>6. Technology Overview</p>	<p>Provide an overview of the system technology and future strategic direction. Include the following:</p> <ul style="list-style-type: none"> a. Options for technical architecture related to Software-as-a-Service (SaaS). b. Hardware specifications for the proposed solution c. Mobile hardware and operating system specifications d. Electronic plan review hardware recommendations e. Available online Data Dictionary f. Remote access options g. Support for remote technologies and encryption (VPN, synchronization, etc.) h. Escrow Agreements; how data would be delivered or provided to the City in the event the relationship between the City and the Proposer is terminated

**Notice of RFP for Land Management System
City of La Habra**

	<ul style="list-style-type: none"> i. Languages, structures or frameworks used e.g. NET architecture, SQL, etc. j. G.I.S. – Integration with Esri ArcG.I.S. Enterprise 10.7.1 provide a list of G.I.S. recommended layers k. Where is SaaS data located, what are options to access or retain data, what are backup and recovery options. What security is provided for the hosted solution? l. Timing and frequency of software updates, e.g. scheduled release, automatic updates, etc.
7. References	<p>Complete Attachment D – Existing Customer References.</p> <ul style="list-style-type: none"> • Provide five public sector customer references that are similar in population and project scope to the City of La Habra. • Provide three current customer references and two past customer references. Include a customer located within Orange County, CA if possible.
8. Contract Performance	<p>Indicate if at any time during the past five years Proposer has had complaints for non-performance or has had an agreement withdrawn from a customer. Describe the situation(s) including name and address of contracting party and circumstances.</p>
9. RFP Exceptions	<p>Specifically identify exceptions to this RFP.</p>
10 City Contract Exceptions	<p>See Attachment E – Sample City Contract. Provide comments, concerns or changes requested to the City’s Sample Contract. If no requests for exceptions or modifications are requested, Proposer will be deemed to have accepted the City’s contract in its entirety.</p>
11 Vendor Contract Samples	<p>Provide sample contract documents that may include the following:</p> <ul style="list-style-type: none"> a. Sample Statement of Work b. Perpetual Software License or SaaS License Agreement c. Maintenance or Support Agreements d. Service Level Agreements e. 3rd Party Agreements

**Notice of RFP for Land Management System
City of La Habra**

VI. REQUIREMENTS

This section includes the LMS system requirements. This document will become Section 2 of your RFP response. There is a separate document found in Attachment B. This is not a comprehensive list of all of the City’s requirements, but included are the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contracts.

For each item a ranking has been provided indicating the importance to the City. Rankings used are “R” for Required, “I” for Important, “N” for Nice to Have, or “E” for Explore. Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Proposers must **provide a rating and a comment for every item**. If the requirement does not pertain to the proposal being submitted, enter “N/A”. The comment should include a **brief explanation** of how the item is supported. **Please do not modify the format, font, numbering, etc. of this section or insert page breaks or convert from PDF to Word, as this corrupts the document format.** If a submitted RFP includes blank responses, the document may be considered incomplete and rejected. Use the following rating system to evaluate each requirement:

Rating	Definition
4	Standard and available in the current release. Software supports this requirement and can be implemented out of the box or with configuration at no additional cost. No source code modification is required.
3	Meet requirement with minor modification. Modification maintains application on upgrade path. Testing and production of modifications will be completed by implementation date. Include an estimate for the cost of the modification.
2	Available with 3rd party software application. Indicate name of the application recommended and number of installs jointly completed.
1	Does not meet requirement and requires substantial system modification. Indicate timing required and estimated cost of modification.
0	Not available. Software will not meet requirement.
F	Future Release. Requirement will be available in future release. Indicate anticipated release date: month and year.

Sample Response Format: Please use the format below when completing your response.

	General	Rating and Comment
R	1. Audit Trail with user, date, time stamp throughout all modules. Before/after history.	4. System logs all transactions and stamps them with user, date, time, and before/after values. A report can be generated to review audit history.

Notice of RFP for Land Management System City of La Habra

VII. TERMS AND CONDITIONS

Conditions for Proposal Acceptance: This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all Proposals received, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The City may waive any irregularity in any Proposal. All Proposals will become the property of the City of La Habra. If any proprietary information is contained in the Proposal, it should be clearly identified.

