



Eric Garcetti | *Mayor, City of Los Angeles*
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Eugene D. Seroka | *Executive Director*

DATE: October 16, 2020

SUBJECT: ADDENDUM #1 – Federal Legislative and Policy Advocacy Services Request for Proposals

The Port of Los Angeles’ Federal Legislative and Policy Advocacy Services Request for Proposals is amended through this notification as described below:

3.4 Checklist for RFP Submittal Requirements

A checklist is provided to assist in verification that all elements of the RFP have been addressed. However, firms are encouraged to review the entirety of the RFP, including the Standard Contract Provisions section, to ensure full compliance and not rely solely on this checklist.

- Cover transmittal letter, signed by an authorized principal of the proposing consulting firm
- Table of Contents, if included (not required)
- Proposal with the following sections, in order (~~6~~ 10 pages maximum):**
 - Firm Qualifications, Experience and References
 - Project Organization, Personnel and Staffing
 - Project Management
 - Cost
- Resumes for all proposed staff personnel provided in an appendix
- Small/Very Small Business Enterprise Program forms:
 - Affidavit of Company Status (**Prime**)
 - Consultant Description Form (**Prime and any subconsultants**)
- Letter from insurance carrier or broker indicating ability to meet insurance requirements for this project, including general liability, auto liability and workers’ compensation. **Do not submit an ACORD® Certificate of Liability Insurance sheet. It will not be accepted in lieu of an insurance verification letter.**
- CEC Form 50 (Bidder Certification)