

EXHIBIT 2

FORMS

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**FORM A
SUBMITTAL COVER PAGE**

**RESPONSE TO REQUEST FOR PROPOSALS
CITY OF GLENDALE
*THE VERDUGO WASH VISIONING***

Proposer:

Firm Name:

Street Address:

City, State, Zip:

I certify that this Proposer is sufficiently informed as to all matters affecting the performance of the work, and the furnishing of labor, supplies, material or equipment called for in this proposal; that the proposal has been checked for errors and omissions, that the facts stated in the proposal are current and as intended and are a complete and correct statement of the facts stated therein for performing the work or furnishing the labor, supplies, materials or equipment required by the RFP. This Proposer waives any claim for the return of its proposal on account of errors or omissions claimed to have been made in its proposal or for any other reason.

I certify that this response fully complies with the requirements as defined in the RFP, and that I am an authorized representative of the company to bind the firm to this response to the RFP for a 120-day period.

Printed Name of Authorized Representative

Signature of Authorized Representative

**FORM B
PROPOSER CONTACT INFORMATION**

Proposer

Firm Name:
Address:
City, State, Zip

Authorized Signer Name:
Authorized Signer Title:
Telephone Number:
Fax Number:
Email Address:

Project Manager Name:
Project Manager Title:
Telephone Number:
Fax Number:
Email Address:

Subcontractors to Proposer

Firm Name:
Address:
City, State, Zip
Authorized Representative Name:
Authorized Representative Title:
Telephone Number:
Fax Number:
Email Address:
Work to be Performed:

Firm Name:
Address:
City, State, Zip:
Authorized Representative Name:
Authorized Representative Title:
Telephone Number:
Fax Number:
Email Address:
Work to be Performed:

Attach additional pages as necessary.

**FORM C
RESTRICTIONS ON LOBBYING AND CONTACTS**

The Proposer agrees that during the period beginning on the date of the issuance of the RFP and ending on the date of selection of the Proposer, no person (or entity) submitting a proposal in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person (or entity) has not and shall not contact through any means or engage in any discussion concerning the award of the Contract with any member of the City Council of the City of Glendale or his or her personal staff. Any such contact shall be grounds for the disqualification of the proposal.

The Proposer agrees that during the period beginning on the date of the issuance of this RFP and ending on the date of selection of the Proposer, each person or entity described in the previous paragraph has and shall limit his or her communication with City staff to the written clarification and amendment process described in Section IV, and interviews or discussions pursuant to evaluation and selection process described in Section V. At no time has or shall this Proposer have any communication with a member of the City's Evaluation Committee, other than communication initiated by such member during interviews or discussions.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

FORM D
STATEMENT OF QUALIFICATIONS

A. If your organization is a corporation or a limited liability company, answer the following:

1. Date of incorporation/organization:
2. State of incorporation/organization:
3. Corporate ID number:
4. Agent for Service of Process:
5. Attach names, addresses and phone numbers of all Corporate Officers.

B. If your organization is a partnership, answer the following:

1. Date of organization/formation:
2. Type of partnership (if applicable):
3. Attach name(s), address and telephone number of general partner(s):

C. If your organization is individually owned, answer the following:

1. Date of organization:
2. Owner Name:
Address:
Telephone number:

A. Claims and Suits (Check the box if answer is “no”. If the answer to any of the questions below is “yes”, please attach an explanation.)

1. Has your organization ever been debarred or disqualified from bidding by any state, county or local government agencies? If yes, please explain.
2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
3. Has your organization filed any lawsuits or requested arbitration within the last five (5) years?
4. Have you or, if Proposer is a corporation, any principal of the corporation ever been convicted of a felony? If your answer is “Yes”, please explain the details of that conviction and, if so, whether you or said officer have served his or her sentence.
5. Have you or your company ever been charged by any governmental agency for failure to follow safety procedures? If so, please explain.

We/I declare under penalty of perjury that the foregoing is true and correct.

Dated this _____ day of _____, 20_____

Name of Company:

By:

Title:

**FORM E
PROPOSER'S AFFIDAVIT OF NONCOLLUSION**

I, _____ under penalty of perjury, state as follows:

1. That I am the _____ (Title of office if a corporation: "sole owner," "Partner," or other proper title) of _____, (hereinafter called "Proposer") who has submitted to the City of Glendale a Proposal for the *Verdugo Wash Visioning* project;
2. That said Proposal is genuine; that the same is not sham; that all statements of fact therein are true;
3. That said Proposal is not made in the interest or behalf of any person, partnership, company, association, organization, or corporation not named or disclosed;
4. That Proposer did not, directly or indirectly induce, solicit, agree, collude, conspire or contrive with anyone else to submit a false or sham proposal, to refrain from proposing, or withdraw his/her proposal, to raise or fix the proposal price of Proposer or of anyone else, or to raise or fix any overhead profit, or any cost element of Proposer's price or the price of anyone else; and did not attempt to induce action prejudicial to the interests of the City of Glendale, or of any other Proposer, or anyone else interested in the proposed Agreement;
5. That the Proposer has not in any manner sought by collusion to secure for himself/herself/itself an advantage over any other Proposer or induce action prejudicial to the interests of the City of Glendale or of any other Proposer, or anyone else interested in the proposed Agreement;
6. That the Proposer did not, directly or indirectly, submit its proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the City of Glendale, or to any person or persons who have partnership or other financial interest with said Proposer in his/her business.

We/I declare under penalty of perjury that the foregoing is true and correct.

Dated this _____ day of _____, 20_____

Name of Company:

By:

Title:

**FORM F
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

The Proposer hereafter described will not discriminate against any employee or applicant for employment because of race/color, national origin, sex, sexual preference, religion, age, or handicapped status in employment or the provisions of services.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

**FORM G
HOLD HARMLESS AGREEMENT**

Proposer agrees to indemnify and hold harmless the City of Glendale against and from any and all damages to property or injuries to or death of any person or persons, including employees or agents of the City, and shall defend, indemnify and hold harmless the City, its officers, agents, and employees, from any and all claims, demands, suits, actions, or proceedings of any kind or nature, of or by anyone whomsoever, in any way resulting from or arising out of the negligent or intentional acts, errors, or omissions of the Proposer or any of its officers, agents, or employees.

Signature of Authorized Representative

Date

Printed Name and Title of Authorized Representative

City of Glendale
 Disclosure - Campaign Finance Ordinance - CONTRACTS

Contracts with the City of Glendale, Redevelopment Agency and Housing Authority

In August 2011, the Glendale City Council adopted Ordinance No. 5744, which became effective on September 9, 2011 ("Ordinance"). The Ordinance prohibits campaign contributions from parties who contract with the City of Glendale, Redevelopment Agency, or the Housing Authority and prohibits Council Members from voting on matters pertaining to contracts with persons who have provided campaign contributions.

Contractor*	Business Address	City	State	Zip

*For purposes of the Ordinance, the Contractor is any "person" who is the party or prospective party to the contract with the City, GRA or HA or any member of the party's Board of Directors, its chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest of more than ten percent (10%) in the party, and any campaign committee, that is sponsored or controlled by the party. Please disclose the names of these persons above.

Subcontractor**	Business Address	City	State	Zip