



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

RFP Number: 25-06 Building Management Services

**Addendum Number: 2 – Mandatory Pre-Proposal Conference and Tour of Building
Presentation Slides**

Date: August 15, 2025

NOTICE TO PROPOSERS: THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE PROPOSER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE PROPOSER FROM ANY OBLIGATION UNDER ITS PROPOSAL AS SUBMITTED. THE PROPOSER SHALL IDENTIFY AND LIST IN ITS PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.



Los Angeles Community College District

Pre~Proposal Conference / Meeting

Request for Proposal 25~06

BUILDING MANAGEMENT SERVICES

Friday, August 15, 2025



WELCOME

HOUSEKEEPING ITEMS

Sign-in Sheet

*Please
silence you
cellular
telephones*



AGENDA

1. Welcome
2. Today's Schedule
 - Brief Presentation / Highlights from Proposal
 - Tour of Educational Services Center
3. Highlights from Proposal
 - Scope / Purpose of RFP
 - Unauthorized Communications
 - Proposal Submittals
 - Reference Letter
 - Reference Questionnaire
 - Fees
 - Interview Date
 - Deadline for Proposal Submission
4. Tour of Building

RFP 25-06 Building Management Services



SCOPE / PURPOSE OF RFP

- Building Management Services
 - 770 Wilshire Boulevard
 - Los Angeles, California 90017
- Appendix A of RFP
 - Detailed Description of the Scope of Work

