Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead

December 2, 2003

James E. Hartl, AICP
Director of Planning

The Honorable Board of Supervisors
County of Los Angeles
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

RECOMMENDATION TO AWARD A CONTRACT
TO
AERIAL INFORMATION SYSTEMS
FOR CONSULTING SERVICES

(ALL DISTRICTS – 3 VOTES)

CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATIONS ( )
DISAPPROVE ( )

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair to sign the enclosed contract with Aerial Information Systems, to provide consulting services for the Department of Regional Planning (DRP) for a period of three (3) years, commencing upon Board approval with one (1) one-year renewal option. The maximum contract sum is $625,118.

2. Authorize the DRP Director to exercise the renewal option under the terms of the agreement.

3. Approve appropriation adjustment in amount of $250,000 for Fiscal Year 2003-04 to reflect additional funds from Public Works to encumber for contract with Aerial Information Systems.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

These consulting services are required to prepare and modify data layers from various data files, convert to a specified GIS format, and create printed County zoning maps. This contract will allow DRP to begin implementation of the GIS/Zoning Map Conversion and Integration Project (ZCIP).

The authority for planning and the enactment of the Los Angeles County Zoning Code is vested in the County of Los Angeles and derived from laws such as the California Planning and Zoning Law, the State Subdivision Map Act, and the California Environmental Quality Act. The Department of Regional Planning maintains zoning maps to implement the basic objectives of the County's Zoning Code. Approval of the proposed action will ensure the replacement of the current zoning maps from CAD and manual formats and convert them to a unified form of GIS zoning maps. Also, these consulting services will prepare and modify various data layers (e.g., highway plan, special districts, and significant ecological areas) through the integration of additional relevant information with the new zoning maps.

The aforementioned GIS – Conversion/Integration Project is included in this Department's Business Automation Plan (BAP) for Fiscal Year 2003-04. This Project will enhance the Department's digital map and case databases to improve interconnectivity and usability of their County-wide zoning maps. In addition, this Project is a critical building block for the other I/T measures identified in our departmental BAP.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the County-wide Strategic Plan (Goal # 1 Service Excellence). By providing the public with services that are both beneficial and responsive, the newly formatted and integrated zoning maps will result in a more seamless "one County" service delivery system. DRP's Strategic Plan for 2001 – 2005 includes action programs for enhancing both Internet and GIS service offerings.

Also, these actions will further the Board-approved County Vision by promoting the well being and prosperity of individuals, families, businesses, and communities through more user-friendly services. The Board of Supervisors on December 7, 1999 took the following action regarding electronic government and electronic permitting by stating that the Departments should "Work with the CIO to implement services and information to be Internet enabled, allowing direct public access from home, business, community center, libraries and the like."

FISCAL IMPACT/FINANCING

The contract cost to provide these proposed consulting services is $625,118. This contract is jointly funded between Public Works ($500,000 over two years) and Regional Planning ($125,118). Sufficient appropriation is currently available in the Fiscal Year 2003-04 Budget for Departments of Regional Planning and Public Works.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Aerial Information Systems will provide consulting services for a period of three (3) years, commencing upon Board approval. The County shall have the option to extend the

contract term for up to one (1) additional one-year period, for a maximum total contract term of four (4) years. Services are not currently being provided to DRP.

The contract has been approved as to form by County Counsel. The documents have been executed by Aerial Information Systems. The Chief Information Office analyzed this project/contract and recommended its approval (Attachment 1).

The standard Board – directed clauses for contract termination, hiring displaced County employees, child support compliance, Jury Service, and Safely Surrendered Baby Law are included.

ENVIRONMENTAL DOCUMENTATION

A findings of environmental impact is not required for this consultant services agreement.

CONTRACTING PROCESS

Aerial Information Systems was selected through a competitive solicitation. The Request For Proposal (RFP) was released on May 8, 2003, mailed to the firms shown in Attachment 2 and posted on the Los Angeles County's "Doing Business With The County" and County's Bid Web page; Attachment 3. Five (5) responses were received and reviewed for compliance with the RFP. One (1) response failed to meet the minimum mandatory requirements and was, therefore, not evaluated further as a proposal. Four (4) responses did pass and their respective proposals were evaluated in accordance with the evaluation criteria in the RFP. References were validated for each firm. Community Business Enterprise Program information for each firm is shown in Attachment 4. The recommended contractor upon final analysis and consideration of reward was selected without regard to gender, race, creed, or color for award of this contract. Aerial Information Systems submitted the highest scoring proposal.

This is not a Proposition A contract. Therefore, the Living Wage Ordinance (County Code Chapter 2.201) does not apply.

The contract does not include a Cost of Living Adjustment (COLA).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Zoning Code is a critical tool used by Los Angeles County, the Department of Regional Planning (DRP) and the Department of Public Works (DPW) to implement the goals and policies of the General Plan. The authority for planning and the enactment of the Zoning Code is vested in the County of Los Angeles and derived from laws such as: the State Constitution; the Planning and Zoning Law (Government Code Sections 65000 et seq.); the Subdivision Map Act; and the California Environmental Quality Act (Public Resources Code

Sections 21000 et seq.) The Zoning Code divides the County into zones and districts and regulates land uses and development standards in these zones and districts. These regulations are intended to enhance and protect public safety and welfare.

To implement the basic objectives of the Zoning Code in the unincorporated areas of Los Angeles County, the DRP maintains zoning maps which currently are provided in the following formats:

- As digital overlays on the House Numbering Maps which are maintained in a CAD format.
- As "Index" maps which are maintained in the CAD format, but which lack zoning history and other important parcel information.
- As manual overlays on "wall sheet" maps published by the DPW from the 1950's to 1970's showing zoning and related zoning history drawn by hand.

Through the approval of this contract with Aerial Information Systems, the major objective of the Zoning Map Conversion and Integration Project (ZCIP) is to replace the current maps in CAD and manual format (at various scales, formats, contents, etc.) to a unified form of GIS zoning maps. The integration of additional relevant information for zoning (Highway Plan, environmental information, special districts, etc.) is included in this project. The overall conversion effort will require the creation of approximately 2,200 new zoning maps.

Another objective of this project is to provide zoning information to the public (including regular updates) and all Los Angeles County Public Works/Regional Planning field offices via the Internet (web site access). The unincorporated area of Los Angeles County covers approximately 1,450 sq. miles (excluding Santa Catalina Island and the national forest owned lands) with a population of about 987,000 (from the 2000 Census). The above-specified unincorporated areas have about 250,000 parcels divided into 52 community planning areas.

The Department of Regional Planning is collaborating with numerous other County departments; Chief Administrative Office, Chief Information Office, Assessor, and the Department of Public Works. Current zoning map procedures and updates are used in DRP operations and also distributed back to DPW and their Building and Safety Division field offices. However, dated software and technology developed in the 1970's lacks "intelligence" available today in the GIS industry. Two (2) key concurrent projects further support this contract's objectives:

- Purchase and installation of the electronic Development and Permit Tracking System II (eDAPTS) by the DPW in early 2004 with cooperation from DRP, the Fire Department, and Health Services departments.

- Implementation of a GIS parcel database as a joint project by the DPW and the Assessor's Office.

Therefore, the Department of Regional Planning, Chief Information Office, and Department of Public Works recommend the conversion of zoning maps to a GIS format based on Arc/INFO software. This will integrate the zoning maps with County-wide GIS databases.

CONCLUSION

Upon approval and execution by the Board of Supervisors, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter and two (2) original signed copies of the contract to DRP.

Respectfully submitted,

James E. Hartl, AICP
Director of Planning

Reviewed by:

Jon W. Fullinwider
Chief Information Office

Attachments (6)

c: County Counsel
Chief Administrative Office
Chief Information Office
Department of Public Works
Executive Officer, Board of Supervisors

ATTACHMENT 1

CIO ANALYSIS

Department of Regional Planning Contract With Aerial Information Services For Consulting Services

CIO RECOMMENDATION: ☒ **APPROVE** ☐ **APPROVE WITH MODIFICATION** ☐ **DISAPPROVE**

Contract Type:
☒ **New Contract** ☐ **Contract Amendment** ☐ **Contract Extension**
☐ **Sole Source Contract**

New/Revised Contract Term: **Base Term:** 3 **Yrs** **# of Option Yrs** 1

Contract Components:
☐ **Software** ☐ **Hardware** ☐ **Telecommunications**
☒ **Professional Services**

Project Executive Sponsor: James E. Hartl, Director, Regional Planning Department

Budget Information :

Y-T-D Contract Expenditures	$ 0
Requested Contract Amount	$ 625,118 – 3 year + 1 optional
Aggregate Contract Amount	$ 625,118

Project Background:

Yes	No	Question
☐	☒	Is this project legislatively mandated?
☐	☒	Is this project subvented? If yes, what percentage is offset?

Strategic Alignment:

Yes	No	Question
☒	☐	Is this project in alignment with the County of Los Angeles Strategic Plan? Goal #1 - Service Excellence
☒	☐	Is this project consistent with the currently approved Department Business Automation Plan? Included in FY 2003/4 Plan
☒	☐	Does the project's technology solution comply with County of Los Angeles IT Directions Document? Supports preferred GIS enterprise standard – ESRI.

☒	☐	Does the project technology solution comply with preferred County of Los Angeles IT Standards? Supports preferred GIS enterprise standard – ESRI.

Project/Contract Description:

The Zoning Map Conversion and Integration Program (ZCIP) will convert and replace disparate computer aided-design (CAD) and manually created maps from DPR and DPW into unified digital geographic information system (GIS) based maps. This will allow access to these critical maps by county employees and the public over the Internet/intranet.

Background:

The authority for planning and the enactment of the Los Angeles County Zoning Code is vested in the County of Los Angeles and maintained by the Department of Regional Planning. Currently zoning map information is maintained in several disparate formats: computer-aided drawings, outdated 1970's GIS environments and paper maps. Conversion of these disparate zoning resources into a single County standard GIS environment will also allow additional relevant data to be integrated into the zoning map database including: highway plans, environmental information, special districts, etc. Overall this project will require the creation of approximately 2,200 new zoning maps.

Project Justification/Benefits:

This project will provide the necessary conversion of disparate zoning data sources and the upgrade of obsolete zoning maps into a centrally accessible and maintainable GIS environment. Major benefits include:

- Internet web access of zoning information for the unincorporated areas of the County.
- Integration with other critical data assets (digital ortho imagery, digital elevation model, etc.)
- Integration with the Development and Permit Tracking System (eDAPTS)
- Integration with the long term Highway Plan
- Through use of the County preferred ESRI GIS standard, these maps can be shared with other county departments and the public through the inter/intranet and will support the shared GIS repository strategy.

Project Metrics

1. Successful conversion and generation of 2,200 zoning maps.
2. Development of GIS data/layers to support ZCIP.

Impact If Proposal Is Not Approved

Failure to upgrade and integrate the obsolete and disparate zoning maps and associated information will continue to reduce the efficiency of the DPR and DPW in maintaining zoning planning and enforcement.

Alternatives Considered:

Two unacceptable alternatives were considered and found unacceptable.

1. Continue to manually update zoning maps that were prepared by CAD software that is obsolete, or by hand. This was unacceptable for the following reasons: time consuming, error prone, is not accessible over the Internet/intranet to other county departments or the public, and does not support projects like eDAPTS.

2. Perform the GIS integration and consolidation efforts with in-house personnel. This option was unacceptable due to cost, time and lack of staffing.

Project Risks:

Risks are minimal given that the required GIS technology has been proven and verified in many public and private agencies. The only potential risk is related to the integration of disparate data from the three participating departments: DRP, DPW and the Assessor which could cause delays in the data consolidation and verification process.

Risk Mitigation Measures:

The contract provides for a rigorous data quality and verification process that will identify potential data integration/consolidation errors in the initial phases of the process. DRP, DPW and the Assessor will provide sufficient, dedicated staffs and procedures are in place to work with the vendor to quickly and methodically solve all discrepancies.

Financial Analysis:

The contract cost to provide these services is $ 625.118 and is jointly funded between Public Works ($ 500,000 over two years) and Regional Planning ($ 125,115). Sufficient appropriation is currently available in the Fiscal Year 2003-4 Budget for both departments.

Independent of this contract, ITF has provided $ 460,000 for hardware and software support to the ZCIP project.

CIO Concerns:

None

CIO Recommendations:

The CIO recommends approval of the Department of Regional Planning contract with Aerial Information Systems for the conversion and integration of existing zoning maps into a County standard ESRI GIS environment.

CIO APPROVAL

Date Received: November 18, 2003

Prepared by:

Date: November 20, 2003

Approved:

Date: November 20, 2003

E:\CIO BRD ANAlysis DPR CZIP.doc

ATTACHMENT 2

GIS/ZONING MAPS CONVERSION AND INTEGRATION PROJECT (ZCIP)
CONSULTING SERVICES
BID LIST

Company Name

Advanced Digital Maps, Inc.

Aerial Information Systems, Inc. (AIS)

Aqueous Cartographics Corporation

Burns & McDonnell

DCSE

Digital Map Products, LLC

Environmental Systems Research Institute, Inc. (ESRI)

Geographic Information Services, Inc.

Geographic Resource Solutions

IBM Corporation-Consulting

PSOMAS

Sierra Systems Group, Inc.

The Sanborn Map Company, Inc.

Triathlon, Inc.

Western Map Co.

ATTACHMENT 3
1 OF 2

Guizado, Rich

Sent: Thursday, May 08, 2003 3:10 PM
To: rguizado@planning.co.la.ca.us
Subject: LA County Bid Add/Update Confirmation

This is to notify you, Richard A. Guizado, that your
Bid # : GIS/ZCIP-2003

Bid Title : GIS Services for the Zoning Map Conversion and INtegration Project (ZCIP)

was successfully Added or Updated on 5/8/2003 2:48:29 PM

ATTACHMENT 3
2 OF 2

This bid was last updated by Richard A. Guizado on 5/8/2003 2:58:30 PM
Update your bid information here . . .

* Indicates a required field.

Bid Number * GIS/ZCIP-2003 Bid Type * Service

Dept * Regional Planning

Open Date * May 8 2003

Close Date * June 30 2003 Closing Time - Hour: 5 Min: 00 PM

☐ Open Continuous - No close date

Amount 600,000 Enter like 00,000

Bid Title *

GIS Services for the Zoning Map Conversion and INtegration Project (ZCIP)

Bid Description - Details *

This "Request For Proposals" is interested in contracting with a qualified consultant firm to prepare and modify data layers from various files (GIS, CAD, etc.) supplied by DRP, convert to specified GIS format, and create printed zoning maps to achieve the final products as outlined in the "Request For Proposals--Statement of Work".

PLEASE NOTE: Two (2) MANDATORY Proposers' Conferences are scheduled

Commodity/Service Code * 92033 Search Commodities/Services Go

Commodity Description:
MAPPING SERVICES, DIGITIZED (SEE 962-52 FOR STANDARD MAPPING SERVICES)

Contact Information

Name * Richard A. Guizado

Phone * 213 - 974 - 6631 - Ext

Email * rguizado@planning.co.la.ca.us

Click button to process an Amendment

Click button to upload an Attachment(s)

Click button to Update Bid

Back to Last Window

ATTACHMENT 4

COMMUNITY BUSINESS ENTERPRISE PROGRAM
PARTICIPATION INFORMATION

	AIS	EI Technologies LLC	MRF GeoSystems Corp	ESRI
TOTAL NUMBER OF EMPLOYEES/OWNERS/PARTNERS:	28	110	22	1953
Black/African American		14		61
Hispanic/Latin American	4	15		128
Asian American	3	59	13	222
Filipino American				
American Indian/Alaskan				4
White	21	22	9	1538
All Others (Employees owned Corporation-distribution varies)	N/A	N/A	N/A	N/A
Women (include in above)	13	48	6	743
MANAGERS				
Black/African American		2		4
Hispanic/Latin American	1	2		7
Asian American	1		2	2
Filipino American				
American Indian/Alaskan				
White	1	3	1	111
All Others	0	0	0	0
Women (include in above)	1	2	0	43
STAFF				
Black/African American		12		53
Hispanic/Latin American	3	13		121
Asian American	1	55	9	220
Filipino American				
American Indian/Alaskan				4
White	19	19	7	1427
All Others	0	0	0	0
Women (include in above)	11	44	5	700
TYPE OF BUSINESS STRUCTURE				
(Corp.=C; Partner=P; Sole Prprietor=	C	LLC	C	C - Trust
TOTAL NUMBER OF OWNERS/PARTNERS, ETC:				
PERCENTAGE OF OWNERSHIP		0%		0%
Black/African American		N/A		N/A
Hispanic/Latin American		N/A		N/A
Asian American	1 - 51%	N/A	2 - 95%	N/A
Filipino American		N/A		N/A
American Indian/Alaskan		N/A		N/A
White	1 - 49%	N/A	1 - 5%	N/A
All Others (Employees owned Corporation-distribution varies)	N/A	N/A	N/A	N/A
Women (include in above)	1	2	1	N/A
CURRENT CERTIFICATION AS COMMUNITY BUSINESS ENTERPRISE (CBE) OWNED FIRM				
State of California (Yes/No)	NO	NO	NO	NO
City of Los Angeles (Yes/No)	NO	NO	NO	NO
Federal Government (Yes/No)	NO	NO	NO	NO

ATTACHMENT 5

REQUEST FOR APPROPRIATION ADJUSTMENT

BOARD OF SUPERVISORS OFFICIAL COPY

76R 352M 11/83

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No.

DEPARTMENT OF REGIONAL PLANNING — NOV. 12 ~~19~~ 2003

AUDITOR-CONTROLLER.
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3~~4~~-VOTE BUDGET ADJUSTMENT
(Fiscal Year 2003-2004)

Sources:

Department of Regional Planning
Intra-fund Transfers
A01-RP-19350-6800-$250,000

Uses:

Department of Regional Planning
Services & Supplies
A01-RP-19350-2000-$250,000

Justification:

This adjustment appropriates funding in the Services & Supplies budget ~~and~~ for consultant services needed in the implementation of the GIS/Zoning Map Conversion and Integration Project. The Department of Public Works will use Fiscal Year 2003-2004 funds to reimburse Regional Planning through Intrafund Transfer.

James E. Hartl, Director

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR— ✓ ACTION / RECOMMENDATION

AUDITOR-CONTROLLER BY [signature]
NOV. 20 2003 ~~19~~
No. 149

APPROVED AS REQUESTED ✓ AS REVISED

Nov. 20, 2003 ~~19~~ — s. Kikkawa for David E. Janssen
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS ____ 19 ~~19~~

BY ____
DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

ATTACHMENT 6

CONTRACT
AND
EXHIBITS A - N

CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

AERIAL INFORMATION SYSTEMS

FOR

CONSULTING SERVICES

NOVEMBER 2003

CONTRACT PROVISIONS
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CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
AERIAL INFORMATION SYSTEMS
FOR
CONSULTING SERVICES

This Contract and its Exhibits are made and entered into this ___ day of _____, 2003 by and between the County of Los Angeles, (County) and Aerial Information Systems, (Contractor). Contractor is located at 112 First Street, Redlands, CA 92373-4604.

RECITALS

WHEREAS, the County may contract with private businesses for consulting services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing consulting services; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M and N are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority:

EXHIBIT A - Statement of Work
EXHIBIT B - Cost Sheet
EXHIBIT C - Contractor's Work Schedule
EXHIBIT D - Contractor's EEO Certification
EXHIBIT E - County's Administration
EXHIBIT F - Contractor's Administration
EXHIBIT G - Contractor Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement
EXHIBIT H - Forms Required at the Time of Contract Execution
EXHIBIT I - Living Wage Program
EXHIBIT J - IRS Notice 1015
EXHIBIT K - Contractor Employee Jury Service
EXHIBIT L - Contractor Debarment Ordinance
EXHIBIT M - Safely Surrendered Baby Law
EXHIBIT N - Technical Specifications

This Contract and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Sub-paragraph 8.4 - Change Notices and Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

2.1 Contract: Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.

2.2 Contractor: The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by the Statement of Work.

2.3 Contractor's Project Manager: The individual designated by the Contractor to administer the Contract operations after the Contract award.

2.4 County's Contract Project Monitor: The person designated by the County to oversee the day to day activities of this Contract with responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by Contractor.

2.5 County's Project Director: The person designated by the County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.

2.6 County's Project Manager: The person designated by County's Project Director to manage the operations under this Contract.

2.7 Day(s): Calendar day(s) unless otherwise specified.

2.8 Director: The Director shall mean the Director of the County's Department or Regional Planning or his/her designee.

2.9 Department: County's Department of Regional Planning.

2.10 Effective Date: As used herein, the term "Effective Date" shall mean the date of execution of this Contract by the County's Board of Supervisors.

2.11 Fiscal Year: The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in the *Exhibit A - Statement of Work.*

3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF CONTRACT

4.1 The term of this Contract shall be three (3) years commencing after the Effective Date, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

4.2 The County shall have the option to extend the Contract term for up to one (1) additional one-year period, for a maximum total Contract term of four (4) years. Upon sixty (60) day written notice before expiration of contract, the Director may exercise such option at his/her sole discretion, if the Director determines that it is in the best interest of the County.

4.3 Contractor shall notify the Department when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, Contractor shall send

written notification to the Department at the address herein provided in *Exhibit E – County's Administration.*

5.0 CONTRACT SUM

5.1 The maximum contract sum to provide the consulting services hereunder is $625,118. Reference is made to *Exhibit B - Cost Sheet.*

5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.

5.3 Contractor shall maintain a system of record keeping that will allow Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, Contractor shall send written notification to the Department at the address specified in *Exhibit E – County's Administration.*

5.4 Invoices and Payments

5.4.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in *Exhibit A - Statement of Work* and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in *Exhibit B - Cost Sheet*, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and

other work approved in writing by the County. If the County does not approve work in writing, no payment shall be due to the Contractor for that work.

5.4.2 Invoices submitted by the Contractor shall be in accordance with the community area cost proposals as set forth in *Exhibit B – Cost Sheet.*

5.4.3 The Contractor's invoices shall contain the information set forth in *Exhibit A - Statement of Work* describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.4.4 The Contractor shall submit monthly invoices to the County by no later than the 15th calendar day of the month following the month of service.

5.4.5 All invoices under this Contract shall be submitted as one (1) original & one (1) copy to the following address:

Richard A. Guizado, Contracting Manager
The Department of Regional Planning
320 W. Temple Street., Suite 1390
Los Angeles, CA 90012

5.4.6 **County Approval of Invoices.** All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld by the County.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

A listing of all County Administration referenced in the following Sub-paragraphs are designated in *Exhibit E- County's Administration.* The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 County's Project Director

Responsibilities of the County's Project Director include:

- ensuring that the objectives of this Contract are met;
- making changes in the terms and conditions of this Contract in accordance with Sub-paragraph 8.4 - Change Notices and Amendments; and
- providing direction to Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 County's Project Manager

The responsibilities of the County's Project Manager include:

- meeting with Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of Contractor.

The County's Project Manager is not authorized to make any changes in any of the terms or conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

6.3 County's Contract Project Monitor

The County's Contract Project Monitor is responsible for overseeing the day-to-day administration of this Contract. The County's Contract Project Monitor reports to the County's Project Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 Contractor's Project Manager

7.1.1 Contractor's Project Manager is designated in *Exhibit F – Contractor's Administration.* The Contractor shall notify the County in writing within three (3) business days of any

change in the name or address of the Contractor's Project Manager.

7.1.2 Contractor's Project Manager shall be responsible for Contractor's day-to-day activities as related to this Contract and shall coordinate with County's Project Manager and County's Contract Project Monitor on a regular basis.

7.2 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of Contractor's staff performing work hereunder and any proposed changes in Contractor's staff, including, but not limited to, Contractor's Project Manager.

7.3 Contractor's Staff Identification

7.3.1 Contractor shall provide all staff assigned to this Contract with a photo identification badge in accordance with County specifications. Specifications may change at the discretion of the County, and Contractor will be provided new specifications as required. The format and content of the badge shall be submitted to the County for approval prior to the Contractor's use of the badge. Contractor's staff, while on duty or when entering a County facility or its grounds, shall prominently display the photo identification badge on the upper part of the body.

7.3.2 Contractor shall notify the County within one (1) business day when staff is terminated from working on this Contract. Contractor is responsible to retrieve the terminated staff's County photo identification badge at the time of removal from the County Contract. Contractor is responsible to immediately deliver this badge to the County.

7.3.3 If County requests the removal of Contractor's staff, Contractor is responsible to retrieve and immediately deliver to the County the Contractor's staff's County photo identification badge at the time the person is removed from working on the Contract.

7.4 Security Clearance

7.4.1 At any time prior to or during the term of this Contract, the County may require that all Contractor staff performing work under this Contract undergo and pass, to the satisfaction of County, and in the County's sole discretion, a background investigation, as a condition of beginning and continuing to work under this Contract. County shall use its discretion in determining the method of background clearance to be used, up to and including a County performed fingerprint security clearance. Any and all fees associated with the background investigation and information shall be at the sole expense of the Contractor.

7.4.2 Based on the findings of the background investigation, County may request that Contractor's staff be immediately removed from working on this Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the background investigation and security clearance conducted pursuant to Sub-paragraph 7.4.1 above.

7.4.3 At the sole discretion of the County, County may immediately deny or terminate facility access to Contractor's staff who do not pass an investigation or clearance conducted pursuant to Sub-paragraph 7.4.1 above or whose conduct does not meet the County facility access requirements or standards.

7.4.4 Disqualification, if any, of contract worker(s) pursuant to this Sub-paragraph 7.4 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 Confidentiality

The Contractor shall maintain the confidentiality of all records obtained from the County under this Contract in accordance with all applicable federal, State and local laws, ordinances, regulations and directives relating to confidentiality.

The Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract. The Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the *Contractor Employee Acknowledgment, Confidentiality, and Copyright Assignment Agreement* set forth in *Exhibit G – Contractor Employee Acknowledgment, Confidentiality, and Copyright Assignment Agreement.*

8.0 TERMS AND CONDITIONS

8.1 ASSIGNMENT AND DELEGATION

8.1.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, either in whole or in part, without the prior written consent of the Director. Any unapproved assignment or delegation shall be null and void. Any payments by the Department to any approved delegate or assignee on any claim under this Contract shall be deductible, at the Department's sole discretion, against the claims for payment, which the Contractor may have against the County.

8.1.2 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the Department's express prior written approval, may at County's sole discretion, result in the termination of this Contract.

8.2 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.3 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation correspondingly for that fiscal year and any subsequent fiscal year(s) for services provided by the Contractor under the Contract. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within 30 calendar days of the Board's approval of such actions. The Contractor shall continue to provide all of the services set forth in the Contract.

8.4 CHANGE NOTICES AND AMENDMENTS

8.4.1 The County reserves the right to initiate change notices that **do not affect** the scope, term, contract sum or payments. All

such changes shall be accomplished by a change notice executed by the Director.

8.4.2 For any change which affects the scope of work, term, contract sum, payments, or any term or condition included under this Contract, a written amendment shall be prepared and executed by the contractor's authorized representative and the Director.

8.4.3 The County's Board of Supervisors or Chief Administrative Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Administrative Officer. To implement such orders, an Amendment to the Contract shall be prepared and executed by the Contractor and by the Director.

8.4.4 The Director may at his sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions.

8.5 COMPLAINTS

The Contractor shall maintain a complaint log and procedures for receiving, investigating and responding to complaints from the County's Project Manager as designated in *Exhibit E – County's Administration.*

Within twenty (20) business days after Contract Effective Date, the Contractor shall provide the County with the Contractor's procedures for receiving, investigating and responding to the County's Project

Manager's complaints concerning either the *Exhibit A - Statement of Work* deliverables or *Exhibit N - Technical Specifications*.

8.5.1 The County will review the Contractor's complaint log procedures and provide the Contractor with approval of said procedures or with requested changes.

8.5.2 If the County requests changes in the Contractor's complaint log procedures, the Contractor shall make such changes and resubmit them to the County within five (5) business days of receipt thereof.

8.5.3 If, at any time, the Contractor wishes to change the complaint log procedures, the Contractor shall submit the proposed changes for the County's approval before implementation.

8.5.4 The Contractor shall preliminarily investigate all complaints and notify the County's Project Manager of the status of the resolution within five (5) business days of receiving a complaint.

When complaints cannot be resolved informally, a formal system of written response shall be instituted to implement specific actions and strict time deadlines mutually agreed upon between the Contractor and County.

All formal written responses and complaint resolutions shall be sent to the County's Project Manager within five (5) business days of reaching agreement with the County.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 The Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 The Contractor shall indemnify and hold harmless the County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the Contractor or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor hereby assures that it will comply with Subchapter VII of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with *Exhibit D - Contractor's EEO Certification.*

8.8 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

8.8.1 Living Wage Program

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program ("Program") as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as *Exhibit I – Living Wage Program* and incorporated by reference into and made a part of this Contract.

8.8.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an

"Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County under the Contract:

a. Not less than $9.46 per hour if, in addition to the per-hour wage, the Contractor contributes less than $1.14 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

b. Not less than $8.32 per hour if, in addition to the per-hour wage, the Contractor contributes at least $1.14 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed $1.14 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County's Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than $1.14 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.

2. For purposes of this Sub-paragraph 8.8, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the

subcontractor shall be subject to the provisions of this Sub-paragraph 8.8. The provisions of this Sub-paragraph 8.8 shall be inserted into any such subcontract Contract and a copy of the Living Wage Program shall be attached to the Contract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its

sole discretion, that the Contractor demonstrates to the County's satisfaction that the Contractor either continues to remain outside of the Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

8.8.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the Contractor's portion of the premiums paid as well as the portion paid by each employee. All certified monitoring reports shall be submitted on forms provided by the County or other forms approved by the County which contain the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

8.8.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

8.8.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

8.8.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where Contractor's employees are working. The Contractor shall also distribute County-provided notices to each of its employees at least once per year. The Contractor shall translate into Spanish and any other language spoken by a significant number of employees the posters and handouts.

8.8.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this Sub-paragraph 8.8, the County shall have the rights and remedies described in this Sub-paragraph 8.8 in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

    a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of the County, which may include required submittal of revised

certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of $100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

   a. Withholding Payment. If the Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

   b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the

County may, in its sole discretion, assess against the Contractor liquidated damages of $50 per employee per day for each and every instance of an underpayment to an employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

3. Debarment. In the event the Contractor breaches a requirement of this Section, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, not to exceed three years.

8.8.8 Use of Full-Time Employees

The Contractor shall assign and use full-time employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time employees for services provided under the Contract unless and until the County has provided written authorization for the use of same.

8.8.9 Contractor Retaliation Prohibited

The Contractor and/or its employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any employee, person or entity who has reported a violation of the Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph 8.8.9 may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

8.8.10 Contractor Standards

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

8.8.11 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

8.9 CONFLICT OF INTEREST

8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances.

8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give **first consideration** for such employment openings to qualified, permanent County employees

who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.12 CONTRACTOR'S RESPONSIBILITY AND DEBARMENT

8.12.1 Responsible Contractor

A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this Contract or other County contracts which indicates that

the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding on County contracts for a specified period of time not to exceed three (3) years, and terminate any or all existing contracts the Contractor may have with the County; See *Exhibit L – Contractor Debarment Ordinance*.

8.12.3 Non-responsible Contractor

The County may debar the Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: 1) violated any term of a contract with the County, 2) committed any act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County or any other public entity, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence that is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall

prepare a proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. If the Contractor fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, the Contractor may be deemed to have waived all rights of appeal.

A record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the County's Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Hearing Board.

8.12.5 **Subcontractors of Contractor**

These terms shall also apply to subcontractors of County Contractors.

8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO CHILD SUPPORT ENFORCEMENT

The Contractor acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Contractor understands that it is the County's policy to encourage all County contractors to voluntarily post the County's "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at the Contractor's place of business. The County's Child Support Services Department will supply the Contractor with the poster to be used.

8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Purchase Order or contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in

jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.16.1 Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to county facilities, buildings, or grounds caused by contractor or grounds caused by Contractor or employees or agents of Contractor. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.16.2 If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand.

8.17 EMPLOYMENT ELIGIBILITY VERIFICATION

The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such

documentation for all covered employees for the period prescribed by law. The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Notices and Amendments prepared pursuant to Sub-paragraph 8.4 – Change Notices and Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Changes Notices to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents

8.19 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.21 INDEPENDENT CONTRACTOR STATUS

8.21.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.21.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.21.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work

performed by or on behalf of the Contractor pursuant to this Contract.

8.22 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

8.23 GENERAL INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of the County and during the term of this Contract, the Contractor shall provide and maintain, and shall require all of its subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the County. Such coverage shall be provided and maintained at the Contractor's own expense.

8.23.1 **Evidence of Insurance:** Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to:

Richard A. Guizado, Contract Manager
The Department of Regional Planning
320 W. Temple Street., Suite 1383
Los Angeles, CA 90012

prior to commencing services under this Contract. Such certificates or other evidence shall:

- Specifically identify this Contract;
- Clearly evidence all coverage required in this Contract;
- Contain the express condition that the County is to be

given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance;

- Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and employees as insured for all activities arising from this Contract; and
- Identify any deductibles or self-insured retentions for the County's approval. The County retains the right to require the Contractor to reduce or eliminate such deductibles or self-insured retentions as they apply to the County, or, require the Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.23.2 **Insurer Financial Ratings:** Insurance is to be provided by an insurance company acceptable to the County with an A.M. Best rating of not less than A:VII unless otherwise approved by the County.

8.23.3 **Failure to Maintain Coverage:** Failure by the Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to the County, shall constitute a material breach of the Contract upon which the County may immediately terminate or suspend this Contract. The County, at its sole option, may obtain damages from the Contractor resulting from said breach. Alternatively, the

County may purchase such required insurance coverage, and without further notice to the Contractor, the County may deduct from sums due to the Contractor any premium costs advanced by the County for such insurance.

8.23.4 **Notification of Incidents, Claims or Suits:** Contractor shall report to the County:

- Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against the Contractor and/or the County. Such report shall be made in writing within 24 hours of occurrence.
- Any third party claim or lawsuit filed against the Contractor arising from or related to services performed by the Contractor under this Contract.
- Any injury to a Contractor employee that occurs on County property. This report shall be submitted on a County "Non-employee Injury Report" to the County Contract Manager.
- Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to the Contractor under the terms of this Contract.

8.23.5 **Compensation for County Costs:** In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

8.23.6 **Insurance Coverage Requirements for Subcontractors:** The Contractor shall ensure any and all subcontractors performing services under this Contract meet the insurance requirements of this Contract by either:

- The Contractor providing evidence of insurance covering the activities of subcontractors, or
- The Contractor providing evidence submitted by subcontractors evidencing that subcontractors maintain the required insurance coverage. The County retains the right to obtain copies of evidence of subcontractor insurance coverage at any time.

8.24 INSURANCE COVERAGE REQUIREMENTS

8.24.1 **General Liability** insurance written on ISO policy form CG 00 01 or its equivalent with limits of not less than the following:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million
Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

8.24.2 **Automobile Liability** written on ISO policy form CA 00 01 or its equivalent with a limit of liability of not less than $1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

8.24.3 **Workers' Compensation and Employers' Liability** insurance providing workers compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the Contractor is responsible. If the Contractor's employees will be engaged in maritime

employment, coverage shall provide workers compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which the Contractor is responsible.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	$1 million
Disease - policy limit:	$1 million
Disease - each employee:	$1 million

8.25 LIQUIDATED DAMAGES

8.25.1 All time limits and required acts to be done by both parties are the essence of this Agreement. If Contractor fails to perform or complete the required work at the times set forth herein, then it is mutually understood and agreed that the nature of the resultant damages will be extremely difficult and impractical to fix. County and Contractor have endeavored to fix the amount of said damages in advance; such that the amount set forth hereinafter are the nearest and most exact measures of damages for such breach that can be fixed at or after such breach; and that, therefore, County and Contractor hereby fix the liquidated damages set forth hereinafter, not as a penalty or forfeiture for breach of this Agreement.

8.25.2 In any case of any such breach, County may assess liquidated damages of $500.00 per day for each day, or part thereof that the deficiency continues and add said amount to the amount due from the Contractor under this Agreement.

8.26 MOST FAVORED PUBLIC ENTITY

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

8.27 NONDISCRIMINATION AND AFFIRMATIVE ACTION

8.27.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.27.2 The Contractor shall certify to, and comply with, the provisions of *Exhibit D - Contractor's EEO Certification.*

8.27.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.27.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or

because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.

8.27.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.27.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.27 when so requested by the County.

8.27.7 If the County finds that any provisions of this Sub-paragraph 8.27 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.27.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars ($500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.28 NONEXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Agreement shall not restrict the Department from acquiring similar, equal or like goods and/or services from other entities or sources.

8.29 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.30 NOTICE OF DISPUTES

The Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Director shall resolve it.

8.31 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Income Credit under the federal income tax laws. Such

notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015; See *Exhibit J – IRS Notice 1015.*

8.32 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in *Exhibit E - County's Administration and Exhibit F - Contractor's Administration.* Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The Department, or designee, shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.33 OWNERSHIP OF MATERIALS, SOFTWARE AND COPYRIGHT

8.33.1 County shall be the sole owner of all right, title and interest, including copyright, in and to all software, ideas, methods, plans, diagrams, schematics, designs, procedures, facilities, and tools (hereafter "materials") which are provided by County to Contractor or originated or created through Contractor's work pursuant to this Contract. Contractor, for valuable consideration herein provided, shall execute all documents necessary to assign and transfer to, and vest in the County all Contractor's right, title and interest in and to such original materials, including any copyright, patent, trademark, and trade secret rights which arise pursuant to Contractor's work under this Contract.

8.33.2 During the term of this Contract and for five (5) years thereafter, Contractor shall maintain and provide security for all Contractor's working papers prepared under this Contract. County shall have the right to inspect, copy and use at any

time during and subsequent to the term of this Contract, any and all such working papers and all information contained therein.

8.33.3 Any and all materials, software and tools which are developed or were originally acquired by Contractor outside the scope of this Contract, which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to County's Project Manager as proprietary or confidential, and shall be plainly and prominently marked by Contractor as "Propriety" or "Confidential" on each appropriate page of any document containing such material.

8.33.4 County will use reasonable means to ensure that Contractor's proprietary and/or confidential items are safeguarded and held in confidence. County agrees not to reproduce, distribute or disclose to non-County entities any such proprietary and/or confidential items without the prior written consent of Contractor.

8.33.5 Notwithstanding any other provision of this Contract County will not be obligated to Contractor in any way under Sub-paragraph 8.33 for: i) any of Contractor's proprietary and/or confidential items which are not plainly and prominently marked with restrictive legends as required by Sub-paragraph 8.33.3; ii) for any disclosure which County is required to make under any state or federal law or order of court; iii) for any information in the possession of the County or rightfully known to the County, without an obligation to maintain its confidentiality, prior to the disclosure thereof by Contractor to County; iv) for any information which becomes generally known to the public without violation of this Contract or without violation of an obligation of confidentiality

owed to the Contractor; or v) for information obtained by the County in good faith from a third party having the right to disclose it without an obligation of confidentiality.

8.33.6 All the rights and obligations of this Sub-paragraph 8.33 shall survive the expiration or termination of this Contract.

8.33.7 Contractor may be required to utilize certain software tools in order to perform its consulting services obligations under this contract. Contractor represents and warrants that Contractor has obtained all necessary licenses and certifications in order to fulfill its obligations hereunder.

8.34 INTELLECTUAL PROPERTY INDEMNIFICATION

8.34.1 Contractor represents and warrants that, as of the Effective Date, (a) Contractor has the full power and authority to grant the intellectual property rights granted by this Contract to County, (b) no consent of any other person or entity is required by Contractor to grant such rights other than consents that have been obtained and are in effect, (c) County is entitled to use the intellectual property without interruption of system use, subject only to County's obligation to make the required payments under this Contract, (d) this Contract and the intellectual property are neither subject to any liens, encumbrances, or pledges nor subordinate to any right or claim of any third party, including Contractor's creditors, (e) during the term of this Contract, Contractor shall not subordinate this Contract or any if its rights hereunder to any third party without the prior written consent of County, and (f) the performance of this Contract by Contractor will neither violate in any way any non-disclosure agreement, nor constitute any infringement or other violation of any copyright, trade secret, trademark, service mark, patent,

invention, proprietary information, or other rights of any third party.

8.34.2 Contractor shall indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent, trademark, copyright, or any other intellectual property rights, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of Contractor's work under this Contract. County shall inform Contractor as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure, and shall support Contractor's defense and settlement thereof.

8.34.3 In the event any equipment, part thereof, software product, idea, method, plan diagram, schematic, design, procedure, facility or tool, (hereinafter in this Sub-paragraph 8.34 referred to as "property"), becomes the subject of any complaint, claim, or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, Contractor, at its sole expense, and providing that County's continued use of the system is not materially impeded, shall either:

- Procure for County all rights to continued use of the property; or
- Replace the questioned property with a non-questioned item; or
- Modify the questioned property so that it is free of claims.

8.34.4 Contractor shall have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned property, either alone or in combination with other items not supplied by Contractor, in a manner for which the questioned property was not designed nor intended.

8.35 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one (1) year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.36 PUBLIC RECORDS ACT

8.36.1 Any documents submitted by Contractor; all information obtained in connection with the County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.38 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order to court of competent jurisdiction.

8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a bid marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.37 PUBLICITY

8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; or
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.37 shall apply.

8.38 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or records relating to this Contract. All such material, including, but not limited to, all financial records, timecards and other employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. The County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.38 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County may conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.39 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.40 SUBCONTRACTING

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor without the advance approval of the

County. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly for County's approval:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County, including insurance certificates.

8.40.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were Contractor employees.

8.40.4 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.

8.40.6 The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees.

8.40.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.40.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

Richard A. Guizado, Contracting Manager
The Department of Regional Planning
320 W. Temple Street., Suite 1390
Los Angeles, CA 90012

before any subcontractor employee may perform any work hereunder.

8.41 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN CHILD SUPPORT COMPLIANCE

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute a default by the Contractor under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure to cure such default within 90 days of notice by the Los Angeles County Child Support Services Department shall be grounds upon which the Auditor-Controller or Board of Supervisors may terminate this Contract pursuant to Sub-paragraph 8.43 - Termination for Default.

8.42 TERMINATION FOR CONVENIENCE

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County to

be in its best interest. Termination of work hereunder shall be effected by delivery to the Contractor of a notice of termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 For a period of five (5) years after final settlement under this Contract, the Contractor shall make available to the County, at all reasonable times, all its books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract with respect to the termination of work hereunder. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.43 TERMINATION FOR DEFAULT

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

- Contractor has materially breached this Contract;
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Sub-paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this sub-paragraph.

8.43.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in

their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph 8.43.3, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.43, or that the default was excusable under the provisions of Sub-paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.42 - Termination for Convenience.

8.43.5 In the event the County terminates this Contract in its entirety due to the Contractor's default as provided in Sub-paragraph 8.43.1, the Contractor and the County agree that the County will have actual damages, which are extremely difficult to calculate and impracticable to fix and which will include, but are not limited to, the County's costs of procurement of replacement services and costs incurred due

to delays in procuring such services. Therefore, the Contractor and the County agree that the County shall, at its sole option and in lieu of the provisions of Sub-paragraph 8.43.2, be entitled to liquidated damages from the Contractor, pursuant to California Civil Code Section 1671, in the amount of Five Thousand Dollars ($5,000) or five percent (5%) of the applicable year's Contract sum, whichever is less, as equitable compensation to the County for such actual damages. This amount of liquidated damages shall be either paid by the Contractor to the County by cash payment upon demand or, at the sole discretion of the Department, or designee, deducted from any amounts due to the Contractor by the County, whether under this Contract or otherwise.

These liquidated damages shall be in addition to any credits, which the County is otherwise entitled to under this Contract, and the Contractor's payment of these liquidated damages shall not in any way change, or affect the provisions of Sub-paragraph 8.22 – Indemnification.

8.43.6 The rights and remedies of the County provided in this Sub-paragraph 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.44 TERMINATION FOR IMPROPER CONSIDERATION

8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment,

or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.45 TERMINATION FOR INSOLVENCY

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;

- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Sub-paragraph 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.48 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.49 WAIVER

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.50 WARRANTY AGAINST CONTINGENT FEES

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.51 LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled Local Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

2. In addition to the amount described in subdivision 1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and

3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply if Contractor is no longer eligible for certification as a result in a change of their status and Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.

8.52 NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION / TERMINATION OF AGREEMENT

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

8.53 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.53.1 **Jury Service Program**:

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code; see *Exhibit K – Contractor Employer Jury Service*.

8.53.2 **Written Employee Jury Service Policy**

1. Unless Contractor has demonstrated to the County's satisfaction either that Contractor is not a "Contractor" as

defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deducts from the Employee's regular pay the fees received for jury service.

2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The

provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.

4. Contractor's violation of this Sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.54 SAFELY SURRENDERED BABY LAW

8.54.1 Notice to Employees Regarding the Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in *Exhibit M - Safely Surrendered Baby Law* of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.54.2 Contractor's Acknowledgement of County's Commitment to the Safely Surrendered Baby Law

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the Court's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR

By _____
Name TOSHIE HARNDEN
Title PRESIDENT

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

ATTEST:

VIOLET VARONA-LUKENS
Executive Officer-Clerk
of the Board of Supervisors

By _____

APPROVED AS TO FORM:

Lloyd W. Pellman
County Counsel

By _____
Senior Deputy County Counsel

EXHIBIT A

STATEMENT OF WORK

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1.0 BACKGROUND

1.1 Zoning Code and Zoning Maps

The Zoning Code is a critical tool used by Los Angeles County, the Department of Regional Planning (DRP) and the Department of Public Works (DPW) to implement the goals and policies of the General Plan. The authority for planning and the enactment of the Zoning Code is vested in the County of Los Angeles and derived from laws such as: the State Constitution; the Planning and Zoning Law (Government Code Sections 65000 et seq.); the Subdivision Map Act; and the California Environmental Quality Act (Public Resources Code Sections 21000 et seq.). The Zoning Code divides the County into zones and districts and regulates land uses and development standards in these zones and districts. These regulations are intended to enhance and protect public safety and welfare.

To implement the basic objectives of the Zoning Code in the unincorporated areas of Los Angeles County, the DRP maintains zoning maps which currently are provided in the following formats:

- As digital overlays on the House Numbering Maps (hereafter referred to as 'HNM') at a scale of 1" = 100' (created by DPW) which are maintained in a CAD format (the software, CADDS4 or CADDS5, is from a vendor named Computervision).
- As "Index maps" or "M Series" maps (hereafter referred to as 'Index maps') at a scale of 1" = 400' which are a conglomeration of 25 HNMs which are maintained in the CAD format but which lack zoning history and other important parcel information.
- As manual overlays on "wall sheet" or "fly sheet" maps (hereafter referred to as 'Wall Sheet' maps) published by the DPW from the 1950's to 1970's at various scales from 1" = 600' to 1" = 1,000'. These maps show zoning and related zoning history drawn by hand.

1.2 Volume of Zoning Maps

Theoretically, there should be 4,394 HNMs (at a scale of 1" = 100') that cover 100 percent of the unincorporated areas of Los Angeles County (except Santa Catalina Island and the national forests). Currently, there are 51 larger Wall Sheet maps that cover about 85 percent of the unincorporated areas of Los Angeles County (mostly in the Antelope Valley). Besides the above maps, there are currently about 138 Index Maps which cover about 20

percent of the unincorporated areas of Los Angeles County (mostly north of the Santa Clarita Valley).

It was initially very difficult to make a precise count to the number of maps because the above types of maps are in different scales and formats and there is considerable overlap with each other. For rural areas the HNM should be substituted by the Index maps (at a scale of 1" = 400') for a total of about 195 Index maps. For all other areas for and there should be zoning maps at a scale of 1" = 100' and there should be approximately 2,350 of them.

1.3 Current Zoning Map Procedures and Updates

The DRP, in previous years, obtained HNMs in a digital form (computerized - CAD format) and produced 6 digital overlay zoning layers to produce the "final zoning map". Prints of these are used in DRP operations (Land Development Coordinating Center or "Front Counter", Zoning Permits Section, etc.) and also distributed back to DPW and their Building and Safety Division field offices.

For a number of years, DRP CAD software was fully compatible with the software used by the DPW (versions 4 and 5 of CADDS). The DPW, however, changed their CAD software from Computervision to a different system called Microstation with the primary objective to provide automation of the DPW's design activities (road, sewers, water systems, etc.). For mapping purposes, the DPW also started to use GIS software (Arc/INFO), the same software which is used by DRP for all of its operations (except for the zoning maps). This change interrupted the previous delivery of digital-based HNMs for the zoning maps and **created a significant gap in updates**. It is also necessary to mention that production of the HNMs and zoning layers were based on dated "technology" developed in the 1970's. This technology lacks the "intelligence" available today in the GIS industry.

Besides zoning maps based on HNMs, the DRP still maintains manual (hand drawn) Wall Sheet maps (mostly for rural areas of Los Angeles County) which need to be converted to a GIS format. This was not feasible even two years ago, because of lack of a digital base map in the area of the Antelope Valley. The DPW successfully finished this task at the end of 1999, which opened the door for the beginning of this mapping conversion.

For these reasons DRP and DPW recommend the conversion of zoning maps to a GIS format (based on ESRI's ArcGIS software) to integrate the zoning maps with countywide GIS databases.

1.4 Major Objectives of the ZCIP

The major objective of the Zoning Map Conversion and Integration Project (ZCIP) is to replace the current maps in CAD and manual format (at various scales, formats, contents, etc.) to a unified form of GIS zoning maps. The integration of additional relevant information for zoning (Highway Plan, environmental information, special districts, etc.) is included in this project.

Another objective of this project is to provide zoning information to the public (including regular updates) and all Los Angeles County field offices via the Internet (web site access).

Using a combination of HNMs in urban areas and Index maps for rural areas (in the Santa Clarita and Antelope Valleys) the conversion effort will require the creation of roughly **2,350** new zoning maps (at a scale of 1" = 100') and approximately **195** Index maps (at a scale of 1" = 400').

The major deliverables for the entire ZCIP include the following:

- GIS zoning layers for the unincorporated area of Los Angeles County integrated with environmental layers (SEA and ESHA) and the Highway Plan in a GIS format.
- GIS layers for DRP case tracking system (new subdivisions, plot plans, zoning enforcement, etc.) in a GIS database.
- Internet web site for the public, providing parcel specific zoning information, through the eDAPTS system and/or the GIS-NET system.
- System implementation for updating zoning GIS layers. Regularly updated GIS zoning layers will be transferred to DPW and the Assessor's internal GIS databases and eventually to a Los Angeles County GIS 'Data Warehouse' (in the planning phase).

1.5 Zoning Administration Database

The project deliverables will become part of the DRP zoning administration database. This integrated GIS database is the culmination of systematic DRP efforts to develop a comprehensive GIS database which will cover all major DRP (and DPW) planning functions. The simplified scheme of this database is displayed in **Exhibit 1***.

* All exhibits mentioned refer to those in this Statement of Work (Appendix B) and not the main RFP Technical Exhibits.

1.6 ZCIP Major Tasks and Flows

The complexity of the entire ZCIP required the development a very organized system of processing all the necessary tasks. The DRP created six (6) major tasks which will be referred to as "Flows". These flows consist of the following:

Flow 1: Preparation of main GIS layers including integrated parcel database

Flow 2: CAD processing

Flow 3: Scanning and registration of the entire map inventory

Flow 4: C-TRACK processing

Flow 5: Conversion and Integration steps for Contractor

Flow 6: Quality Control (QC) process

Please see **Exhibit 2** referred to as the Flows diagram which has more detailed specifications for each Flow.

