

ATTACHMENT C- CERTIFICATION FORMS

CLAIMS SUPPORT SERVICES XP8901-847

FORM PRL - FORM OF PROPOSAL LETTER

RFP No. XP8901-847
Claims Support Services

This offer is submitted by: _____

_____	_____	_____
(Street)	(Floor or Suite)	(City)
_____	_____	_____
(State or Province)	(ZIP or Postal Code)	(Country)

_____	_____	_____
Telephone Number	Fax Number	E-Mail Address

_____	_____	_____
Name of Contact Responsible for Offer	Telephone/Cell Number	E-Mail Address

1. Having inspected the RFP Documents and all other information issued by the Exposition Metro Line Construction Authority (the "Authority") in connection with the Project which is described or listed in the RFP Documents, we [jointly and severally] offer to execute the Project in accordance with the RFP Documents, this Proposal Letter, and the Proposal Documents. Initially capitalized terms used in this Letter and the Proposal Documents shall have the meanings set forth in the RFP and the Contract. We propose to complete the specified work in our Offer.
2. The Offeror is a _____ [identify form of organization, and identify all equity participants in the Offeror]. In consideration for the Authority supplying us, at our request, with the RFP Documents and agreeing to examine and consider this Proposal, we undertake [jointly and severally]:

To keep this Proposal open for acceptance for 180 days after the Due Date without unilaterally varying or amending its terms and, if the Offeror is a partnership or Joint

Venture, without any member or partner withdrawing or any other change being made in the composition of the entity on whose behalf this Proposal is submitted; and

3. We understand that the Authority is not bound to accept any Proposals the Authority may receive.
4. We further understand that all costs and expenses incurred by us in preparing this Proposal and participating in the RFP process will be borne solely by us.
5. We agree not to challenge, question or seek to review any decision of the Authority in regard to this Proposal, including but not limited to any decision to award the Contract to another party or to not award the Contract at all, except as expressly permitted in the protest provisions of the RFP.
6. The Offeror agrees that the Authority will not be responsible for any errors or omissions in this Proposal.
7. This Proposal shall be governed by and construed in all respects according to the laws of the State of California.
8. The Offeror acknowledges receipt of the following Addenda (identify by number and date):

[Offeror shall conform the signature block below as appropriate.]

A. Sample signature block for corporation:

[Insert the Offeror's name]

By: _____
Print Name: _____
Title: _____

B. Sample signature block for partnership or sole proprietorship:

[Insert the Offeror's name]

By: *[Insert general partner's or member's name]*
Print Name: _____
Title: _____

By: _____
Print Name: _____
Title: _____

[Add signatures of additional general partners or members as appropriate]

C. Sample signature block for attorney in fact:

[Insert the Offeror's name]

By: _____

Print Name: _____
Attorney in Fact

State or Country of Incorporation: _____

For Firms that are JOINT VENTURES
Please attach a copy of the Joint Venture agreement

DATE of the commencement of Joint Venture

Provide the following information for each firm that is a member of the Joint Venture:

Name of Firm	% Ownership of Joint Venture

[Duplicate or modify this form as necessary so that it accurately describes the entity making the Proposal and so that it is signed on behalf of all general partners or joint ventures of the proposer.]

• **FORM CCD INFORMATION SHEET - CAMPAIGN CONTRIBUTION DISCLOSURE**

Note: Separate forms shall be submitted by Offeror, each general partner or Joint Venture member of the Offeror, each Guarantor and all named Major Subconsultants. This form should be submitted with the Proposal on the Proposal Due Date. The forms submitted do not need to include the information sheet, just Form CCD itself.

Information Sheet

Each person submitting a statement of qualifications, proposal or bid to enter into a contract with the Exposition Metro Line Construction Authority, each of its general partners or Joint Venture members, each Guarantor, and each person identified as a Subconsultant in the proposal must complete the attached Campaign Contribution Disclosure Form.

Important Notice

The basic provisions of Government Code Section 84308 and Public Utilities Code Section 132610 as applicable to consultants, prospective consultants and subconsultants are as follows:

- I. If you are a consultant, a prospective consultant, a general partner or Joint Venture member, Guarantor or Subconsultant of a consultant or prospective consultant, or a Major Subconsultant, you are prohibited from making a campaign contribution of more than \$250 to any Board Member or his or her alternate or other Authority officer. This prohibition begins on the date the Authority releases documents requesting statements of qualifications ("RFQ"), requests for proposals ("RFP") or invitations for bid ("IFB") and ends three months after the Board of Directors awards the contract. In addition, no Board Member or alternate or Authority officer may solicit or accept a campaign contribution of more than \$250 from you during this period.
- II. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- III. Each of you must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any Board Member or his or her alternate or any other Authority officer during the 24 month period preceding the release of the RFQ, RFP or IFB.
- IV. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the

preceding 24 months must be aggregated with those made by your agent within the preceding 24 months. Contributions made by your majority shareholder (if a closely held corporation), your subconsultant(s), your joint venture members, and your partner(s) in the proceeding must also be included as part of the aggregation. Campaign contributions made to different Members of the Board of Directors or their alternates or different Authority officers are not aggregated.