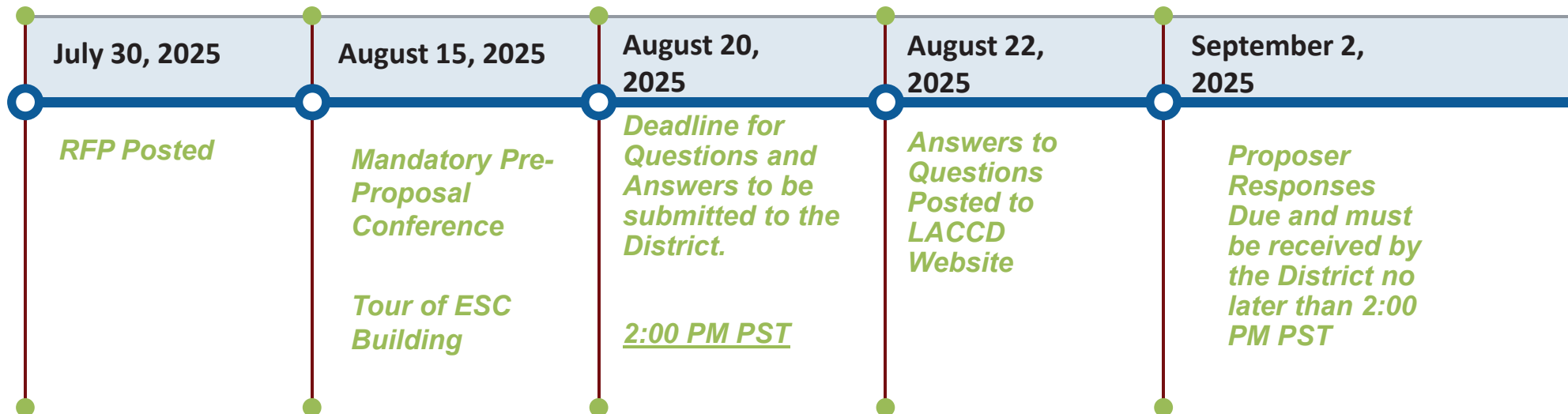




SCOPE / PURPOSE OF RFP

Timeline for RFP 25~06

Building Management Services

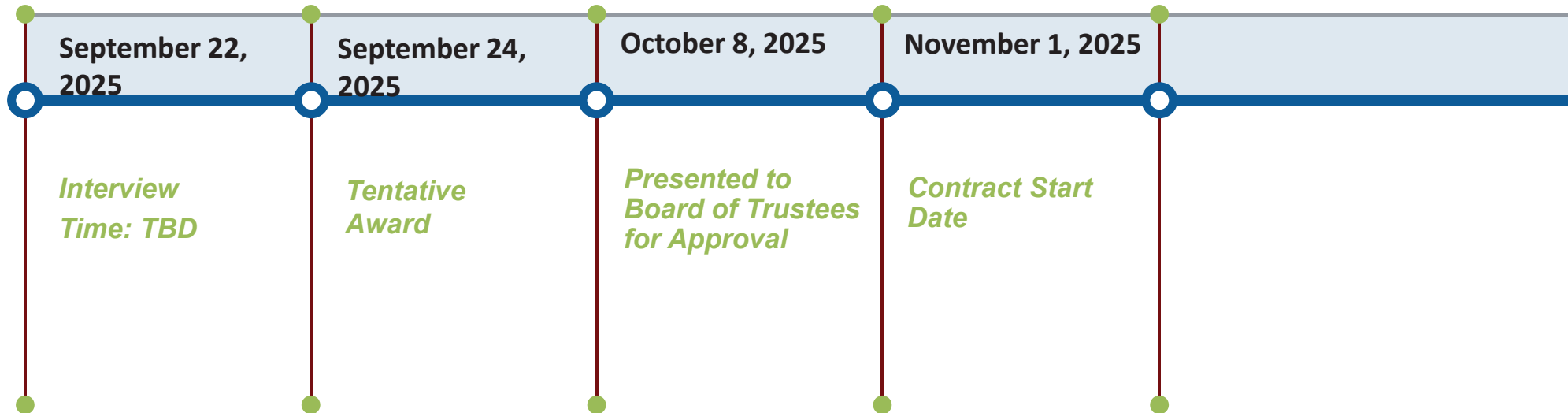




SCOPE / PURPOSE OF RFP

Timeline for RFP 25~06

Building Management Services



UNAUTHORIZED COMMUNICATIONS

- **Section 3.3 of Request for Proposal – Page 7**
- **Ramona Divinagracia is the only authorized contact for this RFP. Her information is listed below.**

NAME	TITLE	ESC DIVISION
Ramona Divinagracia Email: DIVINARF@laccd.edu	Procurement Specialist	Contracts / Procurement Unit

PROPOSAL SUBMITTAL

- **Section 4.2 – page 10**
 - Proposal submittal
 - Number of copies, Date, Time, Location, etc.
- **Section 5.2 – page 18**
 - Required Format of Proposal



REFERENCE LETTERS

- **Section 5.3.4.A.1 – page 22**
 - Three Letters of Reference

A minimum of three (3) references to be included with contact names and information are required. Also, each proposer shall provide copies of recent letters of reference from its current clients that are similar in size and scope to the services requested under RFP 25-06. Specifically, the letters of reference should be on company letterhead, signed by an authorized representative, and include the information requested in the above referenced section.



REFERENCE QUESTIONNAIRE



- Exhibit L – Page 69

Exhibit L: Reference Questionnaire

1 = Unknown, 2 = Unsatisfactory, 3 = Marginal, 4 = Satisfactory, 5 = Very Good, 6 = Exceptional
Please place an "X" in the appropriate box under rating.

Reference For (Insert name of Proposer) _____
Person Providing Reference: _____
Telephone Number of Reference: _____

Count	Question	Rating						Comments from Reference
		1	2	3	4	5	6	
1	How satisfied were tenants with the property manager's communication and responsiveness to maintenance requests							
2	Were tenant concerns addressed promptly and effectively?							
3	Did the property manager actively work to maintain positive tenant relations?							
4	Were repairs completed within budget and to a high standard?							
5	Did the property manager effectively manage vendor relationships for maintenance services?							
6	How accurate and timely were the financial reports provided to you as the property owner?							
7	Were operating expenses managed efficiently?							
8	Did the property manager provide clear explanations of financial statements?							
9	Did the property manager ensure compliance with all applicable building codes and regulations?							
10	Were necessary inspections conducted regularly?							

FEES

- **Section 5.35 – page 24**
- **Appendix B: Cost Proposal – page 41**
 - Required Format of Proposal



EXHIBITS

- Section 5.4 – Appendices – page 24
 - Lists the mandatory documents to be submitted in the proposal response.
 1. Non-Collusion Affidavit (Exhibit A)
 2. Certificate of Non-Discrimination (Exhibit B)
 3. Confidentiality Agreement (Exhibit C)
 4. Acknowledgement of all addenda issued by the District (Exhibit D)
 5. Russian Economic Sanctions Certification (Exhibit E)
 6. Small, Local, Emerging Disabled Veterans (Exhibit F)
 7. Levine Act Acknowledgment Form (Exhibit G)
 - **The Levine Act (California Government Code §84308) requires parties and their agents involved in proceedings seeking licenses, permits, or other entitlements to disclose contributions exceeding \$500 to relevant officials within 12 months preceding the pendency of the contract award, and for 12 months following the final decision, from a person or company applying for the contract.**
 - 8. Bid Protests Procedures (Exhibit H)
 - 9. Verification (Exhibit I)
 - 10. Exceptions and Deviations to the Professional Services Agreement (Exhibit K)
 - 11. Reference Questionnaire (Exhibit L)



INTERVIEW

- **September 22, 2025**
 - Please put on your calendars.
- Set of Questions pertaining to the Scope of Work.



TOUR OF BUILDING

- Tour of Building
- Please use the notepads provided to write down any questions you may have and submit them by the Questions deadline of **August 20, 2025.**



THE END

Thank you for your time and attention!





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Please be reminded: UNAUTHORIZED COMMUNICATIONS

Proposers shall not, prior to approval of the Award of Contract by the District Board of Trustees, contact or communicate, either verbally or in writing, with any of the following persons (other than the person named on Section 3.1 – page 7 of the RFP) for the purpose of discussing the requirements of the RFP Documents or the RFP process: (1) any trustee, officer, employee, or representative of the District; or (2) any consultant, or employee of a consultant, providing the District with assistance, advice, or professional services relating to the matters covered by the RFP Documents or who is involved in any aspect of the RFP evaluation or scoring processes. Unauthorized communication by a Proposer in violation of the foregoing may result in disqualification.