DRP staff is fully responsible for the processing of information in Flows 1, 2, 3, 4 and part of 6 while the Contractor will be responsible for Flow 5 and the other part of 6. Specific production task of Flow 5 are outlined in detail Section 3, Work Program.

1.7 Relationship and framework within other projects and activities in LA County

The ZCIP is fully consistent with the framework for following the County's Vision Statement, the participating departments' strategic plans, and other major GIS projects such as the following:

- The Board of Supervisors on December 7, 1999 took the following action regarding electronic government and electronic permitting by stating that the Departments should *"Work with the CIO to implement services and information to be Internet enabled, allowing direct public access from home, business, community center, libraries and the like."*
- Implementation of an approved Unincorporated Area Services Strategic Plan (CAO).
- Implementation of a proposed DRP Strategic Plan for 2001-2005.
- Implementation of a proposed DPW Strategic Plan for 2001-2005.
- Purchase and installation of the 'Development and Permit Tracking System II' (eDAPTS) by the DPW in early 2002 with cooperation from DRP, the Fire Department and Health Services departments.

- Implementation of a GIS parcel database as a joint project by the DPW and the Assessor's Office.
- Acquisition of digital ortho aerial imagery providing a "reality check" for the parcel vector data and related zoning information.

1.8 Project Benefits of ZCIP

The project provides the necessary conversion and integration from the "technologically" obsolete zoning maps (in CAD format) to a GIS format. This format is fully integrated with all other GIS layers generated and maintained by the DRP, DPW and the Assessor's Office. The following major benefits will be achieved after the completion of this project:

- Internet web access of zoning information for the unincorporated areas of Los Angeles County integrated with environmental information (SEA, ESHA and other zoning related data).
- Integration of 1-foot digital ortho aerial imagery, detailed Digital Elevation Model (DEM), and elevation contours layer with zoning for "reality checking" during internal review in the DRP and DPW.
- Access to zoning information for the Assessor's Office staff to significantly enhance their internal appraisal process for unincorporated areas of Los Angeles County.
- Provide zoning information to the proposed DPW and DRP integrated 'Development and Permit Tracking System II' (eDAPTS), currently in the implementation phase.
- Integrate the long-term conceptual "Highway Plan" which was prepared at a scale of 1" = 2,000' to the zoning and parcel layer at a scale of 1" = 100' to implement or confirm highway requirements in the zoning permitting process.
- Replace manual zoning maps and CADDS5 maps (maintained by already obsolete software) with a higher quality GIS database (including built-in "intelligence") to provide seamless zoning layers to accommodate a variety of mapping production needs (for example, community zoning maps which significantly reduce the number of HNM sheets needed).
- Provide integration with the current DRP C-TRACK system (and eventually the eDAPTS tracking system) for all active cases in the DRP development and zoning process (including subdivision and zoning enforcement).

The public, in the unincorporated areas, will be a major benefactor of this project because it will bring basic zoning information (for the majority of people's needs) to every home computer (with Internet access), without the need to travel to DRP offices downtown or to various field offices of DRP or DPW. Also, DRP and DPW will benefit from this project because of a substantial reduction of the time it takes to respond to simple zoning inquiries made on the phone or in person.

This project will also bring a tremendous amount of information, in a GIS format, to the desk of virtually every professional staff member in all three departments (over several hundred projected users in the first year alone). 'Ease of use' is one of the main benefits of this map web server technology. The project provides for inter-department and intra-department benefits by improving data sharing, information flow and communications. The zoning layers, combined with the digital ortho aerial imagery on a map web server, will also improve efficiency of staff and reduce costs to all departments involved.

Success of this project will be measured by its completion. This project follows the Los Angeles County Vision that we have "a capability to undertake programs that have public value." This project definitely has value to the professional staff of the DRP, DPW, the Assessor and to other County Departments, all of which serve the public.

2.0 VOLUME AND TECHNICAL SPECIFICATIONS

2.1 Proposed Zoning Maps, Summary of Number of Maps:

The zoning maps to be created in a GIS format will cover the entire unincorporated areas of Los Angeles County. Areas that are entirely contained within incorporated cities will not be included. Various maps systems used over the years by the Department of Regional Planning will no longer be used and this will be described in Section 2.2 Inventory of Existing Maps. There will be approximately 2,350 Zoning Maps and 195 Index Maps to cover the entire unincorporated areas of Los Angeles County. See **Exhibits 3A** and **3B**.

The maps to be created will follow the same grid as the current House Numbering Map and Index Map system. The grid that makes up the House Numbering Maps are rectangles (with some adjustment for the map projection). The distance shown on each map is 4,000 feet wide by 3,000 high with a one inch margin layer. The maps are at a scale of 1 inch equals 100 feet (1"=100' or 1:1200) and they will be called the zoning maps. The index maps are composed of a five by five grid of House Numbering Maps (without the margin) for

a size of 20,000 feet wide by 15,000 high. These maps are at a scale of 1 inch equals 400 feet (1"=400' or 1:4800).

The new zoning maps (both regular and index map size) will have a 0.5 inch extra map extent around all sides (to replace the margin layers in the old maps). The map grid will be a layer on the map which shows the outline of the map grid.

The numbering system for the new zoning maps will follow the old system for House Numbering Maps and Index Maps except for the middle letter which will be replaced. For example, house numbering map 180H245 will now be 180**Z**245 (for **Z**oning map). Index Map 180M245 will be replaced by 180**X**245 (for Index map).

2.2 Inventory of Existing Maps:

The first step in the ZCIP process was to inventory all existing maps presently in use by the planning staff. The DRP presently maintains 5 independent map groups with each group based on the same scale (except for Fly Sheets). By far, the largest set of maps is the House Numbering Maps, forming some 76% of the total, followed by, in descending order, Township and Range maps, Index Maps, Fly Sheets and Old Maps. It should be noted that there is overlap between maps, and map groups, with some areas in the County covered by as many as 4 maps, each at a different scale. This will require some cross-checking to make sure an accurate transfer of information takes place.

Listed in **Table 1** below are the results from the inventory followed by a brief description of each map group.

Table 1:

Inventory Results			
Numbering System Example	***Type***	***Scale(s)***	***Total Number of Maps***
123H081	House Numbering Maps	100 ft.	1837
1862-22	Township Grid	100 ft.	330
369M017	Index Maps	500 ft.	138
FS19B	Fly Sheets	600 & 1000 ft., 20 & 50 Chains	51
3559	Old Map Grid	2000 ft.	41
		Total # of HNMs	**2,397**

- "House Numbering Maps" (HNM) at a scale of 1" = 100' (created by DPW) that are maintained in a CAD format (the software, CADDS4 or CADDS5, is from a vendor named Computervision). There are 1837 HNMs that will be included in this project. See **Exhibit 4A**.

- "Township and Range" maps (hereafter referred to as 'Township and Range') at a scale of 1" = 100'. Ninety-three percent (93%) of these maps were created by hand before 1962 and lack a digital zoning layer and other important parcel information. There are 330 Township and Range maps that will be included in this project. See **Exhibit 4B**.
- "Index Maps" or "M Series" (hereafter referred to as 'Index Maps') maps at a scale of 1" = 500' that are conglomerations of 25 HNMs which are maintained in CADDS4 or CADDS5 format but which lack zoning history and other important parcel information. There are 138 Index maps that will be included in this project. See **Exhibit 4C**.
- "Wall Sheets" or "Fly Sheets" (hereafter referred to as "Fly Sheets'), created by manually drawing by the DPW from the 1950's to 1970's at scales such as 1" = 600', 1" = 1,000', 1' to 20 chains and 1' to 50 chains. These maps show zoning and related zoning history drawn by hand. There are 51 Fly Sheets that will be included in this project. See **Exhibit 4D**.
- "Old Maps" (hereafter referred to as 'Old Maps') at a scale of 1" = 100'. Seventy-eight percent (78%) of these maps were created in the 1930's and 1940's and all were manually drawn and therefore lack a digital zoning layer and other important parcel information. As mentioned above, there are 41 Old Maps that will be processed in this project. See **Exhibit 4E**.

2.3 Technical Specifications for File Transfer:

File transfer for this project will take place via CD-ROMs and/or FTP. The following file types, media and delivery timeframe will be followed;

File Types

ArcInfo coverages – version 7.2.1 and above

ArcGIS shapefiles – version 8.2 and above

DBF files (for tables)

JPG files for scanned geo-referenced maps

Media

CD-ROM

4mm tape (Windows-based files only)

8mm tape (IBM RISC6000 UNIX-based files only)

2.4 Software Environment:

The County (specifically the DRP) is exclusively using the following software environment for work on the ZCIP and related GIS Services for ZCIP.

- ESRI ArcView 3.x
- ESRI ArcGIS 8.x
- ESRI ArcINFO Workstation 8.2 (and 7.2.1 for UNIX)
- Microsoft Office (Word, Excel, Access, Visio)
- Microsoft SQL 2000 (using ESRI ArcSDE)

Specific process instructions and/or deliverables may refer to any of these software programs. Deliverables must be in the software format specifically mentioned.

2.5 Coordinate System for GIS layers:

The County uses the same coordinate system for all of its GIS layers. All files updated or created for this project need to be in the following coordinate system (including datum and zone and unit):

California State Plane Coordinate System, NAD 83, Zone 5, Feet.

2.6 Monitoring System:

Maintaining a trail of the work flow involved in this project is a primary concern of the DRP. Overall, the conversion process entails six separate flows, or sequences of work, that include such tasks as 1) preparation, 2) CAD processing, 3) scanning and registration of the entire map inventory, 4) C-TRACK processing, 5) Contractor-related tasks and 6) quality control. With such a complex task taking place, the DRP found it necessary to create a database to track the flow of all work as it takes place. Of the tasks described above, the DRP will be solely responsible for handling Flows 1 through 4. The Contractor shall be responsible for the work involved with Flow 5 (see **Exhibit 5**). Flow 6, the quality control (QC) process, is a cooperative undertaking that will require interaction, cooperation and communication between the Contractor and the DRP. When data or map-related errors or omissions are discovered, the Contractor will be notified and Flow 6 will track the transfer of information to and from the two entities. With 2,397 maps being processed for 71 communities in eight separate phases, **it is extremely important** that the Contractor understand the significance of, and their responsibilities, in these two Flows (see **Exhibit 6**).

3.0 WORK PROGRAM

The Contractor shall submit a Work Program and Project Schedule to provide all necessary intermediate steps to achieve the final product. The Contractor, in preparing a Work Program, should be guided by, but is not required to strictly adhere to, the task sequence or contents of individual tasks that are outlined below, provided that the work program that is submitted represents a sound, credible plan for achieving the desired final product.

3.1 Organization Tasks

3.1.1 Hold organizational meeting with Contractor staff

County Assignments:

On award of contract, conduct a series of organizational tasks as follows:

- Organize meeting; establish coordination procedures; review and approve Work Program; assist in obtaining data and background materials.
- Introduce County staff involved in the Work Program.
- Review the proposed Work Program and Project Schedule, and revise these as necessary to reflect the objectives of the Work Program.
- Establish coordination procedures for the Contractor and the County Project Manager and staff, including a schedule of meetings.
- Review and confirm overall planning objectives and significant issues to be addressed in the Work Program.
- Review a draft of the Work Program (prepared by Contractor) including programming solution and recommend necessary changes to reflect the objectives of *Appendix B - Statement of Work.*
- Establish coordination procedures for project including a schedule of meetings.
- An organizational meeting will be conducted with staff of the Contractor.

Contractor Assignments:

On award of contract, conduct a series of organizational tasks as follows:

- Attend meetings and introduce Contractor staff and its responsibility.
- Develop a draft Work Program including proposed Contractor solution.

Contractor Product No 1:

Draft of Work Program including proposed Contractor solution.

3.1.2 Prepare Project Schedule including Quality Control (QC)

County Assignments:

- Attend meeting; review and approve Work Program and Project Schedule including Quality Control.

Contractor Assignments:

- Attend meeting
- Submit final version of the Work Program
- Submit a draft of Project Schedule including QC and transfer protocol

Contractor Product No 2:

Work Program (final version) and Project Schedule including Quality Control (draft)

3.1.3 Final Acceptance Protocol

County Assignments:

Attend meeting and revise a draft of the Final Acceptance Protocol.

Contractor Assignments:

Prepare a draft of the Final Acceptance Protocol.

Contractor Product No. 3:

Draft of the Final Acceptance Protocol

3.1.4 Final Acceptance Protocol – Preliminary Meeting

County Assignments:

Attend meeting and approve Final Acceptance Protocol.

Contractor Assignments:

Prepare the Final Acceptance Protocol including comments from the County.

Contractor Product No. 4:

The Final Acceptance Protocol

3.2 Production Tasks

The following sections describe the tasks for creating or modifying the various layers necessary for the project. More detailed "instructions" will be distributed at the Proposers' Conference – Part 1. Bidders' should view these instructions as guidelines

and incorporate their techniques to provide the most efficient means for data conversion and map production. However, each deliverable must conform to County standards as outlined in the Instructions Manual. Innovative data conversion techniques are encouraged and will be judged positively in the selection process.

3.2.1 Creating the subdivision layer (see Instructions Manual– Flow 5.1)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.1") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.1: Provide a subdivision layer in GIS format (as described in the Instructions Manual).

3.2.2 Deriving the map reference information/item (see Instructions Manual– Flow 5.2)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.2") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.2: Provide the map reference item (within the subdivision layer) in a GIS format (as described in the Instructions Manual).

3.2.3 Creating the lots information/item (see Instructions Manual– Flow 5.3)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.3") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.3: Provide the lots information/item (within the

subdivision layer) in a GIS format (as described in the Instructions Manual).

3.2.4 Creating and modifying the house numbers (address) layer (see Instructions Manual– Flow 5.4)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.4") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.4: Provide the modified house numbers (address) layer in a GIS format (as described in the Instructions Manual).

3.2.5 Creating the zoning layer (see Instructions Manual– Flow 5.5)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.5") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.5: Provide the zoning layer in a GIS format (as described in the Instructions Manual).

3.2.6 Creating the annotation for the C-TRACK layer (see Instructions Manual– Flow 5.6)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.6") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.6: Provide the annotation for the C-TRACK layer in a GIS format (as described in the Instructions Manual).

3.2.7 Modifying the street centerlines layer (see Instructions Manual– Flow 5.7)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.7") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.7: Provide the street centerlines layer in a GIS format (as described in the Instructions Manual).

3.2.8 Modifying the Highway Plan layer (see Instructions Manual– Flow 5.8)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.8") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.8: Provide the modified Highway Plan layer in a GIS format (as described in the Instructions Manual).

3.2.9 Modifying the school name layer (see Instructions Manual– Flow 5.9)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.9") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.9: Provide the school name layer in a GIS format (as described in the Instructions Manual).

3.2.10 Modifying the school buffer layer (see Instructions Manual– Flow 5.10)

County Assignments: Provide Objective/Introduction, Layers/Data to Use,

Process and Deliverables. Instructions Manual (Specifically – "Flow 5.10") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.10: Provide the school buffer layer in a GIS format (as described in the Instructions Manual).

3.2.11 Creating the annotation for the school buffer text layer (see Instructions Manual– Flow 5.11)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.11") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.11: Provide the annotation for the school buffer text layer in a GIS format (as described in the Instructions Manual).

3.2.12 Modifying the civic names layer (see Instructions Manual– Flow 5.12)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.12") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.12: Provide the civic names layer in a GIS format (as described in the Instructions Manual).

3.2.13 Modifying the easements layer (see Instructions Manual– Flow 5.13)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.13") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.13: Provide the easements layer in a GIS format (as described in the Instructions Manual).

3.2.14 Creating the ownership hooks layer (see Instructions Manual– Flow 5.14)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.14") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.14: Provide the ownership hooks layer in a GIS format (as described in the Instructions Manual).

3.2.15 Modifying the Assessor map book page boundary layer (see Instructions Manual– Flow 5.15)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.15") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.15: Provide the Assessor map book page boundary layer in a GIS format (as described in the Instructions Manual).

3.2.16 Modifying the vacated street sideline layer (see Instructions Manual– Flow 5.16)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.16") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the

Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.16: Provide the vacated street sideline layer in a GIS format (as described in the Instructions Manual).

3.2.17 Creating the annotation layers for the sewage book layer, survey reference layer, lots item, street width layer, setback layer and street names layer (see Instructions Manual– Flow 5.17)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.17") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.17: Provide the layers in a GIS format (as described in the Instructions Manual).

3.2.18 Creating the annotation layers for subdivision & map reference, short APN, house numbers, zoning, school names, civic names, easements and AMB page boundary (see Instructions Manual– Flow 5.18)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.18") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.18: Provide the layers in a GIS format (as described in the Instructions Manual).

3.2.19 Creating the new zoning maps (see Instructions Manual– Flow 5.19)

County Assignments: Provide Objective/Introduction, Layers/Data to Use, Process and Deliverables. Instructions Manual (Specifically – "Flow 5.19") will be distributed at the Proposers' Conference - Part 1. Data will be provided at the

Proposers' Conference - Part 1.

Contractor Assignments: Follow the processes described or create new ones to produce the deliverables.

Contractor Product No 5.19: Provide the hard copy maps (as described in the Instructions Manual).

3.3 Proposal for Update Processes

4.0 PRODUCT DELIVERY (PHASING PLAN)

Due to the scope of the work involved in this project, the DRP has decided that the work shall progress over eight separate phases. Phase I, the "Pilot Project Phase", has already been completed by DRP staff. The remaining seven phases shall be the Contractor's responsibility. For these, **Table 2** below lists in the first four columns; the number of parcels, acres, square miles, and parcels per square mile included in each phase. The last two columns list the number of **new** Zoning maps and Index maps that will be produced per phase. Overall, there will be 2,441 new maps produced for this project[†]. Since the DRP has already created 36 Zoning maps and 3 Index maps, the Contractor shall be responsible for the remaining 2,311 Zoning maps and the outstanding 190 Index maps. While the table below lists 2,432 Zoning maps and 216 Index maps for a total of 2,648, this discrepancy is due solely to the extent of each map, which can cover areas in adjoining communities. Therefore, it should be reiterated that the actual number of maps that the Contractor will be responsible for is **2,441**.

Table 2:

Phase Characteristics						
	Parcel Count	***Acres***	***Square Miles***	***Parcels per Sq. Mile***	***New Zoning Maps***	***New Index Maps***
Phase I	16499	5604	9	1833	36	3
Phase II	46596	300181	469	99	600	38
Phase III	152297	1154348	1804	84	794	171
Phase IV	44132	36804	58	767	307	4
Phase V	50364	107637	168	299	317	0
Phase VI	47995	11922	19	2577	96	0
Phase VII	46211	23728	37	1246	127	0
Phase VIII	38006	17113	27	1421	155	0
					2,432	216

5.0 QUALITY CONTROL AND ACCEPTANCE CRITERIA

[†] The absolute number of maps to be completed is an approximation because of annexations and incorporations. The number shown is correct as of 4/30/2003. There could be a one percent (1%) margin of error on the total number of maps to be produced.

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the County Project Manager for review. The plan shall include, but may not be limited to the following:

- Method of monitoring to ensure that Contract requirements are being met;
- A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

6.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan. These issues are also addressed as Contractor Product No. 2 under Sub-paragraph 3.1.2 (Project Schedule including Quality Control).

6.1 Monthly Meetings

Contractor is required to attend a scheduled monthly meeting. Failure to attend will cause an assessment of fifty dollars ($50.00).

6.2 Contract Discrepancy Report (See *Appendix C - Technical Exhibits, Exhibit C5*)

Verbal notification of a Contract discrepancy will be made to the County Contract Project Monitor as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

The County Contract Project Monitor will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the County Contract Project Monitor within five (5) workdays, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the County Contract Project Monitor within ten (10) workdays.

6.3 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

7.0 RESPONSIBILITIES

The selected Contractor shall meet with the County Project Manager every four weeks to discuss the status of the project. If appropriate, additional meetings may be conducted by telephone. In addition, every month, a status report will be prepared, indicating which tasks are complete and how the project is progressing with regards to the schedule. If any task is not progressing on schedule, the reasons are to be given and efforts to bring the task on schedule are to be identified and implemented

The County's and the Contractor's responsibilities are as follows:

COUNTY

7.1 Personnel

The County will administer the Contract according to the Contract, Paragraph 6.0, Administration of Contract. Specific duties will include:

- Monitoring the Contractor's performance in the daily operation of this Contract.
- Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- Preparing Change Notices in accordance with the Contract, Paragraph 8.0, Terms and Conditions, Sub-paragraph 8.4 Change Notices and Amendments.

7.2 Furnished Items

Not Applicable

CONTRACTOR

7.3 Project Manager

- Contractor shall provide a full-time Project Manager or designated alternate. County must have access to the Project Manager during all regular business

hours and days. Contractor shall provide a telephone number where the Project Manager may be reached during regular business hours and days.

- Project Manager shall act as a central point of contact with the County. Project Manager shall demonstrate previous experience in the management of work requirements for Environmental Consulting Contracts similar in size and complexity.
- Project Manager shall have full authority to act for Contractor on all matters relating to the daily operation of the Contract. Project Manager shall be able to effectively communicate, in English, both orally and in writing.

7.4 Personnel

Contractor shall assign a sufficient number of employees to perform the required work.

7.5 Identification Badges

N/A

7.6 Materials and Equipment

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that is safe for the environment and safe for use by the employee.

7.7 Training

Contractor shall provide training programs for all new employees and continuing in-service training for all employees.

7.8 Contractor's Office

Contractor shall maintain an office with a telephone in the company's name by which the Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. **The Contractor shall answer calls received by the answering service within two (2) hours of receipt of the call.**

8.0 ADDITION/DELETION OF SPECIFIC TASKS AND/OR WORK

HOURS

For this GIS Services contract, the ability to add/delete specific tasks, products, meetings, and/or work hours may need to occur depending on the project's desired outcomes. Any time during the contract, the Regional Planning Director or his designee may notify the Contractor of desired changes. Any desired changes must be mutually agreed upon between the Contractor and the Department of Regional Planning.

9.0 HOURS/DAYS OF WORK

This GIS Services contract could result in hours and days of work to vary, due to the type of work to be performed. Contractors usually do not work on County-recognized holidays. The County will provide a list of County-recognized holidays.

10. WORK SCHEDULE

The Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the County Project Manager for review and approval within five (5) working days prior to scheduled time for work.

11. UNSCHEDULED WORK

- The County Project Manager or his designee may authorize the Contractor to perform unscheduled work.
- Prior to performing any unscheduled work, the Contractor shall prepare and submit a written description of the work. In any case, no unscheduled work shall commence without written authorization. All unscheduled work shall commence on the established specified date. Contractor shall proceed diligently to complete said work within the time allotted.
- The County reserves the right to perform unscheduled work itself or assign the work to another Contractor.

12. PERFORMANCE REQUIREMENTS SUMMARY

When the Contractor's performance does not conform to the requirements of this Contract, the County will have the option to apply the following non-performance remedies:

- Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to the Contractor by a computed amount.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) days shall constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Contractor's failure to perform said service(s), as determined by the County, shall be credited to the County on the Contractor's future invoice.

This section does not preclude the County's right to terminate the contract upon ten (10) days written notice with or without cause, as provided for in the Contract, Paragraph 8, Terms and Conditions, Sub-paragraph 8.42, Termination for Convenience.