V. If you, your agent, general partners, joint venture members, Guarantors and Major Subconsultants have in the aggregate contributed more than \$250 to any individual Board Member or his/or her alternate or other Authority officer during the 24 months preceding the release of the RFQ or IFB, that Board Member or alternate or other Authority officer must disqualify himself or herself from the decision. However, disqualification is not required if the Board Member or alternate or other Authority officer returns the campaign contribution within 30 days from the time the recipient knows, or should have known, about both the contribution and the fact that you have indicated a desire to enter into a contract with the Authority.

VI. The Campaign Disclosure Form should be completed and filed with your proposal or bid, or with the first written document you file or submit after the proceeding commences

A list of the Board Members and other Authority officers is attached.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act, 2 Cal. Adm. Code Sections 18438.8 and Public Utilities Code Section 132410. You should consult these statutes and regulations for specific information.

FORM CCD - CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Name of Entity: _____

Address of Entity: _____

Contract Title: _____

No contributions have been made in the preceding 24 months.

The following campaign contributions have been made in the preceding 24 months:

Board Member(s), Board Alternate(s) or Authority officer(s) to whom campaign contributions were made and dates of contribution(s) in the preceding 24 months:

Name of Recipient of Contribution: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Recipient of Contribution: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Recipient of Contribution: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

[Add additional sheets as necessary.]

Date: _____

Signature of Party and/or Agent

BOARD MEMBERS/ALTERNATES

Zev Yaroslavsky, Chair
Alternate Board Member: Vivian Rescalvo

Pam O'Connor, Vice Chair
Alternate Board Member: Gleam Davis

Micheál O'Leary

Bernard C. Parks
Alternate Board Member: Paul Koretz

Jan Perry
Alternate Board Member: Bill Rosendahl

Mark Ridley-Thomas
Alternate Board Member: Dan Rosenfeld

Herb Wesson
Alternate Board Member: Andrew Westall

Arthur Leahy – non-voting member

OFFICERS

Richard Thorpe, Chief Executive Officer
Samantha Bricker, Chief Operating Officer
Eric Olson, Chief Project Officer
Juanita Murry, Board Secretary
George Joseph, General Counsel
Robert Pearman, Deputy General Counsel

- **INFORMATION SHEET: FORM GD - GIFT DISCLOSURE**

Note: Separate forms shall be submitted by Offeror, each general partner or Joint Venture Member of each Guarantor, and each named Major Subconsultants. This form should be submitted with the Proposal on the Proposal Due Date. The forms submitted do not need to include the information sheet, just the Disclosure Form itself.

Information Sheet

The attached Gift Disclosure Form must be completed by Offeror, each of its general partners or Joint Venture members, each Guarantor, and each person identified as a Subconsultant in the proposal.

Important Notice

Basic Provisions of Government Code Section 87100 and Public Utilities Code Section 132610:

- I. Board members and their alternates and all Authority employees (“employees”) are prohibited from accepting gifts valued at more than \$10 from consultants, subconsultants, the general partners or Joint Venture members of consultants.
- II. All consultants, general partners and Joint Venture members of all consultants, potential consultants and subconsultants with the Authority must file the attached disclosure form and disclose whether they have in the aggregate contributed \$10 or more to any Board member or his or her alternate or any employee during the 12 month period preceding the date of submission of a response to a request for statements of qualifications, request for proposals or invitation for bid.
- III. Board members and alternates must disqualify themselves from decisions to award a contract which will have a material financial effect on a donor of a gift of more than \$10 in the preceding 12 months.
- IV. A list of Board Members and their alternatives and Authority employees is attached.
- V. The Gift Disclosure Form should be completed and filed with each response to a request for a statement of qualifications, request for proposals or invitation to bid.
- VI. This form summarizes the provisions of Government Code Section 87100 and Public Utilities Code Section 132610. You should consult these statutes for more specific information.

FORM GD - GIFT DISCLOSURE

No gifts have been made in the preceding 12 months.

The following gifts have been made in the preceding 12 months:

Donor's Name: _____

Donor's Address: _____

Proposed or Current Contract: _____

Board Member(s) or Alternate(s), or staff member to whom you and/or your agent made gifts in excess of \$10 in the prior 12 months.

Name of Recipient: _____

Date(s): _____

Amount(s): _____

Name of Person Making Gift (if other than Party): _____

Donor's Name: _____

Donor's Address: _____

Proposed or Current Contract: _____

Board Member(s) or Alternate(s), or staff member to whom you and/or your agent made gifts in excess of \$10 in the prior 12 months.

Name of Recipient: _____

Date(s): _____

Amount(s): _____

Name of Person Making Gift (if other than Party): _____

[Attach additional forms if necessary.]

Date: _____

Name of Entity