Insurance: The City requires that licensees, lessees, and vendors obtain and maintain, at their sole expense, specified types of insurance coverages, as outlined in the sample contract, evidenced by an approved Certificate of Insurance. The successful Proposer must furnish the City with the Certificates of Insurance proving coverage as specified in the sample contract. City reserves the right to require different or additional insurance coverages than those specified in the sample contract.

W-9: Proposer must provide a signed form W-9 (Taxpayer Identification Number & Certification), which includes Proposer's legal business name(s).

Accuracy of Proposals: Proposers shall take all responsibility for any errors or omissions in their Proposals. Any discrepancies in numbers or calculations shall be interpreted to reflect the cost to the City.

If, prior to contract award, a Proposer discovers a mistake in their Proposal which renders the Proposer unwilling to perform under any resulting contract, the Proposer must immediately notify the RFP Facilitator and request to withdraw the Proposal. It shall be solely within the City's discretion as to whether withdrawal will be permitted. If the solicitation contemplated evaluation an award of "all or none" of the items, then any withdrawal must be for the entire Proposal. If the solicitation provided for evaluation and award on a line item or combination of items basis, the City may consider permitting withdrawal of specific line item(s) or combination of items.

Responsibility of Proposers: The City shall not be liable for any expenses incurred by potential Proposers in the preparation or submission of their Proposals. Pre-contractual expenses are not to be included in the Proposer's Pricing Summary. Pre-contractual expenses include but are not limited to, expenses incurred by Proposer in:

- Preparing Proposal in response to this RFP;
- Submitting that Proposal to the City;
- Negotiating with the City any matter related to the Proposal; and
- Any other expenses incurred by the Proposer prior to the date of the award and execution, if any, of the contract.

Confidentiality: The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, and/or any other written communication

Notice of RFP for Land Management System City of La Habra

between the City and Proposer, shall be available to the public. The City intends to release all public portions of the Proposals following the evaluation process at such time as a recommendation is made to the City Council.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal as confidential nor designate its Price Summary as confidential.

Submission of a Proposal shall indicate that, if Proposer requests that the City withhold from disclosure information identified as confidential, and the City complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorneys' fees and costs that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the City.

Communications: Proposers and Proposers' representatives should not communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after contract award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's Proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf.

Conflict of Interest: The Proposer represents and warrants that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code Sections 1090 et seq., or Sections 87100 et seq., during the performance of services under any contract awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any contract awarded. Violation of this provision may result in any contract awarded being deemed void and unenforceable.

Notice of RFP for Land Management System City of La Habra

Disclosure of Governmental Position and Relationships with La Habra Officials: In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the City, the City requires that all Proposers disclose in their Proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. Proposers are also requested to disclose any and all past or current business and personal relationships with any current La Habra elected official, appointed official, City employee, or family member of any current La Habra elected official, appointed official, or City employee.

Conditions to Agreement: The selected Proposer may be required to execute a Professional Services Agreement with the City describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract will follow the "Sample City Contract" provided as Attachment E to this RFP, which may be modified by City. All Proposers are directed to particularly review the indemnification and insurance requirements set forth in the sample Agreement. City reserves the right to amend the insurance requirements as appropriate based upon the nature of the services to be provided. The terms of the Agreement, including insurance requirements, are mandated by the City and can be modified only if extraordinary circumstances exist. Submittal of a Proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement, unless the Proposer includes with its Proposal, in writing, any conditions or requested exceptions or modifications to the sample Agreement. In accordance with the Municipal Code, the City may consider the scope and requested number of conditions or exceptions in evaluation Proposals and determining the lowest responsible bidder. If Proposer will require City to utilize its form contract, Proposer shall so indicate in Proposer's response, and shall attach a copy of Proposer's form contract with Proposer's Proposal, in accordance with the Proposal Response Format set forth in this RFP.

Addendums to the RFP: The City reserves the right to amend or supplement this RFP prior to the Proposal Due Date. All addendum(s) and additional information will be posted to the La Habra Procurement Registry, located on the City's website. Proposers should check this web page daily for new information.

Governing Law and Venue: In the event of litigation concerning this RFP, the proposal documents, specifications and related matters shall be governed by and construed in accordance with the law of the State of California. Venue shall be with the appropriate state or federal court located in Orange County.