EXHIBIT B

COST SHEET

2 Cost Sheet

2.1 Exhibit 2 - Cost Sheet

Community Number	Community Name(s)	Parcel Count	Total Area	Acres	Square Miles	Number of New HNMs	Number of New Index Maps	Parcels per Sq. Mile	Cost per Community	Density Rating
Phase I										
02	Altadena	14,489	243,761,760	5,596	8.74					MH
	Total	14,489	243,761,760	5,596	8.74	37	3	1657	N/A	
Phase II										
44	Santa Clarita	28,601	12,187,469,410	279,785	437.16				$44,118.60	VL
21, 29	Kagel/Lopez Canyons	1,099	63,292,680	1,453	2.27				$2,443.95	L
38, 54	Oat Mountain/Twin Lakes	2,016	696,872,880	15,998	25.00				$2,522.68	VL
53	Sylmar Island	104	54,162,504	1,243	1.94				$464.00	VL
61	West Chatsworth	1,534	60,287,040	1,384	2.16				$2,327.89	L
	Total	33,354	13,062,084,514	299,863	468.54	600	38	71	$51,877.12	
Phase III										
03	Antelope Valley	95,527	50,212,221,840	1,152,714	1801.12				$60,589.53	VL
	Total	95,527	50,212,221,840	1,152,714	1801.00	794	171	53	$60,589.53	
Phase IV										
45	Santa Monica Mountains North	5,082	918,114,120	21,077	32.93				$35,451.51	L
07, 67	Charter Oak/W. San Dimas	2,548	38,158,560	876	1.37				$7,367.16	MH
08	Covina Islands	3,679	36,198,360	831	1.30				$9,434.76	H
10	E. Azusa	333	34,238,160	786	1.23				$1,322.05	L
12	E. Irwindale	4,147	40,902,840	939	1.47				$10,660.94	H
14, 42	E. Pasadena - E San Gabriel/San Pasqual	8,702	105,937,920	2,432	3.80				$27,611.71	H
15, 37	E. San Dimas/N.E. San Dimas	456	8,668,440	199	0.31				$836.80	M
18	Glendora Islands	16	9,931,680	228	0.36				$464.00	VL
22	Kinneloa Mesa	787	45,955,800	1,055	1.65				$1,774.51	L
23	La Crescenta-Montrose	3,175	96,180,480	2,208	3.45				$9,284.64	M
33, 36	N. Claremont/N.E. La Verne	300	77,231,880	1,773	2.77				$464.00	VL
34, 62	N. Pomona/W. Claremont	738	35,196,480	808	1.26				$1,359.06	L
48	S. Monrovia Islands	4,423	45,955,800	1,055	1.65				$11,977.94	H
57	Walnut Islands	1,391	107,157,600	2,460	3.84				$4,137.72	L
	Total	35,777	1,599,828,120	36,727	57.39	307	4	623	$122,146.80	
Phase V										
31	Malibu Coastal Zone	8,396	2,267,733,600	52,060	81.34				$8,209.21	VL
09	Del Aire	2,837	27,834,840	639	1.00				$7,254.89	H
16	Florence-Firestone	9,947	99,447,480	2,283	3.57				$25,920.04	H
26	Ladera Hts-View Park-Windsor Hills	7,062	135,384,480	3,108	4.86				$13,069.14	M
27	Lennox	2,566	30,448,440	699	1.09				$7,936.10	H
43	Santa Catalina	0	2,003,150,160	45,986	71.85				$0.00	N/A
32	Marina Del Rey/Playa Vista	553	40,510,800	930	1.45				$1,564.26	L
59	West Athens-Westmont	7,246	88,818,840	2,039	3.19				$17,147.99	MH
	Total	38,607	4,693,328,640	107,744	168.35	317	0	229	$81,101.63	
Phase VI										
13	East Los Angeles	19,419	208,173,240	4,779	7.47				$54,258.38	H
01, 20	Alondra Park/Hawthorne Island	2,168	34,839,288	800	1.25				$6,726.32	MH
11	E. Compton	2,444	22,450,824	515	0.81				$5,851.59	H
66	West Rancho Dominguez - Victoria	6,573	111,034,440	2,549	3.98				$21,437.09	MH
40	Rancho Dominguez	523	74,531,160	1,711	2.67				$2,877.90	L
71	Willowbrook	4,145	46,565,640	1,069	1.67				$12,136.89	H
58	Walnut Park	2,831	20,821,680	478	0.75				$5,426.97	H
	Total	38,123	518,416,272	11,901	18.60	96	0	2050	$108,715.14	

Community Number	Community Name(s)	Parcel Count	Total Area	Acres	Square Miles	Number of New HNMs	Number of New Index Maps	Parcels per Sq. Mile	Cost per Community	Density Rating
Phase VII										
19	Hacienda Heights								$1,196.69	VL
46	S. Diamond Bar								$561.84	VL
52	S. Whittier-Sunshine Acres								$34,699.66	MH
41	Rowland Heights								$35,645.79	M
	Total								$72,103.98	
Phase VIII										
04	Avocado Heights	3,567	69,987,852	1,607	2.51				$6,756.17	M
05, 06, 24, 28, 30	Gateway Islands	858	15,721,400	315	0.49				$2,649.15	MH
25, 69	La Rambla/Westfield	1,456	24,959,880	573	0.90				$4,818.93	MH
35	N. Whittier	1,744	154,812,240	3,554	5.55				$5,977.83	L
49	S. San Gabriel	2,496	41,904,720	962	1.50				$8,090.42	MH
50, 51	S. San Jose Hills/S. Walnut	3,478	45,999,360	1,056	1.65				$8,880.96	MH
56	Valinda	4,806	58,353,760	1,296	2.03				$14,714.14	H
60	W. Carson	6,301	70,872,120	1,627	2.54				$18,472.14	H
17, 55, 63, 64	Westside Islands	967	47,175,480	1,083	1.69				$1,821.61	L
65	W. Puente Valley	5,072	15,721,400	315	0.49				$9,272.03	VH
68	W. Whittier-Los Nietos	6,269	72,801,452	1,667	2.60				$18,922.88	H
70, 47	Whittier Narrows/S. El Monte Island	901	96,524,804	2,216	3.46				$3,727.14	L
	Total	37,435	708,734,268	17,152	25.42	155	0	1473	$104,103.40	

Total Cost For Phases II - VIII	**$600,637.60**

Optional monthly meetings at the County's offices = $24,480.00

(Costs include labor and other direct costs such as parking fees)

TOTAL PROJECT COST INCLUDING OPTIONS =	**$625,117.60**

REQUIRED FORMS - EXHIBIT 4

EMPLOYEE BENEFITS

Medical Insurance/Health Plan:

Employer Pays $ 8,624 Employee Pays $ 1,390 Total Mo. Premium $ 10,014

Annual Deductible
Employee $2,500 Family $5,000

Coverage ( )
- ✔ Hospital Care (In Patient ✔ Out Patient ✔)
- ✔ X-Ray and Laboratory
- ✔ Surgery
- ✔ Office Visits
- ✔ Pharmacy
- ✔ Maternity
- ✔ Mental Health/Chemical Dependency, In Patient
- ✔ Mental Health/Chemical Dependency, Out Patient

Dental Insurance:
Employer Pays $ 1,291 Employee Pays $ 204 Total Mo. Premium $ 1,495

Life Insurance:
Employer Pays $ 231 Employee Pays $ 0 Total Mo. Premium $ 231

Vacation:
Number of Days 10 Days and

Any increase after 3 years of employment, number of days or hours 5 Days

Sick Leave:

Number of Days 6 Days and

Any increase after 0 years of employment, number of days or hours 0

Holidays:

Number of Days 9 Days per year

Retirement:
Employer Pays $_____ Employee Pays $_____ Total Premium $_____

EMPLOYEE BENEFITS
May 2003 Appendix D - Page 4

3 Budget Narrative Sheet

3.1 Exhibit 3 - Overview

The costs presented in *Exhibit 2* of this proposal are based on AIS' twenty-nine years of work experience and the understanding of the project gained from the preparation of the two Demo modules. In order to obtain costs that realistically reflect the work effort for each community, a number of factors were considered. These factors included:

- Number of parcels in each community
- Area of each community (square miles)
- Number of potential map sheets within each community
  - Regular Zoning Map
  - Index Map
- Density of parcels within one square mile (average)

These factors as a whole were then used to assign a density rating to each of the communities listed in the RFP (Exhibit 2). The density ratings were broken down into six categories:

1. Very Low (VL)
2. Low (L)
3. Medium (M)
4. Medium High (MH)
5. High (H)
6. Very High (VH)

Based on the number of parcels per square mile and the number of full map equivalents, a density rating was assigned to each community. The Rating Table presented in ***Section 2*** was then used to allocate hours to each community. An average bill-out rate of **$58.00/hour** was used to ascertain the cost for each community. The bill-out rate includes all staff time, management, and other direct costs such as plots, handling and shipping costs.

A minimum of eight (8) hours was assigned to any community that was less than this minimum. Three Communities, Sylmar Island, Glendora Islands, and N. Claremont/N.E. La Verne were assigned the minimum hour allocation. Santa Catalina is the exception to this rule. Since there wasn't a parcel count for this community, it was assumed that no work was intended for the selected vendor. Therefore, in our cost sheet the dollar amount allocated to Santa Catalina is zero (0).

In order to keep the project costs to a minimum the monthly meetings have been included as an ***optional*** cost. Rather than having face-to-face monthly meetings, we feel that

telephone conference calls would accomplish the same results. This will allow us to keep the budget lower without jeopardizing the quality of the final product.

3.2 Density Ratings Table

The following table was generated to reflect the work effort necessary to complete each of the nineteen tasks outlined in the scope of work. The hours reflected in the table are an average assignment based on the insight gained from the preparation of the Demo.

To establish the total work effort, time allotments were assigned to each task (Flows 5-1 through 5-19) based on a density rating an average full zoning map equivalent (2.32 zoning maps per square mile). The total time estimates were then assigned to each community and factored for the number of square miles within that community. The basis for the time allocations was the Demo, which turned out to be rated a Medium High (MH) community. The following table was generated to reflected the hours needed to perform all of the tasks outlined in the scope of work by density rating. It is important to note that the Very Low (VL) category does not reflect the actual hours necessary to perform each of the tasks since many of the sheets within a VL community will require no work. Therefore, taking this factor into account, a standard time of 0.75 hours was assigned to all full map sheet equivalents in a VL community.

Density Rating Table

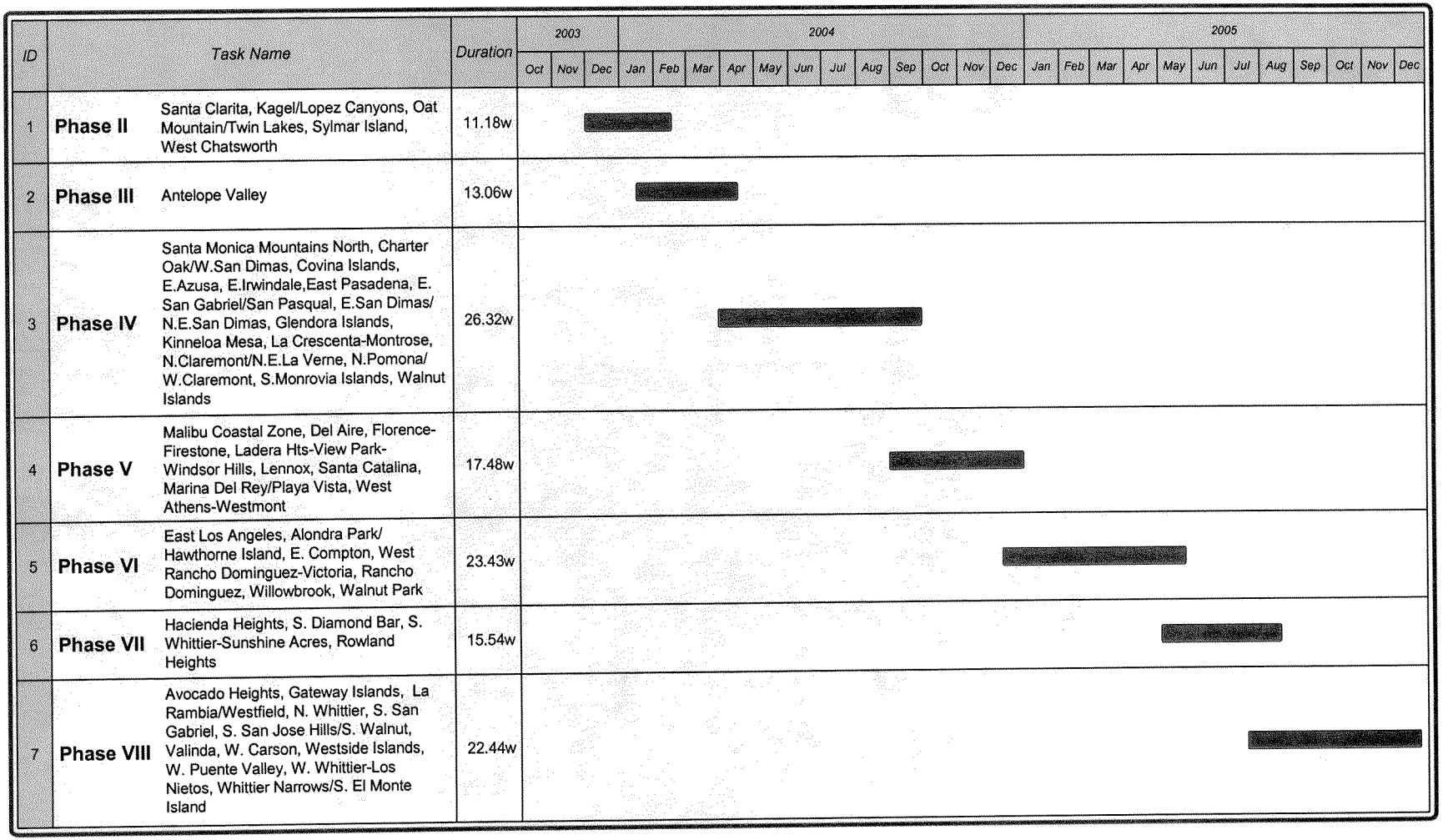
Task Number	Task Description	Complexity/Density Rating					
		Very Low (VL)	Low (L)	Medium (M)	Medium High (MH)	High (H)	Very High (VH)
Flow 5-1	Create/Attribute/QC for Subdivision	0	1	2	4	5.5	16
Flow 5-2	Add/Create/ QC for Map Reference	0	0.5	1	2	2.75	8
Flow 5-3	Convert/QC for Lot Numbers	0	0.5	1.5	3	4	12
Flow 5-4	Edit/Create/QC for House Numbers	0	0.5	1.5	4	6	12
Flow 5-5	Create/QC Zoning layer	0	0.5	0.5	1	2	4
Flow 5-6	Convert/Edit/QC for C-Track	0	0.5	1	3.5	4	8
Flow 5-7	Combine/Modify/Add Street Centerlines	0	0.25	1.5	3	3.5	8
Flow 5-8	Modify Highway Plan	0	0.25	0.5	0.5	0.75	2
Flow 5-9	Merge/QC for School Names	0	0	0.5	0.75	1	4
Flow 5-10	Create School Buffers	0	0	0.5	0.75	1	4
Flow 5-11	Create School Buffer text	0	0	0.5	0.5	0.5	2
Flow 5-12	Modify Civic Names layer	0	0	0.5	0.5	0.5	2
Flow 5-13	Modify/QC Easement lines	0	0.5	0.75	1	1.5	4
Flow 5-14	Create Ownership Hooks	0	0.5	1	2	2.5	8
Flow 5-15	Modify AMB boundary	0	0.5	0.75	1.5	2	6
Flow 5-16	Modify Vacated Street sidelines	0	0.5	0.5	1	1.5	4
Flow 5-17	Create Annotation layers ("AS IS")	0	0.5	1.5	3	4	12
Flow 5-18	Create Annotation layers ("Task")	0	0.5	2	4	5	12
Flow 5-19	Create/QC Zoning maps	0	1	2	4	6	12
Total Hours		0.75	8	20	40	54	120

EXHIBIT C

CONTRACTOR'S WORK SCHEDULE

Los Angeles County GIS/ZCIP Project
AIS Contractor's Work Schedule

ID	Task Name		Duration
1	**Phase II**	Santa Clarita, Kagel/Lopez Canyons, Oat Mountain/Twin Lakes, Sylmar Island, West Chatsworth	11.18w
2	**Phase III**	Antelope Valley	13.06w
3	**Phase IV**	Santa Monica Mountains North, Charter Oak/W.San Dimas, Covina Islands, E.Azusa, E.Irwindale,East Pasadena, E. San Gabriel/San Pasqual, E.San Dimas/ N.E.San Dimas, Glendora Islands, Kinneloa Mesa, La Crescenta-Montrose, N.Claremont/N.E.La Verne, N.Pomona/ W.Claremont, S.Monrovia Islands, Walnut Islands	26.32w
4	**Phase V**	Malibu Coastal Zone, Del Aire, Florence-Firestone, Ladera Hts-View Park-Windsor Hills, Lennox, Santa Catalina, Marina Del Rey/Playa Vista, West Athens-Westmont	17.48w
5	**Phase VI**	East Los Angeles, Alondra Park/ Hawthorne Island, E. Compton, West Rancho Dominguez-Victoria, Rancho Dominguez, Willowbrook, Walnut Park	23.43w
6	**Phase VII**	Hacienda Heights, S. Diamond Bar, S. Whittier-Sunshine Acres, Rowland Heights	15.54w
7	**Phase VIII**	Avocado Heights, Gateway Islands, La Rambia/Westfield, N. Whittier, S. San Gabriel, S. San Jose Hills/S. Walnut, Valinda, W. Carson, Westside Islands, W. Puente Valley, W. Whittier-Los Nietos, Whittier Narrows/S. El Monte Island	22.44w



This schedule is based on two production persons per Phase performing the work

October 31, 2003

EXHIBIT D

CONTRACTOR'S EEO CERTIFICATION

REQUIRED FORMS - EXHIBIT 11

CONTRACTOR S EEO CERTIFICATION

Aerial Information Systems, Inc.
Company Name

112 First Street, Redlands, CA 92373
Address

95-3083936
Internal Revenue Service Employer identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Contractor has written policy statement prohibiting discrimination in all phases of employment.	(✓)	( )
2. Contractor periodically conducts a self-analysis or utilization analysis of its work force.	(✓)	( )
3. Contractor has a system for determining if its employment practices are discriminatory against protected groups.	(✓)	( )
4. When areas are identified in employment practices, Contractor has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	(✓)	( )

Toshie Hamden — June 25, 2003

Signature — Date

Toshie Hamden, President

Name and Title of Signer (please print)

EEO CERTIFICATION

May 2003

EXHIBIT E

COUNTY'S ADMINISTRATION

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name:	James E. Hartl, AICP
Title:	Director of Planning
Address:	320 W. Temple Street, Suite 1390
	Los Angeles, CA 90012
Telephone	213-974-6401
Facsimile:	213-974-6384
E-mail Address:	jhartl@planning.co.la.ca.us

COUNTY PROJECT MANAGER:

Name:	Milan Svitek
Title:	GIS Section Head
Address:	320 W. Temple Street, Suite 1390
	Los Angeles, CA 90012
Telephone	213-893-0881
Facsimile:	213-974-6384
E-mail Address:	msvitek@planning.co.la.ca.us

COUNTY CONTRACT PROJECT MONITOR:

Name:	Todd Zagurski
Title:	Regional Planning Assistant II
Address:	320 W. Temple Street, Suite 1390
	Los Angeles, CA 90012
Telephone	213-974-6395
Facsimile:	213-974-6384
E-mail Address:	tzagurski@planning.co.la.ca.us

EXHIBIT F

CONTRACTOR'S ADMINISTRATION

COUNTY'S ADMINISTRATION

Aerial Information Systems, Inc.
CONTRACTOR'S Name

CONTRACT NO. _____

CONTRACTOR'S PROJECT MANAGER:

Name:	Deborah N. Johnson
Title:	General Manager
Address:	112 First Street
	Redlands, CA 92373
Telephone	909-793-9493
Facsimile:	909-798-4430
E-mail Address:	djohnson@aisgis.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name:	Toshie Harnden
Title:	President
Address:	112 First Street
	Redlands, CA 92373
Telephone	909-793-9493
Facsimile:	909-798-4430
E-mail Address:	tharnden@aisgis.com

Name:	Eric Harnden
Title:	Vice President
Address:	112 First Street
	Redlands, CA 92373
Telephone	909-793-9493
Facsimile:	909-798-4430
E-mail Address:	ais@aisgis.com

Notices to Contractor shall be sent to the following address:

Address:	112 First Street
	Redlands, CA 92373
Telephone	909-793-9493
Facsimile:	909-798-4430
E-mail Address:	djohnson@aisgis.com

EXHIBIT G

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT

CONTRACT FOR
CONSULTING SERVICES

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT

(any reference to Copyright Assignment would apply to Information Technology Contracts only)

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

_____
CONTRACTOR NAME

Contract No. _____

Employee Name _____

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

Initials of Signer _____

Contractor Name _____ Contract No. _____

Employee Name _____

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

COPYRIGHT ASSIGNMENT AGREEMENT

I agree that all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types provided to, or developed or acquired by me in whole or in part pursuant to the above referenced contract, and all works based thereon, incorporated therein, or derived therefrom shall be the sole property of the County. In this connection, I hereby assign and transfer to the County in perpetuity for all purposes all my right, title, and interest in and to all such items, including, but not limited to, all unrestricted and exclusive copyrights, patent rights, trade secret rights, and all renewals and extensions thereof. Whenever requested by the County, I agree to promptly execute and deliver to County all papers, instruments, and other documents requested by the County, and to promptly perform all other acts requested by the County to carry out the terms of this agreement, including, but not limited to, executing an assignment and transfer of copyright in a form substantially similar to *Exhibit H12 – Individual's Assignment and Transfer of Copyright*, attached hereto and incorporated herein by reference.

The County shall have the right to register all copyrights in the name of the County of Los Angeles and shall have the right to assign, license, or otherwise transfer any and all of the County's right, title, and interest, including, but not limited to, copyrights, in and to the items described above.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

EXHIBIT H

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

REQUIRED FORMS - EXHIBIT 5

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION & ACKNOWLEDGEMENT OF RFP RESTRICTIONS

A. By submission of this Proposal, Proposer certifies that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.

B. List all names and telephone number of person legally authorized to commit the Proposer.

NAME	PHONE NUMBER
Toshie Hamden	(909) 793-9493
Eric Hamden	(909) 793-9493

NOTE: Persons signing on behalf of the Contractor will be required to warrant that they are authorized to bind the Contractor.

C. List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state NONE .

None

D. Proposer acknowledges that it has not participated as a consultant in the development, preparation, or selection process associated with this RFP. Proposer understands that if it is determined by the County that the Proposer did participate as a consultant in this RFP Process, the County shall reject this proposal.

Aerial Information Systems, Inc.
Name of Firm

Toshie Hamden — President
Print Name of Signer — Title

Toshie Hamden — JUNE 25, 2003
Signature — Date

CERT OF INDEPENDENT PRICE DETERMINATION

May 2003 Appendix D - Page 5

REQUIRED FORMS - EXHIBIT 6

CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;

2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;

3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:

    a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or

    b. Participated in any way in developing the contract or its service specifications; and

4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the department submitting, district or agency that the provisions of this section have not been violated.

Toshie Hamden

Proposer Name

President

Proposer Official Title

Toshie Hamden

Official s Signature

Cert. of No Conflict of Interest

REQUIRED FORMS - EXHIBIT 7

Revised 07/02/2001

CHILD SUPPORT COMPLIANCE PROGRAM CERTIFICATION

Los Angeles County Code Chapter 2.200 establishes the Los Angeles County Child Support Compliance Program. This Program requires the County to provide certain information to the Child Support Services Department (CSSD) concerning its employees and business licensees. It further requires that proposers for County contracts submit certifications of Program compliance to the soliciting County department along with their proposals. (In an emergency procurement, as determined by the soliciting County department, these certifications may be provided immediately following the procurement.)

IN ORDER TO COMPLY WITH THIS REQUIREMENT, COMPLETE THIS FORM AND SUBMIT IT DIRECTLY TO THE SOLICITING COUNTY DEPARTMENT ALONG WITH YOUR PROPOSAL. IN ADDITION, PROVIDE A COPY TO THE CSSD AT THE ADDRESS OR FAX NUMBER SHOWN BELOW. SOLE PRACTITIONER MEMBERS OF AN ASSOCIATION MUST COMPLETE AND SUBMIT INDIVIDUAL FORMS.

I, (print name as shown in Proposal) Toshie Harnden, hereby submit this certification to the (County department) Department of Regional Planning, pursuant to the provisions of County Code Section 2.200.060, and hereby certify that (contractor or association name as shown in Proposal or proposal) Aerial Information Systems, Inc., an independently-owned or franchiser-owned business (circle one), located at (contractor or, if an association, associated member address) 112 First Street, Redlands, CA 92373 is in compliance with Los Angeles County s Child Support Compliance Program and has met the following requirements:

1) Submitted a completed Principal Owner Information Form to the Child Support Services Department;
2) Fully complied with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and/or California Unemployment Insurance Code Section 1088.5 and will continue to comply with such reporting requirements;
3) Fully complied with all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wage and Earnings Assignment, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b) or pursuant to applicable provisions of the Uniform Interstate Family Support Act , and will continue to comply with such Orders or Notices.

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

Executed this 25th day of June, 2003 (Month and Year)

at: Redlands, CA (909) 793-9493
(City/State) (Telephone No.)

by: Toshie Harnden
(Signature of a principal owner, an officer, or manager responsible for submission of the proposal to the County.)

Copy to: Child Support Services Department
Special Projects
P.O. Box 911009
Los Angeles, CA 90091-1009
FAX: (323) 869-0634 Telephone: (323) 832-7277 or (323) 832-7276

. REQUIRED FORMS - EXHIBIT 10

PRINCIPAL OWNER INFORMATION FORM

Los Angeles County Code Chapter 2.200 establishes the Los Angeles County Child Support Compliance Program. This Program requires the County to provide certain information to the Child Support Services Department (CSSD) concerning its employees and business licensees. It further requires that proposers for County contracts provide directly to the Child Support Services Department information concerning their Principal Owners, that is, those natural persons who own an interest of 10 percent or more in the Contractor. For each Principal Owner, the information which must be provided to the Child Support Services Department is: 1) the Principal Owner s name, 2) his or her title, and 3) whether or not the Contractor has made a payment of any sort to the Principal Owner.

IN ORDER TO COMPLY WITH THIS REQUIREMENT, COMPLETE THIS FORM AND SUBMIT IT DIRECTLY TO THE CSSD AT THE ADDRESS OR FAX NUMBER SHOWN BELOW ON OR BEFORE THE DATE YOU SUBMIT A PROPOSAL TO A COUNTY DEPARTMENT. MAINTAIN DOCUMENTATION OF SUBMISSION. SOLE PRACTITIONER MEMBERS OF AN ASSOCIATION MUST COMPLETE AND SUBMIT INDIVIDUAL FORMS.

In addition, proposers must certify to the soliciting County department that they are in full compliance with the Program requirements by submitting the Child Support Compliance Program Certification along with the bid or proposal.

To: Child Support Services Department
Special Projects
P.O. Box 911009
Los Angeles, CA 90091-1009
FAX: (323) 869-0634 **Telephone: (323) 832-7277 or (323) 832-7276**

Contractor or Association Name as Shown on Bid or Proposal: Aerial Information Svstems. Inc.

Contractor or Associated Member Name, if Contractor is an Association: Toshie Harnden

Contractor or Associated Member Address: 112 First Street, Redlands, CA 92373

Telephone: (909) 793-9493 **FAX:** (909)798-4430

County Department Receiving Bid or Proposal: Department of Regional Planning

Type of Goods or Services To Be Provided: GIS Services

Contract or Purchase Order No. (if applicable):

Principal Owners: Please check appropriate box. If box I is checked, no further information is required. Please sign and date the form below.

I. [ ] No natural person owns an interest of 10 percent or more in this Contractor.
II. [✓] Required principal owner information is provided below. (Use a separate sheet if necessary.)

	Name of Principal Owner	Title	Payment Received From Contractor
1.	Toshie Harnden	President/Treasurer	(YES) [NO]
2.	Eric Harnden	Vice President/Secretary.	(YES) [NO]
3.	Jack And Laura Dangermond	-------	[YES] (NO)

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

By: Toshie Harnden Date: June 25, 2003
(Signature of a principal owner, an officer, or manager responsible for submission of the bid or proposal to the County.)

TOSHIE HARNDEN President
(Print Name) (Title/Position)

POI FORM REVISED 07/02/01

May 2003

REQUIRED FORMS - EXHIBIT 8

FAMILIARITY OF THE COUNTY LOBBYIST ORDINANCE CERTIFICATION

The Proposer certifies that it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160. The Proposer also certifies that all persons acting on behalf of the Proposer organization have and will comply with it during the proposal process.

Signature: Joel Hamada Date: June 25, 2003

LOBBYIST CERTIFICATION

May 2003 Appendix D - Page 8

REQUIRED FORMS - EXHIBIT 9

LOS ANGELES COUNTY COMMUNITY BUSINESS ENTERPRISE (LAC/CBE) PROGRAM

CBE FIRM/ORGANIZATION INFORMATION

INSTRUCTIONS: All Proposers responding to this solicitation must return this form for proper consideration of the proposal. The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to gender, race, creed, or color. Categories listed below are based on those described in 49 CFR 23.5.

I. TYPE OF BUSINESS STRUCTURE: Corporation
(Non-profit, Corporation, Partnership, Joint Venture, Sole Proprietorship, etc.)
If you are a non-profit, please skip sections II through V, fill in the name of the firm, and sign page two of this form.

II. TOTAL NUMBER OF EMPLOYEES IN FIRM (including owners): 28

III. CULTURAL/ETHNIC COMPOSITION OF FIRM (Partners, Associate Partners, Managers, Staff, etc.). Please break down the above total number of employees into the following categories:

	OWNERS/PARTNERS/ ASSOCIATE PARTNERS		MANAGERS		STAFF	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latin American			1		2	1
Asian American		1		1	1	
American Indian/Alaskan Native						
White	1		1		9	10

IV. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latin American	Asian American	American Indian Alaskan Native	White
Men	%	%	%	%	29 %
Women	%	%	51 %	%	20 %

V. CERTIFICATION AS MINORITY, WOMEN-OWNED, DISADVANTAGED AND DISABLED VETERANS BUSINESS ENTERPRISES: Is your firm currently certified as a minority, women-owned, disadvantaged or disabled veterans business enterprise by a public agency? (If yes, complete the following and attach a copy of your notice of certification).

	M	W	D	DV	
Agency_____	__	__	__	__	Expiration Date _____
Agency_____	__	__	__	__	Expiration Date _____

LEGEND: M = Minority W = Women-Owned D = Disadvantaged DV = Disabled Veterans

REQUIRED FORMS - EXHIBIT 9A

CBE Firm/Organization Information Form

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: Aerial Information Systems, Inc.

☒ I AM NOT
☐ I AM — A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bids submission.

☒ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

My County (WebVen) Vendor Number:

II. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to gender, race, creed, or color.

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Non-Profit ☐ Franchise ☐ Other (Please Specify)

Total Number of Employees (Including owners): 28

Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:

Race/Ethnic Composition	Owner/Partner/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino			1		2	1
Asian or Pacific Islander		1		1	1	
American Indian/Alaskan Native						
Filipino American						
White	1		1		9	10

III. **PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian/ Alaskan Native	Filipino American	White
Men	%	%	%	%	%	29 %
Women	%	%	51 %	%	%	20 %

IV. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** *If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)*

Agency Name	Minority	Women	Dis-advantaged	Disabled Veteran	Expiration Date

V. **DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Authorized Signature	Title:	Date:
	President	6-25-03

OAAC:CITEMP:Local SBE-Firm-Organization form.doc

Rev. 03/18/02

CBE SANCTIONS

It is the policy of the County of Los Angeles Board of Supervisors that it is unlawful for any person to knowingly submit fraudulent information with the intent of receiving CBE certification and its concurrent benefits for which they are not entitled.

1. A person or business shall not:

   a) Knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain, acceptance or certification as a minority or women business enterprise, or both, for the purpose of this article.

   b) Willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the acceptance or certification or denial of acceptance or certification of any entity as a minority or women-owned business enterprise, or both.

   c) Willfully and knowingly obstruct, impede, or attempt to obstruct or impede, any County official or employee who is investigating the qualifications of a business entity which has requested acceptance or certification as a minority or women business enterprise, or both.

   d) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person or business in fraudulently obtaining or attempting to obtain, public monies to which the person or business is not entitled under this article

2. Any person or business who violated paragraph (1) shall be suspended from proposing on, or participating as contractor, sub-contractor, or supplier in, any County contract or project for a period of three (3) years.

3. No County agency with the powers to award contracts shall enter into any contract with any person or business suspended for violating this section during the period of the person s or business suspension. No awarding department shall award a contract to any contractor utilizing the services of any person or business as a sub-contractor suspended for violating this section during the period of the person s or business suspension.

I acknowledge, that the undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, if any, is fully aware of the above policy of the County of Los Angeles and I declare under penalty of perjury that the foregoing Firm/Organization Information is true and correct.

Aerial Information Systems, Inc.

Name of Firm

Jack Hamden, President — June 25, 2003

Signature Title — Date

CBE FORM revised 06/01
May 2003

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REQUIRED FORMS - EXHIBIT 12

ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer s employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Proposers unable to meet this requirement shall not be considered for contract award.

Proposer shall complete all of the following information, sign where indicated below, and return this form with any resumes and/or fixed price bid being submitted:

A. Proposer has a proven record of hiring GAIN/GROW participants and will continue to consider GAIN/GROW participants for any future employment openings.

_____YES ✓ NO (subject to verification by County)

B. Proposer is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. Consider means that Proposer is willing to interview qualified GAIN/GROW participants.

✓ YES _____NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

✓ YES _____NO _____N/A (Program not available)

Proposer Organization: Aerial Information Systems, Inc.

Signature: Toshie Hamden

Print Name: Toshie Hamden

Title: President Date: June 25, 2003

Tel.#: (909) 793-9493 Fax #: (909) 798-4430

GAIN/GROW ATTESTATION

REQUIRED FORMS - EXHIBIT 14A

COUNTY JURY SERVICE EXCEPTION FORM

The County's solicitation for this contract/purchase order (Request for Proposal or Invitation for Bid) is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All bidders or proposers, whether a contractor or subcontractor, must complete this form to either 1) request an exception from the Program requirements or 2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name:	Aerial Information Systems, Inc.				
Company Address:	112 First Street				
City:	Redlands	**State:**	CA	**Zip Code:**	92373
Telephone Number:	(909) 793-9493				
Solicitation For (Type of Goods or Services):	GIS Services				

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed $50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of $50,000 in any 12-month period.

- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are $500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

  "Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed $500,000.

  "Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II - Certification of Compliance

- ☒ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: Toshie Harnden	**Title:** President
Signature: Toshie Harnden	**Date:** June 25, 2003

COUNTY OF LOS ANGELES

LIVING W AGE PROGRAM
AND CONTRACTOR NON-RESPONSIBILITY DEBARMENT

ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization (Firm) identified below and makes the following statements on behalf of his or her Firm. **The Agent is required to check each of the applicable boxes below.**

LIVING WAGE ORDINANCE:

☑ The Agent has read the County s Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

☑ The Agent has read the County s Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS:

A Labor Law/Payroll Violation includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

☑ The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**

☐ The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law /Payroll Violations (Check One):

☑ There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**

☐ There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) ***(The County may deduct points from the proposer s final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)***

HISTORY OF DEBARMENT (Check one):

☑ The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**

☐ The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature	Print Name and Title
Toshie Hamden	Toshie Hamden, President
Print Name of Firm	**Date**
Aerial Information Systems, Inc.	June 25, 2003

COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE

LIVING W AGE DECLARATION

The contract to be awarded pursuant to this Request for Proposal (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.

If you believe that you are exempt from the Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to the County awarding department.

If you are not exempt from the Program, please check the option that best describes your intention to comply with the Program.

☐ I do **not** have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage rate of not less than **$9.46 per hour** per employee.

☐ I do **have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract but will pay into the plan **less than $1.14 per hour** per employee. I will pay an hourly wage of not less than **$9.46 per hour** per employee.

☑ I do **have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract and will pay into the plan **at least $1.14 per hour** per employee. I will pay an hourly wage of not less than **$8.32 per hour** per employee.

Health Plan(s): Blue Cross of California + Principal Life

Company Insurance Group Number: 238102 + N30020-1

Health Benefit(s) Payment Schedule:

☑ Monthly ☐ Quarterly ☐ Bi-Annual

☐ Annually ☐ Other: _____ (Specify)

PLEASE PRINT COMPANY NAME: Aerial Information Systems, Inc.	
I declare under penalty of perjury under the laws of the State of California that the above is true and correct:	
SIGNATURE: Toshie Harnden	DATE: June 25, 2003
PLEASE PRINT NAME: Toshie Harnden	TITLE OR POSITION: President

INDIVIDUAL'S ASSIGNMENT AND TRANSFER OF COPYRIGHT

For good and valuable consideration, receipt of which is hereby acknowledged, the undersigned, _____, an individual ("Grantor"), does hereby assign, grant, convey and transfer to the County of Los Angeles, California ("Grantee") and its successors and assigns throughout the world in perpetuity, all of Grantor's right, title and interest of every kind and nature in and to all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types (including, without limitation, those items listed on Schedule A, attached hereto and incorporated herein by reference) developed or acquired, in whole or in part, under the Agreement described below, including, but not limited to, all right, title and interest in and to all copyrights and works protectable by copyright and all renewals and extensions thereof (collectively, the "Works"), and in and to all copyrights and right, title and interest of every kind or nature, without limitation, in and to all works based thereon, incorporated in, derived from, incorporating, or related to, the Works or from which the Works are derived.

Without limiting the generality of the foregoing, the aforesaid conveyance and assignment shall include, but is not limited to, all prior choices-in-action, at law, in equity and otherwise, the right to recover all damages and other sums, and the right to other relief allowed or awarded at law, in equity, by statute or otherwise.

_____ and Grantee have entered into County of Los Angeles Agreement Number _____ for _____, dated _____, as amended by Amendment Number ____, dated _____, *{NOTE to Preparer: reference all existing Amendments}* as the same hereafter may be amended or otherwise modified from time to time (the "Agreement").

Joshie Harnden
Grantor's Signature

11-7-03
Date

Grantor's Printed Name: JOSHIE HARNDEN

Grantor's Printed Position: PRESIDENT

CONTRACTOR'S ASSIGNMENT AND TRANSFER OF COPYRIGHT

For good and valuable consideration, receipt of which is hereby acknowledged, the undersigned, _____, a _____, ("Grantor") does hereby assign, grant, convey and transfer to the County of Los Angeles, California ("Grantee") and its successors and assigns throughout the world in perpetuity, all of Grantor's right, title and interest of every kind and nature in and to all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training aids, training documentation and aids, and other information and/or tools of all types (including, without limitation, those items listed on Schedule A, attached hereto and incorporated herein by reference) developed or acquired, in whole or in part, under the Agreement described below, including, but not limited to, all right, title and interest in and to all copyrights and works protectable by copyright and all renewals and extensions thereof (collectively, the "Works"), and in and to all copyrights and right, title and interest of every kind or nature, without limitation, in and to all works based thereon, incorporated in, derived from, incorporating or relating to, the Works or from which the Works are derived.

Without limiting the generality of the foregoing, the aforesaid conveyance and assignment shall include, but is not limited to, all prior choices-in-action, at law, in equity and otherwise, the right to recover all damages and other sums, and the right to other relief allowed or awarded at law, in equity, by statute or otherwise.

Grantor and Grantee have entered into County of Los Angeles Agreement Number _____

for _____,

dated _____, as amended by Amendment Number ____, dated _____,

{NOTE to Preparer: reference all existing Amendments} as the same hereafter may be amended or otherwise modified from time to time (the "Agreement").

Joshie Harinden — 11-7-03

Grantor's Signature — Date

Grantor's Printed Name: JOSHIE HARINDEN

Grantor's Printed Position: PRESIDENT

(To Be Completed By County and attached to H1 and/or H2)

REQUIRED ONLY IF COPYRIGHT IS TO BE REGISTERED WITH COPYRIGHT BUREAU

STATE OF CALIFORNIA)
) ss.
COUNTY OF LOS ANGELES)

On _____, 200___, before me, the undersigned, a Notary Public in and for the State of California, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the _____ of _____, the corporation that executed the within Assignment and Transfer of Copyright, and further acknowledged to me that such corporation executed the within Assignment and Transfer of Copyright pursuant to its bylaws or a resolution of its Board of Directors.

WITNESS my hand and official seal.

_____
NOTARY PUBLIC

EXHIBIT I

LIVING WAGE PROGRAM

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay less than a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

   a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

   b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

   c. Who has received or will receive an aggregate sum of $25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week. (Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)
*Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be $8.32 per hour with health benefits, or $9.46 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least $1.14 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. (Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this

chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;

2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and

3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or

2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or

2. Recommend to the board of supervisors the termination of the contract; and/or

3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, not to exceed three years. (Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and

3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $1,000,000.00; or

4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed $2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than $1,000,000.00 in annual gross revenues or $2,500,000.00 in annual gross revenues if a technical or professional service.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999.)

EXHIBIT J

IRS NOTICE 1015

IRS NOTICE 1015

(Obtain latest version from IRS website - http://ftp.fedworld.gov/pub/irs-pdf/n1015.pdf)

Department of the Treasury
Internal Revenue Service
Notice 1015
(Rev. October 2001)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?
The EIC is a refundable tax credit for certain workers.
A change to note. Workers **cannot** claim the EIC if their 2001 investment income (such as interest and dividends) is over $2,450.

Which Employees Must I Notify About the EIC? You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on **Form W-4**, Employee's Withholding Allowance Certificate.
Note: *You are encouraged to notify each employee whose wages for 2001 are less than $32,121 that he or she may be eligible for the EIC.*

How and When Must I Notify My Employees? You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2002.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice by calling 1-800-829-3676. You can also get the notice from the IRS Web Site at www.irs.gov.

How Will My Employees Know If They Can Claim the EIC?
The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2001 instructions for Form 1040, 1040A, 1040EZ, or Pub. 596, Earned Income Credit.

How Do My Employees Claim the EIC?
Eligible employees claim the EIC on their 2001 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2001 and owes no tax but is eligible for a credit of $791, he or she must file a 2001 tax return to get the $791 refund.

How Do My Employees Get Advance EIC Payments?
Eligible employees who expect to have a qualifying child for 2001 can get part of the credit with their pay during the year by giving you a completed Form W-5, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see Pub. 15, Employer's Tax Guide.

EXHIBIT K

CONTRACTOR EMPLOYEE JURY SERVICE

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full- time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies.

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or

3. A purchase made through a state or federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.4.0 or a successor provision; or

6. A purchase card pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than $5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section PP-11 00 or a successor provision.

D. "Full time" means 40 hours or more worked per week or a lesser number of hours if the lesser number is a recognized industry standard as determined by the chief administrative officer or the contractor has a long-standing practice that defines a full-time schedule as less than 40 hours per week.

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11,2002. Contracts that commence after May 28,2002, but before July 11,2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable.

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.

2.203.050 Other Provisions.

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract.

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,

2. Pursuant to chapter 2.202, seek the debarment of the contractor.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.

B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,

2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than $500,000; and,

3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed $500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

EXHIBIT L

CONTRACT DEBARMENT ORDINANCE

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE

2.202.010 Findings and declarations.

The board of supervisors finds that, in order to promote integrity in the county's contracting processes and to protect the public interest, the county's policy shall be to conduct business only with responsible contractors. Determinations of contractor non-responsibility and contractor debarment shall be made in accordance with the procedures set forth in the ordinance codified in this chapter and implementation instructions issued by the auditor-controller. (Ord. 2000-0011 § 1 (part), 2000.)

2.202.020 Definitions.

For purposes of this chapter, the following definitions apply:
A. "Contractor" means a person, partnership, corporation or other entity who has contracted with, or is seeking to contract with, the county to provide goods to, or perform services for or on behalf of, the county. A contractor includes a contractor, subcontractor, vendor, or any person or entity who or which owns an interest of 10 percent or more in a contractor, subcontractor or vendor.

B. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county.

C. "Debarment" means an action taken by the county which results in a contractor being prohibited from bidding upon, being awarded, and/or performing work on a contract with the county for a period of up to three years. A contractor who has been determined by the county to be subject to such a prohibition is "debarred."

D. "Department head" means either the head of a department responsible for administering a particular contract for the county or the designee of same.

E. "County" means the county of Los Angeles, any public entities for which the board of supervisors is the governing body, nonprofit corporations created by the county and any joint powers authorities that have adopted county contracting procedures.

F. "Contractor hearing board" means the persons designated to preside over contractor debarment hearings and make recommendations on debarment to the board of supervisors. (Ord. 2000-0011 § 1 (part), 2000.)

2.202.030 Determination of contractor non-responsibility.

A. Prior to a contract being awarded by the county, the county may determine that a party submitting a bid or proposal is non-responsible for purposes of that contract. In the event that the county determines that a bidder/proposer is non-responsible for a particular contract, said bidder/proposer shall be ineligible for the award of that contract.

B. The county may declare a contractor to be non-responsible for purposes of a particular contract if the county, in its discretion, finds that the contractor has done any of the following: (1) committed any act or omission which negatively reflects on the contractor's quality, fitness or capacity to perform a contract with the county or any other public entity, or engaged in a pattern or practice which negatively reflects on same; (2) committed an act or omission which indicates a lack of business integrity or business honesty; or (3) made or submitted a false claim against the county or any other public entity.

C. Before making a determination of non-responsibility pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed non-responsibility determination, and shall advise the contractor that a non-responsibility hearing will be scheduled on a date certain. Thereafter, the department head shall conduct a hearing where evidence on the proposed non-responsibility determination is presented. The contractor and/or attorney or other authorized representative of the contractor shall be afforded an opportunity to appear at the non-responsibility hearing and to submit documentary evidence, present witnesses and offer rebuttal evidence. After such hearing, the department head shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be found non-responsible with respect to the contract(s) at issue. A record of the hearing, the proposed decision and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the department head. A non-responsibility finding shall become final upon approval by the board of supervisors.

D. The decision by the county to find a contractor non-responsible for a particular contract is within the discretion of the county. The seriousness and extent of the contractor's acts, omissions, patterns or practices as well as any relevant mitigating factors may be considered by the county in determining whether a contractor should be deemed non-responsible. (Ord. 2000-0011 § 1 (part), 2000.)

2.202.040 Debarment of Contractors.

A. The county may debar a contractor who has an existing contract with the county and/or a contractor who has submitted a bid or proposal for a new contract with the county.

B. The county may debar a contractor if the county finds, in its discretion, that the contractor has done any of the following: (1) violated any term of a contract with the county; (2) committed any act or omission which negatively reflects on the contractor's quality, fitness or capacity to perform a contract with the county or any other public entity, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the county or any other public entity.

C. Before making a debarment determination pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed debarment, and shall advise the

contractor that a debarment hearing will be scheduled on a date certain. The contractor hearing board shall conduct a hearing where evidence on the proposed debarment is presented. The contractor and/or attorney or other authorized representative must be given an opportunity to

appear at the debarment hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence at that hearing. After such hearing, the contractor hearing board shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be debarred and, if so, the appropriate length of time for the debarment. A record of the hearing, the proposed decision and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the contractor hearing board. A debarment finding shall become final upon the approval of the board of supervisors.

D. The decision by the county to debar a contractor is within the discretion of the county. The seriousness and extent of the contractor's acts, omissions, patterns or practices as well as any relevant mitigating factors may be considered by the county in making any debarment decision. Upon a debarment finding by the board of supervisors, the county shall have the right, in its discretion, to determine the length that the contractor may be prohibited from bidding upon and being awarded a new contract with the county, which period may not exceed three years. In addition, upon a debarment finding by the board of supervisors, the county may, in its discretion, terminate any or all existing contracts the contractor may have with the county. In the event that any existing contract is terminated by the county, the county shall maintain the right to pursue all other rights and remedies provided by the contract and/or applicable law. (Ord. 2000-0011 § 1 (part), 2000.)

2.202.050 Pre-emption.

In the event any contract is subject to federal and/or state laws that are inconsistent with the terms of the ordinance codified in this chapter, such laws shall control. (Ord. 2000-0011 § 1 (part), 2000.)

2.202.060 Severability.

If any section, subsection, subpart or provision of this chapter, or the application thereof to any person or circumstances, is held invalid, the remainder of the provisions of this chapter and the application of such to other persons or circumstances shall not be affected thereby. (Ord. 2000-0011 § 1 (part), 2000.)

EXHIBIT M

SAFELY SURRENDERED BABY LAW

No shame.
No blame.
No names.

Newborns can be safely given up at any Los Angeles County hospital emergency room or fire station.

In Los Angeles County:
1-877-BABY SAFE
1-877-222-9723
www.babysafela.org

State of California
Gray Davis, Governor

Health and Human Services Agency
Grantland Johnson, Secretary

Department of Social Services
Rita Saenz, Director

Los Angeles County Board of Supervisors
Gloria Molina, Supervisor, First District
Yvonne Brathwaite Burke, Supervisor, Second District
Zev Yaroslavsky, Supervisor, Third District
Don Knabe, Supervisor, Fourth District
Michael D. Antonovich, Supervisor, Fifth District

This initiative is also supported by First 5 LA and INFO LINE of Los Angeles.

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, workers will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their newborns within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week so long as the parent gives the baby to someone who works at the hospital or fire station.

Does a parent have to tell anything to the people taking the baby?

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

A baby's story

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.

It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.

EXHIBIT N

TECHNICAL SPECIFICATIONS

COUNTY OF LOS ANGELES
DEPARTMENT OF REGIONAL PLANNING

TECHNICAL SPECIFICATION

FOR

GIS Services for the Zoning Map Conversion and Integration Project (ZCIP)

Prepared by:

aerial
information
systems

112 First Street
Redlands, CA 92373
(909) 793-9493

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aerial
information
systems

Los Angeles County
Department of Regional Planning
Zoning Map Conversion and Integration Project (ZCIP)

TECHNICAL SPECIFICATION

aerial
information
systems

TECHNICAL SPECIFICATIONS

INTRODUCTION

This document describes the processes to use in order to prepare the Zoning Maps for the County of Los Angeles, Department of Regional Planning (County). Aerial Information Systems, Inc. (AIS') will fully implement these procedures ensuring the County receives the highest quality data. The County spent a large amount of time developing the procedures that this document is based upon. AIS modified these processes in order to optimize them for our data production environment.

Our main modification to the County's original methodology is the exclusive use of Workstation ArcInfo, version 8.3 and it's modules, ArcEdit and ArcPlot. Many of the County's processes used ArcView to modify data records manually, we have employed ArcInfo's programming language AML, to accomplish the same data processing tasks.

The County and AIS will hold meeting regarding project issues on an as needed basis. Meetings will be held when an issue arises that requires discussion among both project staffs and project managers. These meetings can be held at AIS or the County, which ever is deemed most appropriate by the project mangers. The majority of communications between AIS and DRP staff will be via telephone and e-mail.

Currently, AIS does not have its FTP site running. We can pull data off of other FTP sites and we suggest that the County place data on their FTP site and AIS will pull the data to our system. AIS can place data onto the County's FTP when data is submitted for review. If required, AIS can have its FTP site brought on-line in a short amount of time.

Other information that is needed to complete the work effort is included in the attached appendices. Appendix A contains materials supplied by the County for use during the test conversion. Appendix B contains AIS' Quality Control Plan. This plan specifies our QC effort that will ensure the highest quality data being returned to the County. Appendix C list all the AMLs used for the production and QC of the project data layers. All of the AMLs and menus will be furnished to the County in digital form.

FLOW 5.1 (Step1)

Creating Subdivisions (Step 1)

Objective/Introduction
This step is needed to create subdivision boundaries as closed polygons with attributes. The source of the data to be used is the parcel line work from the Assessor's Office and the legal description from the tax roll table (assembled in Flow 1.2).

Layer/Data to Use:
Parcel lines: PARCEL_LINES_AAT.SHP
Community boundary: COMM_BDY.SHP

Process:
Based on the County's original process, AIS created an AML to perform all the necessary operations. The shapefiles are converted to coverages first, then the clip operation is performed. The County's tolerance specification is also set by this AML. When the program is complete, the user is left in an ArcEdit session so that a review of the process can be completed to make sure that all dangles and intersecting arcs are fixed.

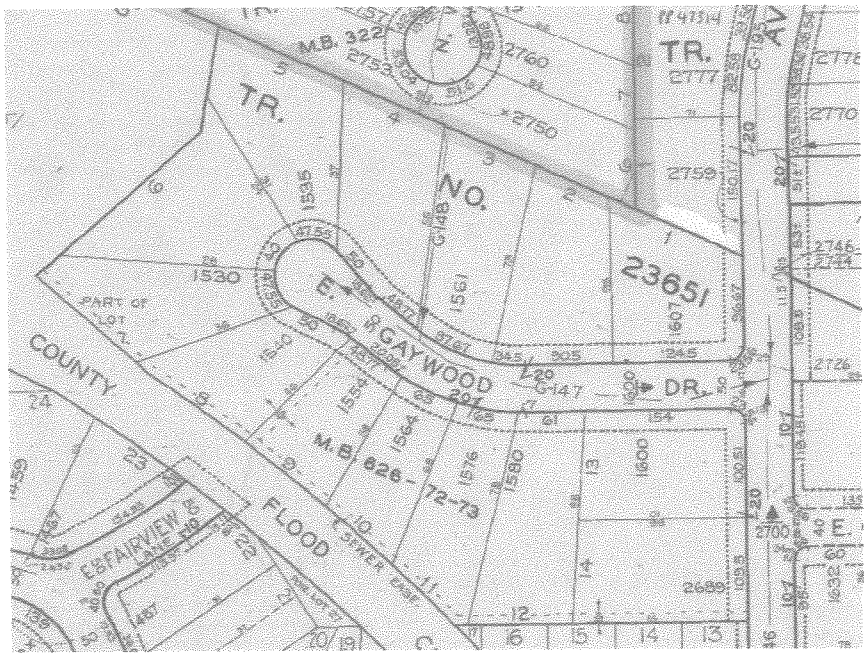
AMLs Used:
createsub.aml

Deliverables:
A topologically correct polygon coverage, SUBDIVISION, showing all subdivisions within the community and a point coverage, SUB_ERRORS, showing the location of errors that were corrected.

FLOW 5.1 (Step 2)

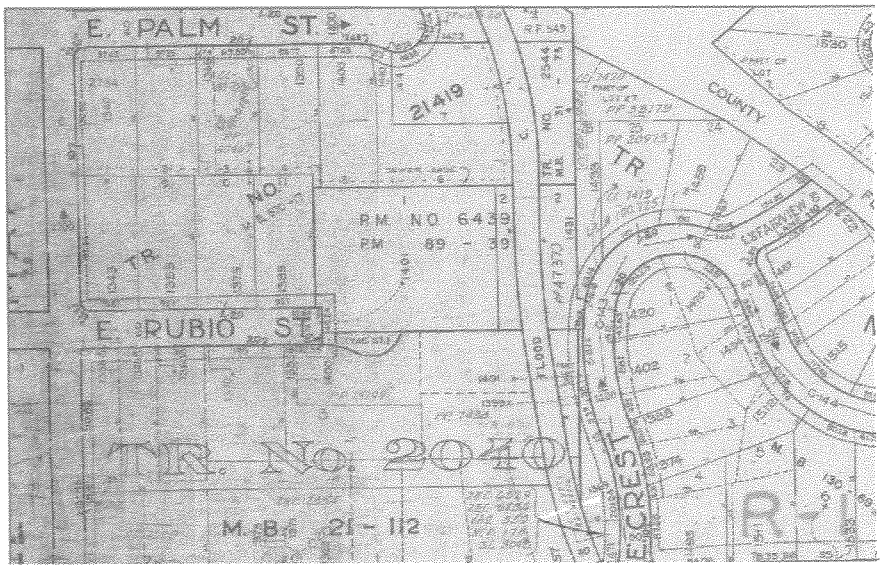
Creating Subdivisions (Step 2)

Objective/Introduction:
Providing easy access to the information that is created in the Zoning Conversion and Integration Project (ZCIP) is one of the many goals of this project. Whether this information is in digital format or on plotted maps, the ultimate goal is to give each Planner every advantage possible so that he or she can make a well informed decision. One of the day-to-day problems that a Planner encounters is trying to discern which subdivision(s) a parcel lies in. For instance, while it is true that subdivision information is plotted on all existing house numbering maps, the manner in which it presently exists introduces confusion and as a byproduct ultimately wastes time. House numbering maps are produced by the Department of Public Works and are generated through computer-aided-design (CAD) techniques. In CAD generated maps, text representing the subdivision name is stretched across the respective area thereby defining one extent, while recording information is placed on the opposite end to define the other. For instance, we can see in the example below that Tract 23651 basically includes those lots (1 thru 14) that encompass the cul-de-sac by virtue of the fact that the tract name is stretched across the top of the subdivision polygon while the map book information (M.B. 626-72-72) is positioned on the bottom. Without prior experience, one might be in a difficult position to define the boundaries of this tract.



While the example above might not seem that complicated, even to the uninitiated, look now at the example below and see if the same can be said. In this small area, we see references to four tracts and one parcel map. Even the most experienced Planner would have difficulty assigning all of the parcels in this example to the appropriate subdivision. Discerning the extent of these areas, or more appropriately, explicitly defining these areas is the purpose of this portion of the ZCIP project and these steps, if

followed, will make the task of defining these areas much easier. **To ensure accuracy, the steps should be followed exactly as outlined since any deviation will not result in the desired results.**



If you have reached this part of subdivision processing, you will have already processed the PARCEL_LINES_AAT file from the Assessor's Office, using segments coded 6 (for rights-of-way) and 8 (for subdivision boundaries) in the layer column of the associated attribute table. Collectively, lines coded with these two attributes make up each subdivision. This file will then have already been taken into ArcEdit where all line segments were snapped and all polygons closed. The file will then have been cleaned and converted to a shapefile.

Unfortunately, even though these steps may have been followed precisely, on occasion, the information in the Assessor's PARCEL_LINES_AAT file has been found to be not entirely accurate. This of course, fails to mention the fact that the polygons created to this point are essentially that, polygons. They have no attribute information. Since we have already seen the problems one could potentially have in attempting to create subdivisions by overlaying CAD text and guessing which subdivision a parcel fell in, the logical next step is to examine the legal description found in the Assessor's tax roll. Here, subdivision information can be pulled out and in the process, added to a new column in the parcel attribute table. The parcel layer can then be shaded by unique value (essentially showing subdivisions) and used in conjunction with:

- The polygon layer created in Step 1
- Assessor map book pages
- Public Works subdivision text

thereby enabling the user to easily identify subdivisions. This information can then be added to the attribute table of the SUBDIVSION layer created in Flow 5.1 (Step 1) and allow for corrections to be made to the parcel attribute table as well.

Layers/Data to Use:

Subdivision polygon:	SUBDIVISION.SHP (from Flow 5.1 (Step 1))
DGN text:	18T21TR_PAR.SHP (from DPW)
Parcel polygon:	PARCELS_CLIP.SHP (from Assessor Tax Roll Database)
Assessor map book pages	N/A

Process:

The process laid out by the County has been converted into one program, CREATEPARCELS_CLIP.AML. This AML does all of the processing within ArcEdit using cursors, Tables and INFO to extract the subdivision name from the legal description. The correctness of the subdivision name will be checked in Flow 5.1 step 3.

AMLs Used:

createparcels_clip.aml

Deliverables:

An updated parcel layer, PARCELS_CLIP, with two columns of subdivision attribute information (*sub_name* and *sub_name2*). The attributes from the *sub_name* column will be shaded by unique value in Flow 5.1 (Step 3) to confirm subdivision boundaries and to populate the subdivision layer created in Flow 5.1 (Step 1). *Sub_name2* will be maintained as an attribute of the PARCELS_CLIP layer for those parcels split by subdivision boundaries.

FLOW 5.1 (Step 3)

Creating Subdivisions (Step 3)

Objective/Introduction

At this stage in the process, you will have already created the line-work for the subdivision boundaries and processed the legal description for each parcel to get what will eventually be the subdivision information. While dissolving the parcel coverage/shapefile by the subdivision attribute information may seem like the next logical step in the process, there are a few reasons why this method can not be used. First among these is that some parcels are split by subdivision boundaries. Dissolving with this attribute would create subdivision boundaries that do not actually exist. Second, because there are a large number of line features representing existing subdivision boundaries, it is somewhat understandable that some of the information for these line segments was coded incorrectly. Finally, the processes in Step 2, which will be the source for the information for the subdivision layer we are creating, are not 100% accurate. Due to the nearly limitless manner in which subdivisions are named, not to mention the infinite manner in which this information is entered in the legal description, there needs to be some sort of quality control over the way boundaries are confirmed.

Confirming the precise boundaries of each subdivision is what this step is all about. By symbolizing (shading) the subdivision information we processed in Step 2 and overlaying the boundaries we created in Step 1, we can confidently delineate existing subdivision boundaries. For those areas where it may still be difficult to determine the exact location of the subdivision boundary, we can turn to the Assessor map book (AMB) pages to confirm our results. With these two layers and the AMB pages, we can very quickly see where we might potentially have problems. If a subdivision has a parcel shaded in a different color from the rest of the parcels within the same subdivision, this would indicate that either the information for the parcel that was gleaned from the legal description is either incorrect or the line attributes on the overlying subdivision boundaries is coded incorrectly. In the case where the shaded parcel information is incorrect (i.e., wrong shade or it doesn't match the surrounding parcels) and it falls completely within the subdivision boundary, the information in the parcel layer should be checked to insure that it is attributed correctly. If the shading appears to be correct, then the attribute for the line in the subdivision layer will need to be changed to properly reflect the correct boundaries.

Layer/Data to Use:

Before beginning with this step, a few informative facts have been listed below. First, the files and reference information that will be used in this step include the following files:

Subdivision Boundary File:	PARCEL_LINES_AAT.SHP
Subdivision polygon:	SUBDIVISION (from Flow 5.1 (Step 1))
DGN Text:	18T21TR_PAR.SHP
House Numbering Map Grid:	HNM_UNIN.SHP
Parcels:	PARCELS_CLIP.SHP (from Assessor Tax Roll)
Scanned House Numbering Maps:	
Assessor Map Book Pages	

Process:

Run the AML named codesub.aml. This aml does some data processing, then the processer is put into an ArcEdit session where the data processing is reviewed on screen. The data processing involves dissolving the Parcels_clip coverage on sub_name, converting 18T21TR_PAR.SHP to a coverage and removing extra spaces from the TEXT item. These processes will not produce the desired results everytime. That's why the following menu is displayed along with several of the data layers upon completion of the processing. The processor will now review the data looking for errors in data processing. The display will show:

DPW DGN subdivision and map reference in red.
Dissolved Subdivision from parcels_clip in blue with the outline of the subdivision in orange.
Coded subdivision labels in black with the subdivision polys outlined with a black line.

If the DPW DGN text matches the subdivision text from parcels_clip code the subdivision with that subdivision. Get the reference information from the DPW DGN text.

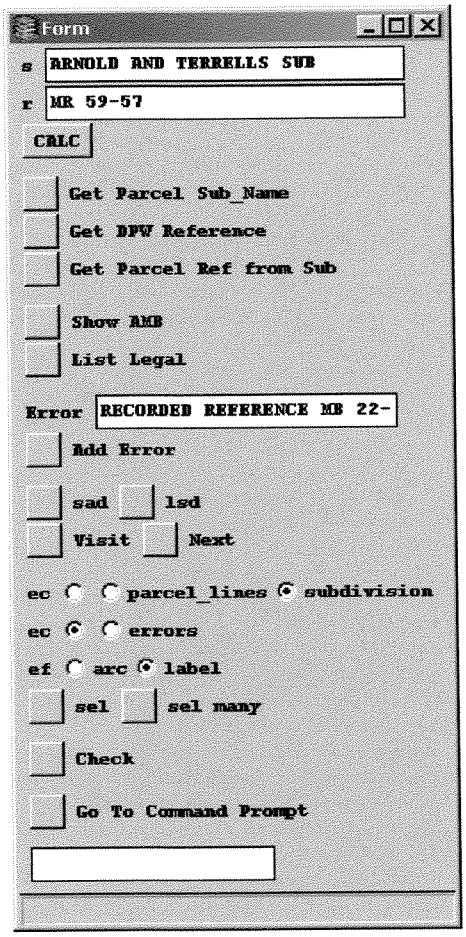
If in doubt use the Show AMB button to display the assessors map book for that area. The assessors map book is the authoritative source. There are a small number of cases were the legal description has been updated before the AMB page has been updated and these will need to be noted and the change made to the parcel_lines coverage.

If the boundary of the subdivision is wrong make the necessary coding change to the parcel_lines coverage and add an error point descrbing the change. Also make the line change in the subdivision coverage. This will usually involve changing the layer value in parcel_lines.(6 = right of way, 8 = subdivision boundary) and adding or deleting a line from the subdivision coverage.

If a subdivision has more than one reference use the latest one. Make an error for the one that you change.

Once all the subdivision data has been reviewed and coded correctly, exit ArcEdit and run codeparcels_clip.aml. This aml uses the UNION command and then uses INFO relates to code the sub_name2 item.

This menu will be used for coding the subdivision coverage items sub_name and reference:



Sub_name

Reference
Pick labels to get the sub_name and reference

Get the sub_name from the parcel_clip coverage
Get the reference from the DPW DGN coverage
Get sub_name and reference from subdivision coverage

Display the Assessors Map Book for a selected parcel
List the legal description for a selected parcel

Note for an error that is to be added

Add the error to coverage sub_question

Delete arcs Delete labels
Visit Visit Next

Select the edit coverage

Select the edit feature

Select features

Check for possible subdivision errors

Go to arcedit window
Enter an arcedit command

AMLs Used:

codesub.aml
codeparcels_clip.aml

Deliverables:

An updated subdivision polygon layer (SUBDIVISION) fashioned from the polygons created in Flow 5.1 (Step 1) and attributed with the subdivision information derived in Flow 5.1 (Step 2) that was corrected to show actual subdivisions in Flow 5.1 (Step 3). Additionally, an updated version of the PARCEL_LINES_AAT reflecting corrections that were made to the file in Flow 5.1 (Step 3) should be included. Lastly, a point coverage (SUB_QUESTION) showing those locations where changes were made to the PARCEL_LINES_AAT.

Getting Map Book, Map Reference, Record of Survey Book, Recorder's Filed Map, Record of Survey Book and Patents Book Information

Objective/Introduction:
One of the primary concerns in the Zoning Conversion and Integration Project (ZCIP) process is obtaining map recording information for county subdivisions. A subdivision is:

> *The division by any subdivider of any unit or units of improved land, or any portion thereof, shown on the latest equalized county assessment roll as a unit or as contiguous units, for the purpose of sale, lease, financing or transfer of title, whether immediate or future.*

Once land is subdivided it must be recorded with the Los Angeles County Register Recorder/County Clerk. Through time, the procedures and methods for subdividing land have changed and what is of concern here is that, along with this has come a change in the associated abbreviations used to record these subdivisions. Attributing the existing GIS subdivision layer with appropriate recording information is vital and the following procedures outline the steps in this process.

Prior to beginning with the steps below, it is essential that the subdivision layer that will be the recipient of the recording information compiled in the ensuing steps be BOTH complete (polygons cleaned) **and properly attributed with all relevant information** (i.e., Tract Map, Parcel Map, Section, and/or Rancho name and number).

Unlike the subdivision layer whose attributes were derived from the Assessor's Tax Roll, the recording information will be compiled from the CAD or dgn files obtained from Public Works. The primary problem in this process is the nature of the data itself. When converted into GIS format, instead of getting the recording information as a single source of information (line segment or record), it is instead composed of multiple line segments along with a corresponding record for each line (this will be described in further detail below).

Layers/Data to Use:

DGN text	18T21TR_PAR.SHP (from DPW)
Subdivision boundary	PARCEL_LINES_AAT (from Assessor)
Subdivision polygon	SUBDIVISION.SHP (from the Flow 5.1.3)

Process:
All of the processing described in the County's procedures have been condensed into a previous step (Flow 5.1, Step 3).

Deliverables:
A Subdivision polygon layer (from Flow 5.1) that now has the recorded reference information.

Processing Lot Information

Objective/Introduction:

Providing easy access to the information that is created in the Zoning Conversion and Integration Project (ZCIP) is one of the many goals of this project. While it is true that parcel information, and the lot (or lots) each lies on, can be plotted on maps or shown as graphics in intranet/internet applications such as GIS-NET, it is also important to be able to have direct access to this information as well. This is important since the placement of text, and the spatial relationship involved with this placement, may not have a direct relationship to the reality that actually exists. Presently, house numbering maps DO NOT provide specific legal descriptions of parcels and the lots they lie on. GIS-NET on the other hand, does provide access to the legal description but does not display the graphic information pertaining to lots. Both of these situations will be remedied through the ZCIP process.

To solve the first problem, the next version of GIS-based house numbering maps will still have the traditional lot information seen on existing house numbering maps but, in addition to this, the Assessor's tax roll, and the legal description within it, will be processed and the specific legal lot information extracted. This will be used in conjunction with subdivision information to provide GIS-NET users with the ability to type in a subdivision name and lot number which will zoom to a specific parcel and provide the user with the specific legal parcel description.

The second problem, GIS-NET missing lot graphics, will be solved by processing Public Works CAD files. These will be added as an additional layer within GIS-NET where users can turn it on or off depending on their needs.

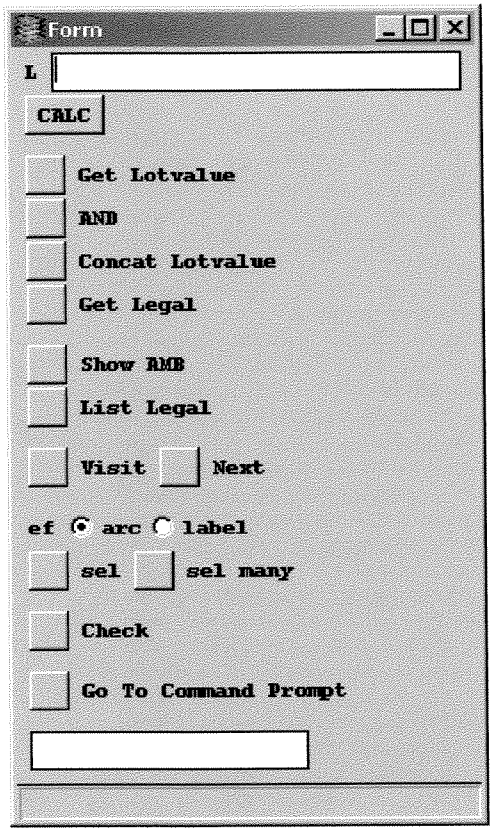
The procedures that follow outline the steps involved with extracting lot information from the Assessor's tax roll. **To ensure accuracy, the steps should be followed exactly as outlined since any deviation will not result in the desired results**.

Layers/Data to Use:

Parcels: PARCELS_CLIP.SHP (from Assessor Tax Roll)

Process:

Run CREATLOTS.aml which will process the data, per the County's directions. Legallot2 will be the legal description and legallot will be the legal description parsed to extract the possible lot value. An ArcEdit session will then be started so the user can QC the processing just completed. The following menu is displayed so that the user can make any needed changes to the lot coding:



Lot Value

Select labels to get the Lot Value

Get lotvalue from a label

Add the word AND to the Lot Value

Add another lotvalue from a label to Lot Value

Set Lot Value to the legallot2 value

Show the AMB map

List the leglalot2 value

Visit the selected features

Select the edit feature

Select features

Check for possible multiple lot values

Enter commands at DOS window

Enter a command

AMLs Used:

createlots.aml

Deliverables:

The PARCELS_CLIP coverage with an additional column (*lotvalue*) containing the lot information in the correct format.

Adding Additional Addresses

Objective/Introduction:
One of the primary concerns in the Zoning Conversion and Integration Project (ZCIP) process is the incomplete listing of addresses supplied to the Department of Regional Planning (DRP) by the County Assessors Office. In compiling their parcel database, the Assessors Office decided to list a single address per assessors parcel number (APN). Using this file to label the forthcoming zoning maps and index maps for the ZCIP would not replicate what presently exists in hard copy format nor would it provide what is desired by DRP staff. Also, since these addresses do not presently exist in the Assessor's file this, quite obviously, can and has lead to problems when searching for a parcel by address in GIS-NET. For example, if the Assessors used 102 Main St. for a particular parcel, but did not consider that there were additional addresses related to this same APN, such as 104 Main St., then searching for the latter address would result in no address being returned (this can happen, for instance, when looking for a business in an office park).

Additionally, since the Assessors Office lists within its database a five-digit numeric address column (*Housenum)* for each APN, the addresses that will be added will be a byproduct of the left-three characters in the *Housenum* field and the two-digit *Text* field in the house number graphics that have been converted from the Department of Public Works' (DPW) Microstation design files (dgn). This reason for performing these steps is that each dgn graphic representing an address has only the last two digits of each address while the DRP would prefer the full address, thereby requiring that the three additional characters be added through GIS processes from the tax roll file. Listed below are the steps that are involved in completing this task. Unfortunately, NEITHER the Assessors' tax roll file nor Public Work's dgn files are 100% accurate. This will, therefore, require that these procedures ultimately pass through quality control even after processing the steps that follow.

Layers/Data to Use:
Parcels:
PARCELS_CLIP.SHP (vector parcels clipped to the community boundary)
DGN house number lines and associated text:
52T09HOUSENUM.SHP
Centroids:
DGN_CENTROIDS (derived from 52T09HOUSENUM.SHP)

Process:
Address Creation

1. Run aml createaddress. Createaddress.aml does some data processing then starts an ArcEdit session where corrections and additions to the addresses are made.

    a. Converts address shapefile 52t09housenum.shp to coverage address.
    b. Add items arrow, baddgn, newdgn and dgnfraction to address.aat.
    c. Moves '<' and '>' characters from text field to arrow field.
    d. Removes blank spaces from text field.
    e. Checks for address lines that cross parcel boundaries, if any are found, the user places the entire line in the correct parcel.

(The QC of the above steps takes place during the ArcEdit session that starts upon completion of the processing steps.)

f. Calc baddgn = 1 for text values that contain alpha characters.
g. Calc baddgn = 2 for text values greater than two characters in width.
h. Calc baddgn = 3 for addresses that are in a parcel that has more than one address in it
i. Additem nohousenum to parcels_clip.pat and calc nohousenum = 1 for parcels that have a DPW address line in them but do not have an Assessor housenum value.
j. Additem nodgnaddress to parcels_clip.pat and calc nodgnaddress = 1 for parcels that have a Assessor housenum value but do not have a DPW address line in them.
(The steps f thru j, are necessary to create the address error coverage.)
k. An arcedit session will be started and the codeaddress menu will be displayed(see below).

From the command prompt in ArcEdit, user should select address lines that have a baddgn value of 1, 2 or 3 and fix them.

Also, parcels with no house number and no dgn address should be selected by clicking the appropriate button on the menu and then fixed.

2. While still in arcedit run findnostreetname to find parcels that have an address but no streetname value. Fix these parcels.
3. Save work and exit arcedit.
4. From the arc prompt run aml findwrongaddress. This will find the parcels that have an address that is different from all of the address line values that are in that parcel. An arcedit session is started and the codeaddress menu is opened so the user can fix them. Fractional addresses are processes during this ArcEdit session via the menu.
5. Run aml addcodes2addressr. This will add items ain, housenum, fraction, direction, streetname, and unit_num to address.aat by overlaying the address coverage with the parcels_clip coverage. Also, adds items hn_number, hnum and saadr to address.aat. Hn_number is set equal to the first three characters of housenum and the text field. Saadr is set equal to hn_number, fraction, direction, streetname, unit_num. Then double spaces are removed from saadr. Hnum is set equal to the arrow value and the hn_number value. If arrow = "<" then the arrow comes before hn_number and if arrow = ">" then it comes after hn_number.
6. From the arc prompt run aml fix90. This will find parcels that have an address greater than 89 and another address less than 50. An arcedit session is started and the codeaddress2 menu (see below) is opened so the user can fix them.
7. From the arc prompt run aml fixcorner. This will find all parcels that contain address lines whose angles differ by more than 10 degrees. An arcedit session is started and the codeaddress2 menu is opened so the user can fix them. An issues here is cul de sacs. Cul de Sac parcels usually have only one address, but, if they have more than one, it can quickly be checked using the visit tool.

8. After all addresses have been fixed, create coverages of address fixes:

   A. Dgn_additions – run aml createdgn_additions, this will select all addresses from the corrected address coverage that do not have an address match in parcels_clip.

   B. Dgn_bad – reselect from the address coverage all arcs that have a baddgn value = 1.

   C. Dgn_no_street – run aml createdgn_no_street, this will select all address lines that are within a parcel from a copy of the parcel coverage that did not have street names corrected. Intersecting address lines are delt with in step 1e.

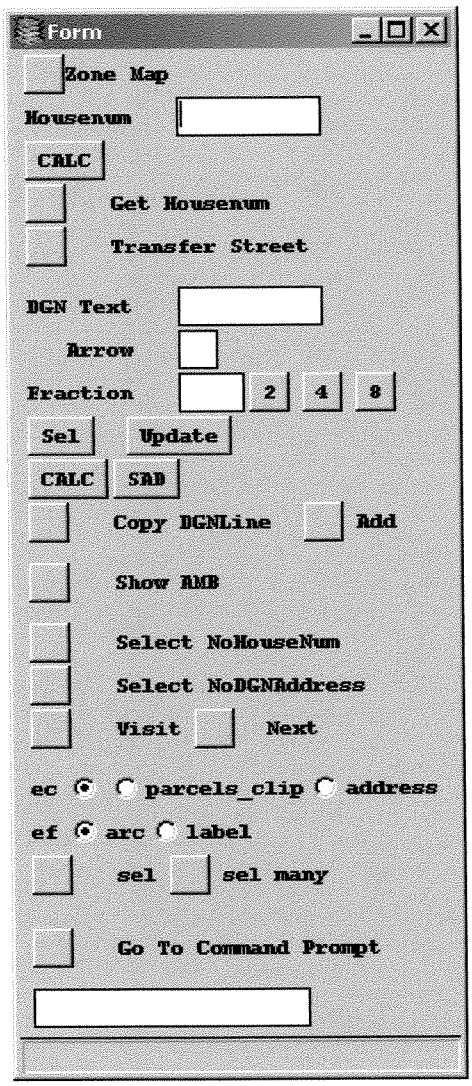
   D. Dgn_suspect – reselect from the address coverage all arcs that have a baddgn value = 2.

   E. Dgn_new – run aml createdgn_new, this will find corrected address lines that lie in a parcel that has an address but didn't have an address line in it from the original address coverage

   F. dgn_no_house – run aml createdgn_no_house, this will select parcels from the original parcels_clip coverage that do not have an address but do have an address line in them

Menus

Codeaddress



Displays zoning/house numbering maps

Sets the housenum value for parcels_clip

Selects parcels that will get the entered housenum value (any parcel that needs it's housenum changed).
Gets housenum from address line (last 2 numbers) and parcel polygon (first three numbers).
Transfers direction, and streetname from one parcel polygon to another.

Text value for an address line.

Arrow value for an address line.

Fraction value for an address line. 2,4,8 sets fraction value to 1/2., ¼ or 1/8.

Selects an address line, Updates input boxes to selected adresss line values.

Copies an address line, Adds an address line

Displays assessors map book.

Selects parcels with no (Assessor) housenum that have a (DPW) address line.

Selects parcels that have an (Assessor) housenum but no (DPW) address line.

Loads selected features for visiting, Goes to Next feature.

Sets the edit coverage.

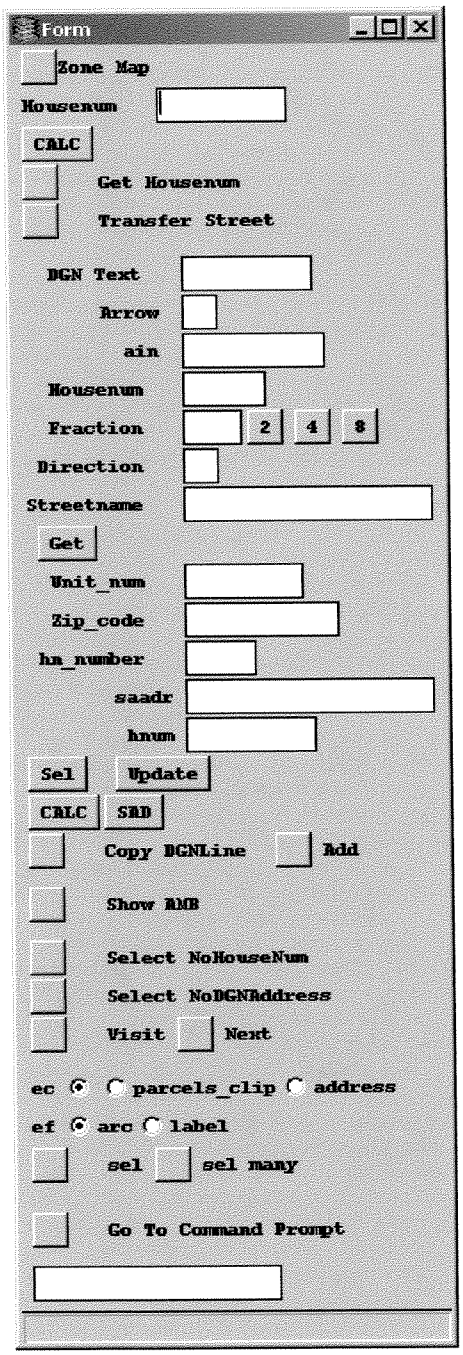
Sets the edit feature.

Selects features.

Enter commands from dos window

Enter a command.

Codaddress2



Displays zoning/house numbering maps
Sets the housenum value for parcels_clip

Selects parcels that will get the entered housenum value. .(those missing Assessor info?)
Gets housenum from address line (last 2 numbers) and parcel polygon (first two numbers).
Transfers direction, streetname, zipcode from one parcel polygon to another.
Text value for an address line.
Arrow value for an address line.
AIN value for an address line.
Housenum value for an address line.
Fraction value for an address line. 2,4,8 sets fraction value to 1/2., ¼ or 1/8.
Direction value for an address line.
Streetname value for an address line.

Gets the streetname from an address line.

Unit_num value for an address line.

Zip_code value for an address line.

Hn_number value for an address line.

Saadr value for an address line.

Hnum value for an address line.

Selects an address line, Updates input boxes to selected values.
Selects features to get current values, deletes arcs
Copies an address line, Adds an address line

Displays assessors map book.

Selects parcels with no housenum that have an address line.

Selects parcels that have a housenum but no address line.

Loads selected features for visiting, Goes to Next feature.

Sets the edit coverage.

Sets the edit feature.

Selects features.

Enter commands from dos window

`Enter a command.

AMLs Used:

createaddress.aml
findnostreetname.aml
addcodes2addressr.aml
fix90.aml
fixcorner.aml
createdng_additions.aml
createdgn_no_street.aml
createdgn_new.aml
createdgn_no_house.aml

Deliverables:

- DGN_ADDITIONS – Addresses missing from Assessor Tax Roll
- BAD_DGN – dgn centroids showing DPW data entry errors
- DGN_MISSING_STREETNAME – dgn centroids that did not get a street name in the spatial join process
- SUSPECT_DGNS – dgn centroids with more than the standard 2-digit address Public Works uses for their address
- NEW_DGN – Parcels with an Assessor address but without a corresponding Public Works house number segment
- DGN_NO_HOUSENUMBER - Parcels without an Assessor address but with a corresponding Public Works house number segment
- ADDRESSES – Final list of all addresses.

Creating the Zoning Layer

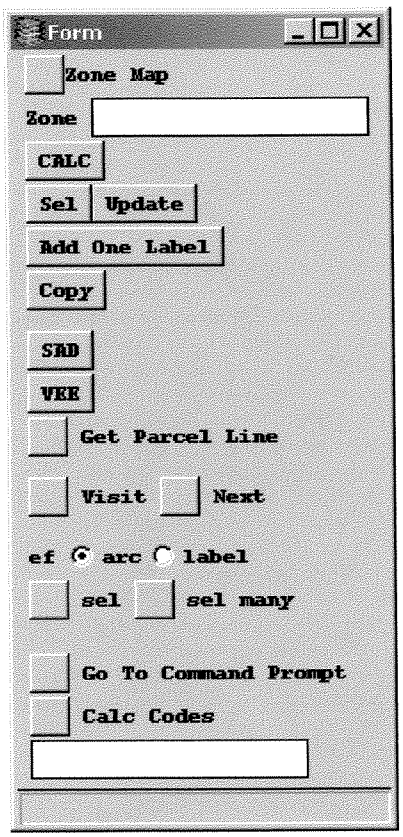
Objective/Introduction:
The zoning layer has to be created for each community. This layer will be created from block faces and then edited to include parcels split by more than one zoning category. The scanned HNMs, old maps and fly sheets will be used to create the layer. The Zoned District files available at DRP will be used to verify some areas with regards to zone changes.

Some areas have zoning layers that were created in the late 1990's but not updated since. Also, these layers were created with zoning going to the centerlines of streets and on a slightly different parcel base (not as accurate). This layer could be used as a background layer and as a guide mostly.

Layers/Data to Use:

Parcels	PARCELS_CLIP.SHP (vector parcels clipped to the community boundary)
Image files	Scanned maps as geo-referenced image files

Process:
Run the aml called CREATEZONE. This aml creates an empty coverage called ZONE with the following polygon attributes: zone, symbol, z_name, z_desc, z_id. An ArcEdit session is started to add features to he zone coverage. The zone map can be displayed in the background. The parcel lines are also displayed. The user can select the parcel lines that define a zone or add a line if the zone boundary does not follow the parcel boundary. Labels will be added and coded with the correct zone value as displayed on the zone map. After labels are coded with the zone value the other items symbol, z_name, z_desc can be automatically populated using the button provided on the menu.



Display a zone map
Zone value
Select labels to get the zone value
Sel a feature;Update zone value in input box
Add a label
Copy labels
Delete an arc
Edit Vertices

Get a parcel line
Loads selected features for visiting, goes to next feature
Select editfeature
Select feature

Enter commands in DOS window
Calc items symbol, z_name, z_desc from value of zone item.
Enter a command

When coverage is ready to deliver run aml zoneid to set the z_id value.

AMLs Used:
createzone.aml
codezone.aml
zoneid.aml

Deliverables:
A zoning layer called ZONING with the following columns *ZONE*, *SYMBOL*, *Z_NAME*, *Z_DESC*, and *Z_ID*.

The columns/items for the layer should be in the following format (examples in parenthesis):
ZONE – 30 30 C (Example: 'R-1-30000')
SYMBOL – 3 3 I (Example: '82')
Z_NAME – 15 15 C (Example: 'Zone R-1')
Z_DESC – 50 50 C (Example: 'Single Family Residential')
Z_ID – 6 6 C (Example: '020001') – this field will be unique for each zoning polygon.

FLOW 5.6

Manipulating C-TRACK Data into a Usable Labeling Format

Objective/Introduction:
Integrating the Department of Regional Planning's case tracking database (C-TRACK) into the GIS Section's existing GIS-NET intranet application and incorporating the data, as is, into a usable GIS format presents a number of problems. The DRP will address many of these issues including assigning APNs to each C-TRACK case. All subsequent work (listed in the steps below) will be the responsibility of the contractor.

Integrating (all) C-TRACK information into a GIS format centers on a very simple matter, the presence (or absence) of the Assessors Parcel Number. With this 10-digit number, any and all information associated with it can be mapped and/or analyzed. Without it, the exact obvious results. Using the only other potentially logical attribute to integrate the data, the address field, yields results that are so poor that they use are not worth serious consideration (0% to .4% out of 100% matching instances). The obvious solution for the DRP is to search for the APN by using the existing case address information and checking for an APN by using GIS-NET. For those cases lacking sufficient address information or those that cannot be found using GIS-NET, the original case file should be pulled to obtain the APN (preferably). Once all 10-digit APNs have been added to each case, the process of integrating the information can begin.

Layers/Data to Use:

C-TRACK:	DBASE file with multiple case entries for the same APNs (by community/phase)
Parcels:	PARCELS_CLIP.SHP (from Assessor Tax Roll)

Process:
Our AML will process the dbase file containing the C-TRACK data so that an Info file is produced. Info Items will be created for each occurance of a C-Track entry found for each APN record. Therefore, some records will have only the first case item filled, while other records may have multiple items containing case entries. The new Info file will be related to the parcel polygon coverage via the APN item, which is in both files. The re-formatted C_TRACK data can easily be converted to annotation and placed correctly on the maps.

AMLs Used:
createctrack.aml

Deliverables:
A coverage named CTRACK with unique values in the APN field along with multiple columns representing the case information that originally resided in a single column. This file will eventually become part of the annotation in Flow 18.

Street Centerlines

Objective/Introduction:
Of the various CAD layers existing on the Department of Public Work's House Numbering Maps, one of those that will be maintained, yet modified, are STREET CENTERLINES. The presence of STREET CENTERLINES have varying degrees of importance in that they sometimes define zoning boundaries, have an affect on determining setbacks and/or assist in general orientation.

Public Works maintains four separate CAD layers that collectively make up their centerline collection. Unfortunately, because these lines exist in separate layers the line work from one layer can **overlap** with a line from one of the other layers. Obviously, since the CAD data is being transferred into a GIS format, this type of error is not permissible. On other occasions, there are lines in separate layers that have been created in a way in which the end result is that there are actually two lines representing the right of way - and they **don't overlap**. They are side-by-side and in all reality are meant to represent the same location but - they do not. Another problem with the CAD (centerline) data is that some streets are missing centerlines entirely. In each of the instances described above, the centerlines will need to either be deleted (**overlap**), defined (**don't overlap**) or added (**missing**) so that the end result is a centerline layer with one centerline representing each street centerline.

There are several ways to identify streets with multiple centerlines. Among them, visual checking might be the easiest way to identify the location of the errors.

Layers/Data to Use:

Centerlines, Street (Record)	13C02STRT_C_1 .SHP (from DPW)
Proposed Centerlines	13C03PROP_C_1.SHP (from DPW)
Digitized Centerlines – Non Precise	13C09DIGZ_C_1.SHP (from DPW)
All Other Centerlines	
(Precise Database) RR, FCD, SCE	13C01OTHER_C_1.SHP (from DPW)
Parcels	PARCELS_CLIP.SHP (from DRP)
Community Boundary	COMM_BDY (from DRP)

Process:
Our AML, CREATECENTERLINE.aml, is run first. This AML converts the four shapefiles into ARC coverages and then merges them together. The combined arcs are then clipped by the community boundary. A new set of arcs are created from the parcel block-faces by extracting those arcs then using ARC's centerline command. Where no centerline is present in the merged coverage, the arcs can be pulled from the centerline command created coverage.

The CREATECENTERLINE.aml starts an ARCEDIT session upon completion. The user then processes the coverage by removing overlapping centerlines, side-by-side duplicate centerlines and adds all missing centerlines.

AMLs Used:
createcenterline.aml

Deliverables:

A single street centerline coverage (CENTERLINE) created from the four original centerline files, which should have the same number of columns (attributes) as the ones that were originally delivered.

Updating the Highway Plan Layer

Objective/Introduction:
The Master Plan of Highways has been a layer used by the GIS Section for some time and was updated to a GIS format in the 1990's with cooperation from the Department of Public Works. It was developed from the ETAK street base originally but migrated to follow the alignment of Thomas Bros. streets in the late 1990's. The goal is to update the Highway Plan layer (slightly) so that the segments follow that of the street centerlines layer from the Department of Public Works. These lines are much more accurate in terms of "center" of the street than are the Thomas Bros. alignments.

Layers/Data to Use:

Highway Plan	HWY_PLAN.SHP
Centerlines	CENTERLINES.SHP (created in Flow 5.7)

Process:
Run the AML titled CREATEHWY_PLAN. The AML converts the Hwy_Plan shapefile to a coverage, then starts an ArcEdit session. The snap environment is setup and the user begins moving the Hwy_Plan arcs to match the centerline arcs.

AMLs Used:
Createhwy_plan.aml

Deliverables:
An updated Highway Plan coverage (HWY_PLAN) that follows the street centerlines. The layer delivered should have the same items (columns) as the one received.

Updating layer for School Names Text

Objective/Introduction:
School names are included on the HNMs to label the location of public and private schools. The layers originate from the Department of Public Works and will be checked and updated in this process to include as accurate information as possible. Sometimes another name will be included in the layer by mistake or the name of a school will be missing. Use two other layers from DRP's GIS in an attempt to update this layer.

Layers/Data to Use:

Private School Text	32T07PRIV_SCH (from DPW)
Public School Text	32T04PUB_SCH (from DPW)
Cultural Points	CLTP.SHP (from Thomas Bros.)

Process:
Run the CREATET_SCHOOLS.AML. The aml converts the shapefiles into coverages, then merges the two school coverages. An ArcEdit session is started with the draw and back environments setup. The user then updates the school names by visually inspecting the entire coverage.

AMLs Used:
createt_schools.aml

Deliverables:
A coverage called T_SCHOOLS with the corrected school names.

FLOW 5.10

School Buffer Line Adjustment

Objective/Introduction:
It is well known, that areas within a 1,000 ft distance from schools have strict land use regulations concerning certain types of businesses. These areas are buffer zones that are measured from school parcel boundaries outward for each location. The Department of Public Works (DPW) creates these buffers in CAD format and maintains them in their 'precise database'. Unfortunately, at times, these lines are somewhat inaccurate, especially when the parcels that schools lie upon have an irregular shape. Additionally, it has been discovered that there are occasions where Public Works does not include the entire circumference of a buffer, having ½ the buffer instead. Based upon these two reasons, school buffer polygons will need to be recreated for this project.

Layers/Data to use:

School Buffer Zone Boundary	32C05SCH_BUFF.SHP (from DPW)
Public school name text	32T04PUB_SCH.SHP (from DPW)
Private school name text	32T07PRIV_SCH.SHP (from DPW)
School Buffer Zone Boundary text	32T21SCH_BUFF.SHP (from DPW)
Cultural feature point	CLTP.SHP (from Thomas Bros.)
Parcels	PARCELS_CLIP.SHP (from Assessor)

Process:
First the user runs the AML titled CREATESCHOOL_BUFFER. This aml will convert the shapefiles into coverages and then setup an ArcEdit session where the user will select the parcels defining the school boundaries. These parcels will be PUT into a new coverage called SCHOOL_PARCEL. A second aml is run called CREATESCHOOL_BUFFERFINAL, which creates the buffer polygons around the school parcels.

AMLs Used:
createschool_buffer.aml
createschool_bufferfinal.aml

Deliverables:
A school buffer coverage (SCHOOL_BUFFER) with 1000 foot buffers (the buffer area includes the area inside the school parcel) extending from school parcel boundaries outward.

Updating layer for School Buffer Text

Objective/Introduction:
School buffers are included on the HNMs in a 1,000' radius. Text is generated from the Department of Public Works that identifies the boundary as a 1,000' buffer and labels it with 'AB3205' which is the law which requires the County to include such a buffer.

The objective is to update the school buffer text layer so that the text follows the buffers from the school buffer layer (that may or may not have been modified in Flow 5.10). The original file for the buffer and text were created by the Department of Public Works. Since updates have been made the layer should be reviewed as well.

Layers/Data to use:

School buffer text	32T21SCH_BUFF.SHP
School buffer (bdy)	SCHOOL_BUFFER (updated in Flow 5.10)

Process:
Using ArcInfo Workstation's ArcEdit, move the placement of the line segment (used for annotation of the school buffer) to follow that of the updated school buffer boundary. The column that has the information for the text annotation is called *TEXT*.

AMLs Used:
none

Deliverables:
An updated school buffer text coverage (SCHOOL_BUFFT) that follows (more closely) the school buffer boundary. The value in the column *TEXT* should be what is to be annotated on the finished map.

Updating layer for Civic Names Text

Objective/Introduction:
Civic names are included on the HNMs to label the location of items such as fire stations, civic centers, parks, libraries and such. The layer originates from the Department of Public Works and will be checked and updated in this process to include as accurate information as possible. Sometimes a school name will be included in the layer by mistake or the name of a park or fire station will be missing. Use two other layers from DRP's GIS in an attempt to update this layer.

Layers/Data to Use:

Civic Text	18T18MUNICI.SHP (from DPW)
Cultural Points	CLTP.SHP (from Thomas Bros.)
Ownership	OWNA.SHP (from Thomas Bros.)

Process:
Run CREATECIVIC_NAMES.AML to convert the shapefiles to coverages. Schools, if present, will be removed from the CIVIC_NAMES coverage by the user during the ArcEdit session. The data is visually checked, there is a small of data on screen, and School names if found are deleted. Also, where features are not found in CIVIC_NAMES but are present in either CLTP or OWNA, they can be added and attributized. Post Offices or Chamber of Commerce features will not be captured.

AMLs Used:
createcivic_names.aml

Deliverables:
A new coverage called CIVIC_NAMES that is derived from 18T18MUNICI.SHP with updates for missing or otherwise incorrect data. The main attribute in the coverage that needs to be correct is the field called *TEXT*.

FLOW 5.13

Easement Line Adjustment

Objective/Introduction:
The Los Angeles County Assessor maintains a parcel-level database/coverage derived from the Department of Public Works CAD-based House Numbering Maps (HNMs). While the Assessor's files are not an exact replica of the HNMs in their totality, they do reflect all city boundaries, rights-of-way, subdivision boundaries, lot lines, cut/deed lines, and tax rate area lines in the County. However, since many of the arcs representing the features described above are spatially coincident, the Assessor coded the features in their derived layer in a hierarchical manner – coding the line work they extracted in the order of its importance. Left out of this file to a large extent though, were easement lines, where the Assessor decided to include only a small proportion of these features. Unfortunately, since the Department of Regional Planning uses this same parcel line coverage, the easement lines left out by the Assessor will need to be added. Theoretically, the CAD layer and Assessor files should be exactly the same, save for new line work additions that are in the processing pipeline and the missing easement lines. Unfortunately, this isn't the case. To correct existing easement line errors in the present coverage, the parcel coverage from the Assessor will be compared to the easement line coverages (see below) and modifications and/or deletions will be made.

Layers/Data to use:

Debris Basin Easement	22C01FLOODEAS (from DPW)
Temporary easements & abandonments	22C09MINOREAS (from DPW)
Major utility/transmission easement text	22C02UTILYEAS (from DPW)
Riding & Hiking Trail Text	22C06HIKINEAS (from DPW)
Parcels	PARCELS_CLIP.SHP (from DRP)

Process:
The processor will launch the program CREATE_EASEMENT.AML, which will convert the four shapefiles listed above into coverages. The arcs from these four coverages will be merged into one coverage and then an ArcEdit session is started. Listed below are the types of errors that will be encountered in this process, and below each error, is a description of what should be done with the problem.

Errors/Solutions:

1. Easements in the Assessor's file is absent in the merged easement layer
   - ➢ Okay, no edits needed
2. Easement line in the merged layer is absent from the Assessor's file
   - ➢ Okay, no edits needed
3. A line from each file, representing the same feature that <u>are spatially coincident</u>
   - ➢ Delete the line in the **merged easement layer**
4. A line from each file, representing the same feature, <u>are not spatially coincident</u>
   - ➢ Delete the line (or portion thereof) in the **merged easement layer.**

AMLs Used:
create_easement.aml

Deliverables:
An updated easement coverage, C_EASEMENT, that shows those easement lines missing from the PARCELS_CLIP coverage and which has three attribute fields: *Shape, Level,Color.*

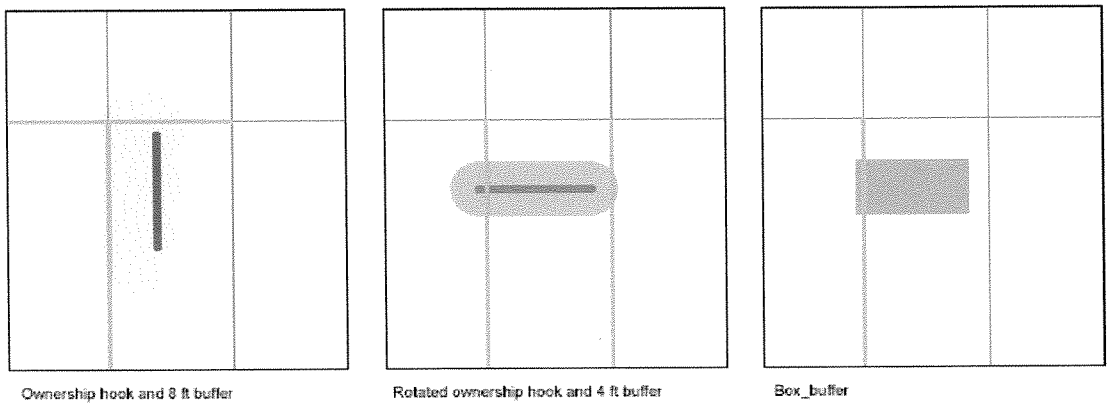
FLOW 5.14

Ownership Hooks

Objective/Introduction:
Ownership hooks are CAD features (basically, lines with attributes) created by the Department of Public Works (DPW) that signify that two adjacent lots have a single owner. These features should be spatially coincident with the line that separates the two areas they are supposed to connect (either a lot line or a subdivision line). However, in creating these features, the DPW did not place these line segments on the lot line or subdivision line. Thus, there is a need to recreate these segments to make them spatially coincident. The method that we will use will call for us to:

1. Create a buffer around each line segment.
2. Rotate the line segment and create a second, smaller buffer to clip the first buffer
3. Use this remaining buffer to **select** the intersecting lot lines (or subdivision lines) and export the selected features to a new shapefile.

However, there are issues to be concerned with here. One problem is that some of the buffers that are created will be so close to the corner of a lot or to multiple lot lines that the buffer will clip unnecessary lines (as in the example below left and middle). To avoid this problem, the buffer should be rectangular in shape and perpendicular to the original ownership hook and its overall length should be smaller. An example of the buffer required for this task can be seen below on the right.



Layers/Data to use:

Community boundary (polygon)	COMM_BDY.SHP (from DRP)
Community boundary (line)	
Ownership hooks	20T05OWNHOOKS.SHP (from DPW)
Lot line	20T19LOT_PR.SHP (from DPW)
Subdivision line	PARCEL_LINES_AAT.SHP (from Assessor)
Vacated street sideline	18C09VAC_ST_L.SHP (from DPW)
House Numbering Map Grid	HNM_UNIN.SHP (from DRP)

Process:

1 – Performed flow 5.16 first so we could use the final version of the vacated streets sideline coverage.

Run Createownhooks.aml to:

2 – Convert 20t05ownhooks.shp to coverage 20t05hooks.

3 – Combine subdivision, vac_st_side, 20t19lot_pr.shp and parcel_lines into one line coverage called line_merge.

4 – Delete lines from line_merge that are coincident with lines in parcels_clip. Additem hook to line_merge.

5 – Compute the midpoint and angle of each arc in 20t05hooks.

6 – Edit coverage line_merge. Use the angle and midpoint computed in step 5 to create a selection box at a 90 degree angle from the midpoint of the 20t05hooks line. First make the box eight feet long and one foot wide. If one arc is selected from line_merge calc its hook value to 1. If no arc is selected then increase the length of the box to 10 and then 15 feet. If still no line is selected then write the record number of the 20t05hooks line to a file so it can be checked later.

User will:

7 – Check all 20t05hooks for which a line in line_merge was not selected. If a line in line_merge can be found for the hook calc its hook value to 1. If the 20t05hooks line is an error put it in coverage badhook.

Run Createhook_points to:

8 – Create a point at the center of each line in line_merge that has a hook value of 1.

Run Createfinal_hooks.aml to:

9 – Buffer the points with a distance of 2.5 feet.Question back to DRP is whether this distance will be sufficient for all hooks? Use the buffer coverage to clip line_merge forming coverage own_hooks.

User will:

Check hooks that are on arcs that cross a map sheet boundary to make sure they are within 50 feet of the edge so they will show up on both maps.

Run missinghooks.aml to:

10 – Select lines from parcel_lines and subdivision that should have a hook on them.

User will:
Verify that the lines do need a hook and put them in coverage badhook. Set missing value to 1 for these arcs.

AMLs Used:
createownhooks.aml
createhook_points.aml
createfinal_hooks.aml
missinghooks.aml

Deliverables:
Coverage own_hooks; an ownership hook layer with features that are spatially coincident with either a lot line, subdivision line, vacated street sideline, or community boundary. These line segments will be modified with ArcInfo to add the ownership hook markersymbol to each line segment.
Coverage badhook showing ownership hook errors.

FLOW 5.15

Processing the Assessor MapBook Index

Objective/Introduction:
The Los Angeles County Assessor's Office maintains a library of information referred to as Assessor map books. This voluminous collection of information was fortunately compiled in such a way that identifying parcel-related facts and figures is relatively easy. Each parcel within the County has what is called an Assessor Parcel Number (APN), a number similar to something like a Social Security number. Each APN is ten-digits in length with the first 4-digits (the mapbook number) forming the Assessor Map Index. The Index was created to facilitate the process of retrieving information concerning each parcel. Since each parcel has this 10-digit number, the boundaries for each mapbook can be derived through GIS processes. Then again, extracting the first four digits and then dissolving the parcels based on this mapbook number, would exclude those areas that are in the right-of-way. Fortunately, we can start with a layer (AMB_INDEX.SHP) that was previously created. Sadly, since the index was created at a county level scale, the accuracy of the index map boundaries is somewhat lacking. In the majority of instances where it is necessary, existing index boundaries will have to be realigned so that they reflect the corresponding street centerline feature. In the remaining cases, where mapbooks are divided by parcels or subdivision boundaries, linework will have to be moved to these locations.

Layers/Data to Use:

Assessor Map Book Index	AMB_INDEX (from Assessor)
Street Centerlines	CENTERLINES.SHP (created in Flow 5.9)
Parcels	PARCELS_CLIP.SHP (from DRP)

Process:
Run CREATEAMB_INDEX.AML to prepare the data needed to update the amb_index coverage. An ArcEdit session is started by the AML and the processor then moves arcs to match the displayed backcoverages.

AMLs Used:
createamb_index.aml

Deliverables:
An updated Assessor Map Book Index coverage (AMB_INDEX) that follows the street centerlines, parcel boundaries or subdivision boundaries where appropriate. The layer delivered should have the same items (columns) as the one received.

FLOW 5.16

Vacated Street Sidelines Adjustment

Objective/Introduction:
The Department of Public Works maintains a CAD related database that they refer to as their 'precise database'. Among the many layers of information in this file, one that is of interest to the Department of Regional Planning (DRP) is referred to as 'vacated street sidelines'. While these features are small in number, Regional Planning believes there is a need to continue to show these features on any zoning or house numbering maps produced in the future. Since the DRP uses the parcel database file that the Assessor extracted from Public Work's CAD files, it will be very easy to identify the small number of vacated street sideline discrepancies left out when the Assessor processed the file. This can be done through a simple overlay process whereby the Assessor's parcel coverage will be draped over the vacated street sidelines. Any remaining vacated street sidelines that are visible can be selected and exported as a new shapefile.

Layers/Data to use:

- Parcel and Subdivision shape file — PARCEL_LINES_AAT.SHP (from Assessor)
- Vacated street sideline shape file — 18C09VAC_ST_L.SHP (from DPW)

Process:
The processes involved with editing the vacated street sideline coverage are simple. Since there appears to be a small number of these features that are not coincident with a corresponding parcel feature, visual checking and editing is the best method to use to find these features. Run CREATEVAC_ST_SIDE.AML which will convert the shapefile into a coverage and begin the ArcEdit session. Visually check through the coverage looking for vacated street sidelines that are not covered by a parcel arc. Select these arcs and put them into the vac_st_side coverage.

AMLs Used:
createvac_st_side.aml

Deliverables:
An updated vacated street line coverage (VAC_ST_SIDE) that shows those lines missing from the PARCEL_LINES_AAT.SHP shapefile and which has three attribute fields: *Shape, Level, Color.*

FLOW 5.17
And
FLOW 5.18

Creating Annotation for All Layers

Objective/Introduction:
Several layers of information that will be required on the maps are not currently in an annotation format. To get the annotation for these layers onto the map, each of these layers needs to first be labeled in the GIS software and then be converted to annotation. These layers do not need to be corrected or checked for accuracy and will be considered good "as is".

Layers/Data to Use:

Sewage books text	52T10SEWER_TXT.SHP (from DPW)
Survey reference text	18T30SURVYREF.SHP (from DPW)
Lots	20T19LOT_PR.SHP (from DPW)
Street widths text	16T05STRWIDTH.SHP (from DPW)
Setbacks text	52T03SETBACK.SHP (from DPW)
Street names text	STREETS_INT.SHP (from Thomas Bros.)

Process:
Run aml createanno for each mapsheet to create an annotation layer , a_%mapsheet% in coverage zcipanno. Run aml fixanno to check for and correct any annotation placement problems.

AMLs Used:
createanno.aml
fixanno.aml

Deliverables*:
Coverage zcipanno which will contain an annotation layer for each mapsheet that will have text for the following layers:

AS IS LAYERS	OTHER LAYERS
Sewage books text	Subdivision & map reference text
Survey reference text	Short APN
Lots	House numbers
Street widths text	Zoning
Setbacks text	School names
Street names text	Civic names
	Easements
	AMB page text
	C-TRACK text

* **Note:** This deliverable is an internal process to be used to complete task 3.2.19 (Creating a program to create new zoning maps and actual printing and delivery of all maps).

FLOW 5.19

Creating New Zoning Maps

Objective/Introduction:
The zoning maps will be the final output for one large portion of the ZCIP. The maps to be created have many layers of GIS information, as well as reference information, notes and other text.
The following items need to be included on the map:

A) Main map window (41" x 31")
B) Title box
C) Legend box
D) Disclaimer and notes
E) Index Map (for reference to other zoning maps)
F) Vicinity Map (for reference to the surrounding areas)
G) Logo box (for logos, north arrow, scale bar and miscellaneous notes)
H) Reference to adjacent map sheet (in four places)

Layers/Data to Use:
The data to use for the main map window will be all of the deliverables from the previous tasks (1 to 18). For items B to H above, other information to be included on the map will be constant except for the items that are unique to each map (this is described more in 'Process' below).

Process:
We created an AML to produce each map per the specifications listed below.

The requirements of the map are as follows:

Map size (box around all other elements): 55" wide by 33" high
Main map window (A): 41" wide by 31" high
Title box (B): 12" wide by 7" high
Legend (C): Must have every map element (even if the layer is not shown on the particular map)
Disclaimer and notes (D): Will be the same on every map
Index Map (E): 5" wide by 5" high (will highlight current map and show "Area Mapped")
Vicinity Map (F): 5" wide by 5" high – scale can vary (will show box for current map and show "Area Mapped")
Logo Box (G): 12" wide by 4" high – name of map and date printed will vary. All other information should remain the same.

Each map will have a unique map extent for the main map window. A list of map extents will be provided for each map. Title will be in the same place for each map but obviously the name itself will change. This box also has some text related to specific layers that encompass the entire main map extent. The legend box will be the same for each map and include a section for the Disclaimer and some notes. The Index map will be slightly zoomed out from the extent of the main map and show the zoning map grid with some other background layers (streets, community & city names and the extent rectangle). This Index map will change for each Zoning Map because the extent rectangle (showing the location of the current map) should be in the center of the Index map. The Vicinity map will show the extent of the entire community and some neighboring communities with some background layers (freeways, highways, arterials, community & city names and extent rectangle). This Vicinity map will be the same for every Zoning Map in a particular community (i.e. all the maps in Altadena will have the same Vicinity map extent with the extent rectangle the only thing being different). The logo box will have the DRP logo, County logo, north arrow, scale bar and notes about the source of the data. Two small lines of text just below the logo box will give the date the map was printed and the name of the file that was used to create the map. This information will obviously be different for each map. Around the edges of the main map extent there will be references to adjacent map sheets. This text and small markers will be in the same location for each map but will also change according to which maps are adjacent to the current map.

A good map will not only look good in printed form but the AML used to create it should be clearly organized. Also, any automation of processes for the items on the map that do change is encouraged.

AMLs Used:
zcipmap.aml

Deliverables:
Hard copy maps will need to be produced. The AML for each map type needs to be provided. All associated files such as legend files, text files or scripts need to be included as well (if necessary). The data coverages that are created for the map product itself need to be provided (i.e. each map will have one annotation layer). All other data layers should have been delivered from their respective tasks.

APPENDIX A

Los Angeles County provided Materials

TECHNICAL SPECIFICATIONS APPENDIX A - DRP PROVIDED DOCUMENTS

Appendix A contains materials that have been supplied by Los Angeles County, Department of Regional Planning (DRP). These materials pertain to the conversion and integration of Los Angeles County data layers. The Appendix is broken into sections based on how the original material was delivered to AIS.

LIST OF EXHIBITS APPENDIX B

Exhibit 1 - Diagram of Zoning Administration Database Scheme

Exhibit 2 - Flows Diagram

Exhibit 3A - Proposed Zoning Maps

Exhibit 3B - Proposed Index Maps

Exhibit 4A - Inventory Map 1

Exhibit 4B - Inventory Map 2

Exhibit 4C - Inventory Map 3

Exhibit 4D - Inventory Map 4

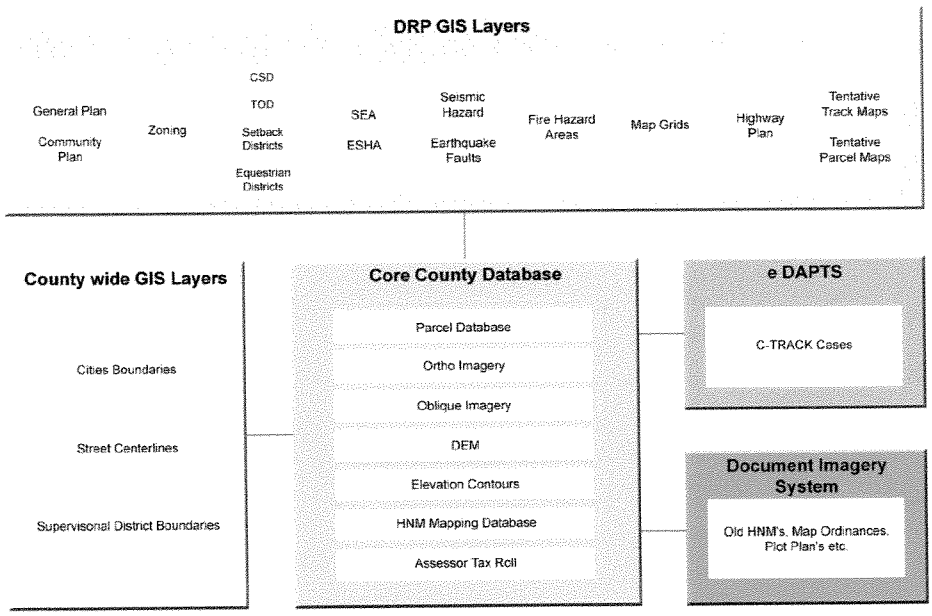
Exhibit 4E - Inventory Map 5

Exhibit 5 - Flow 5 Diagram

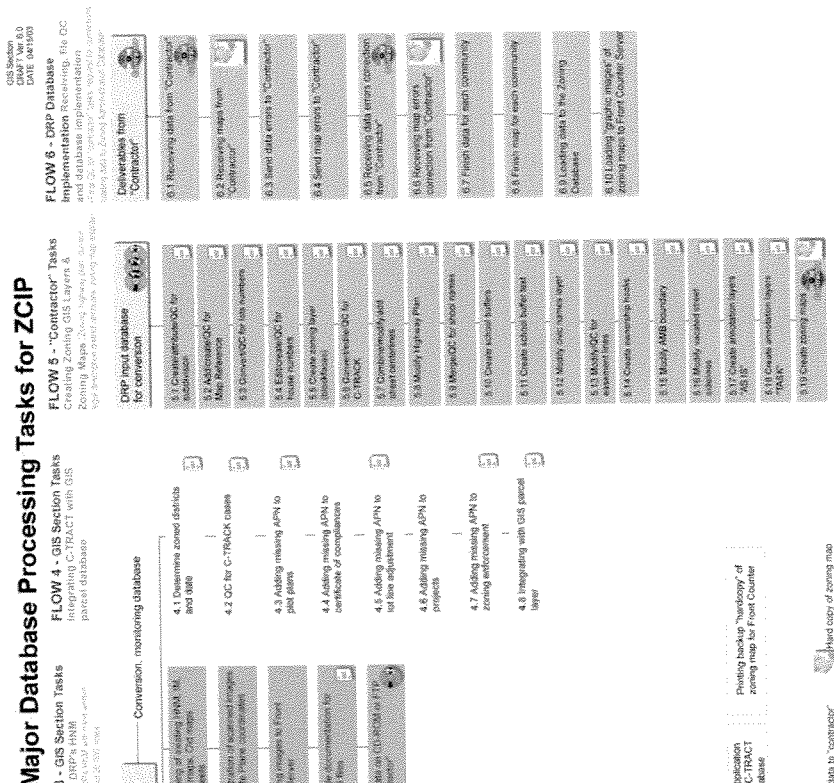
Exhibit 6 - Flows 5 and 6 Monitoring Screenshots

APPENDIX B - Exhibit 1

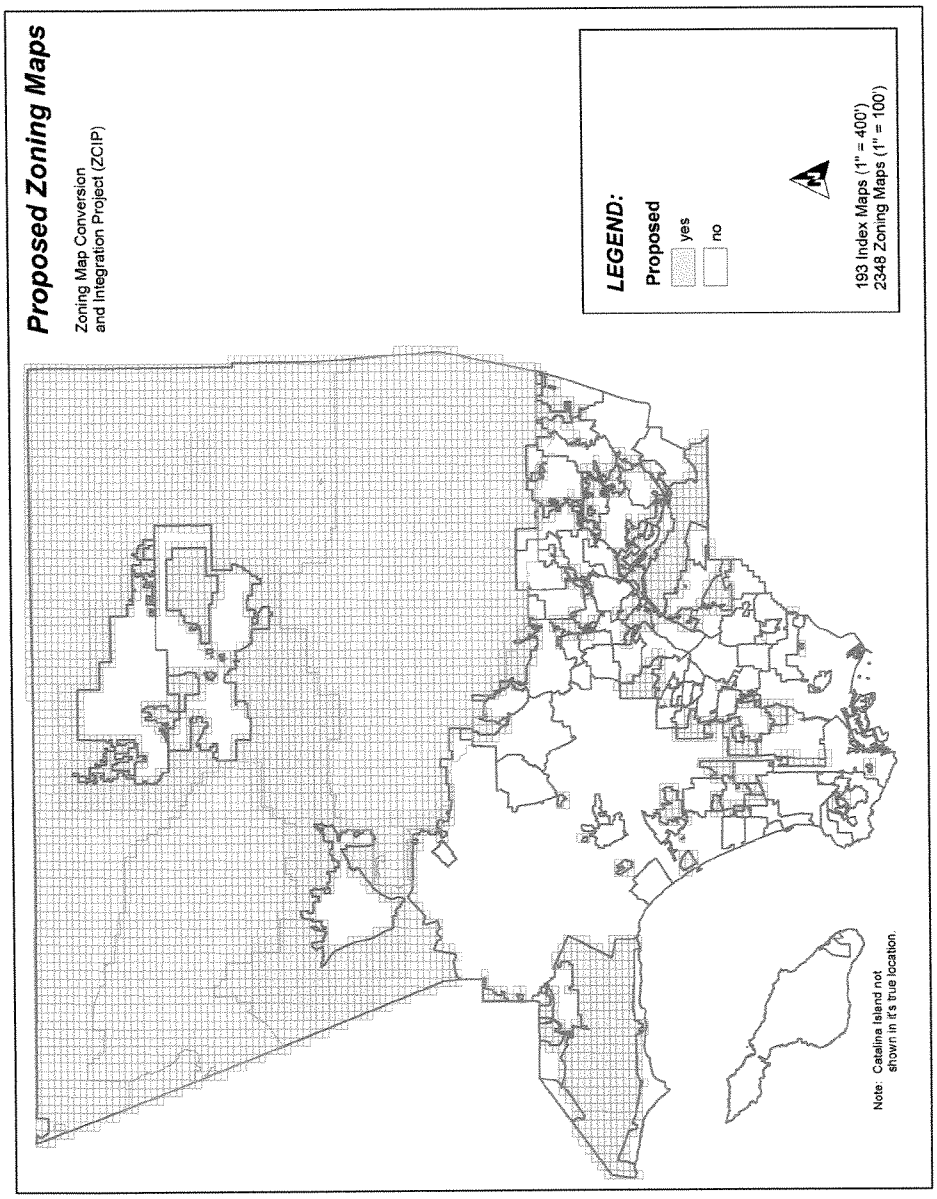
Zoning Administration Database (Basic Structure)



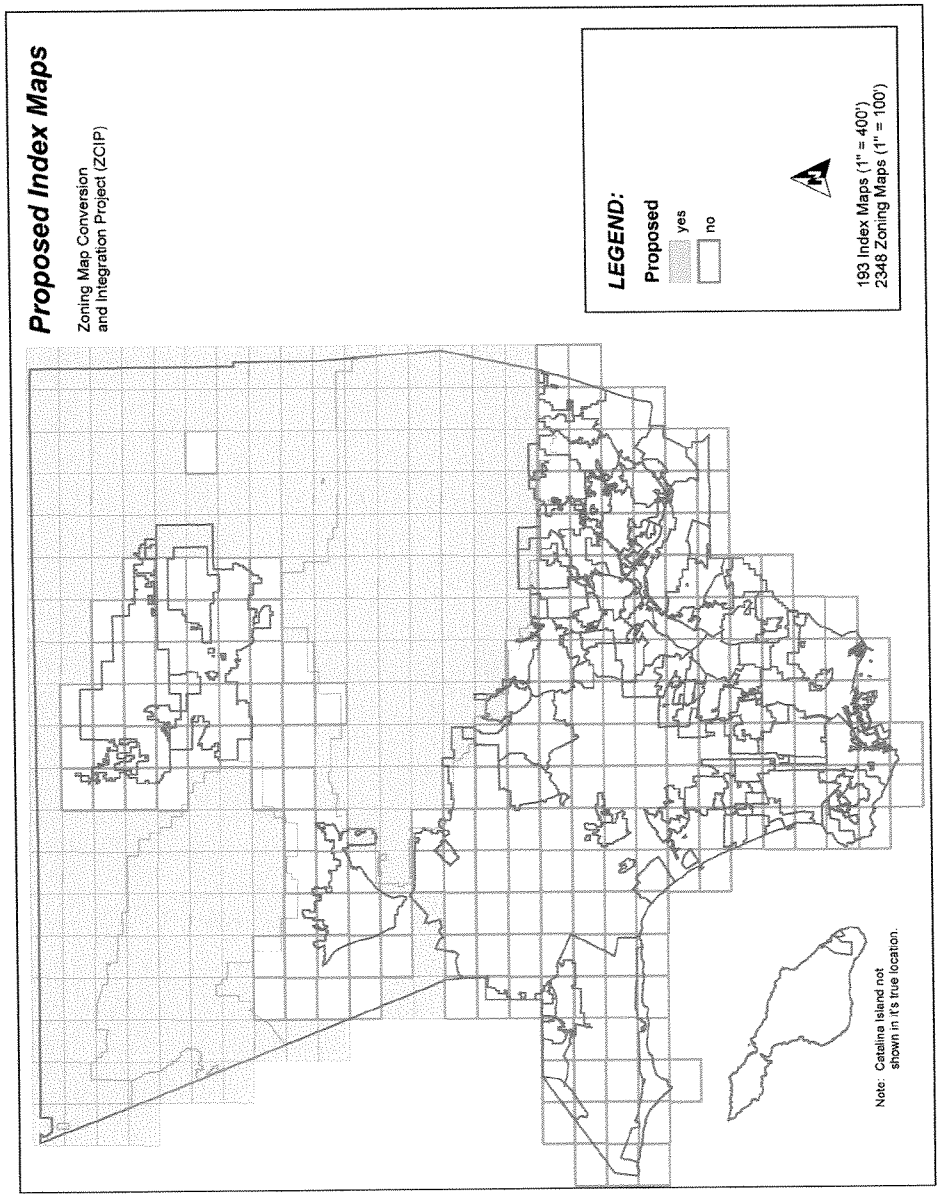
APPENDIX B - Exhibit 2



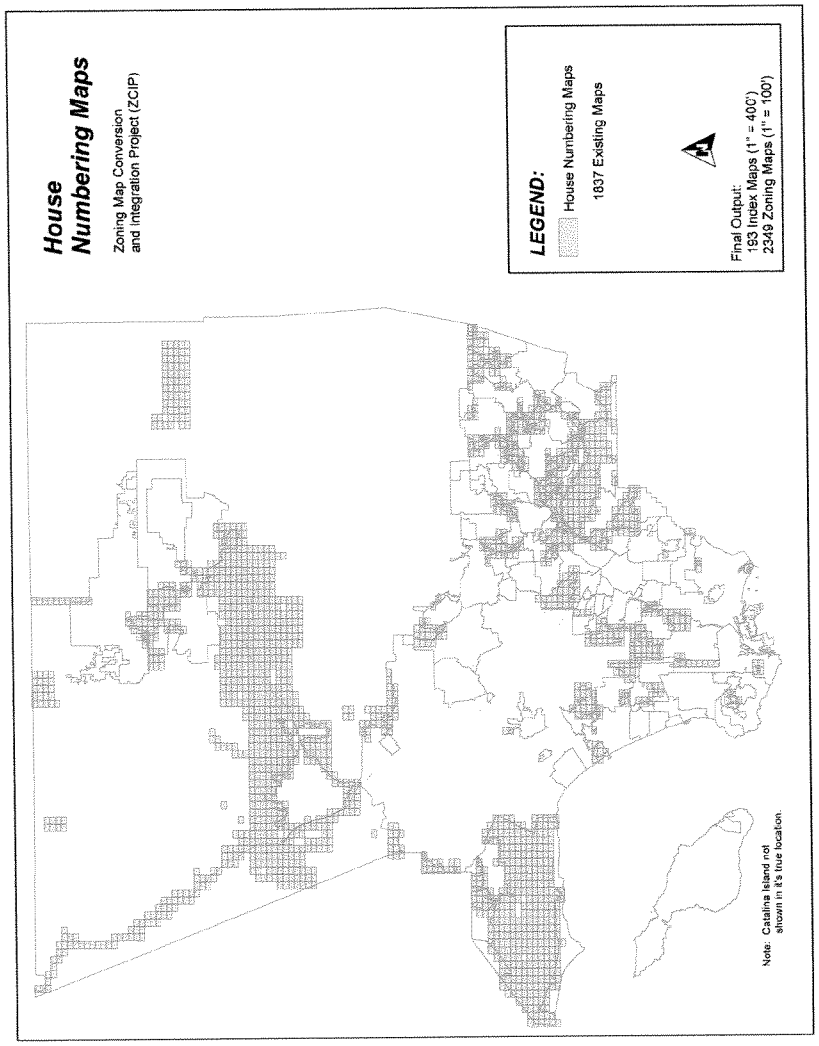
APPENDIX B - Exhibit 3A



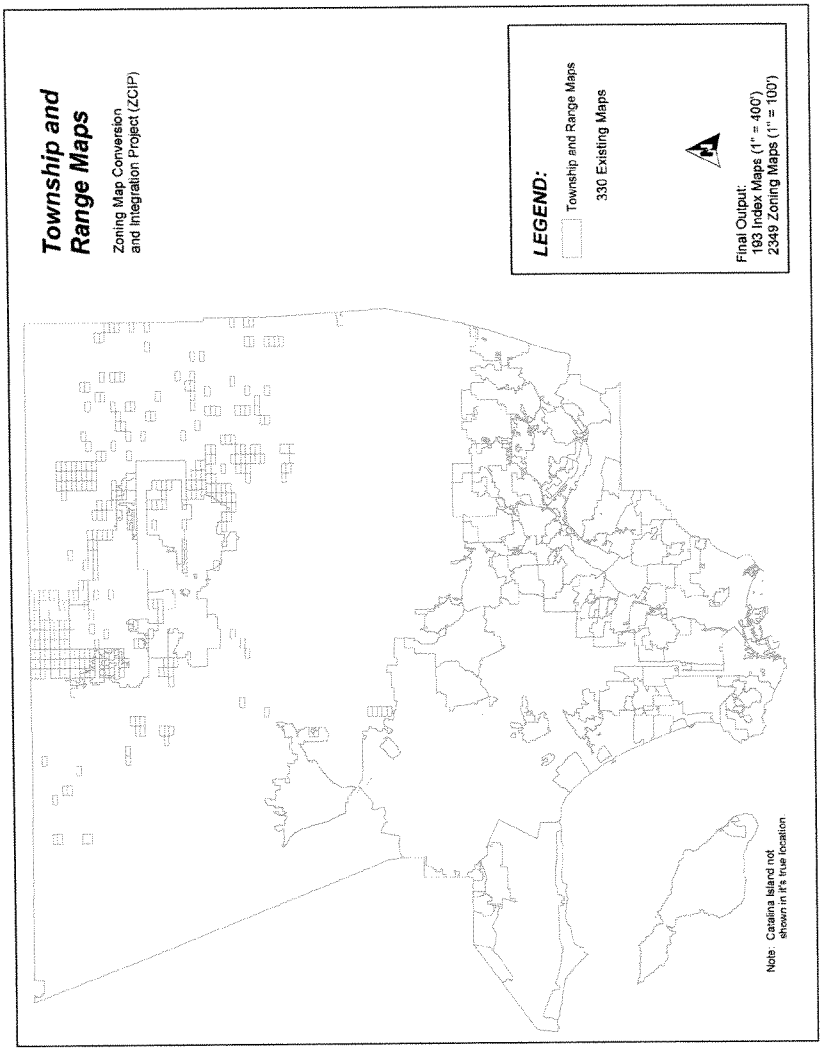
APPENDIX B - Exhibit 3B



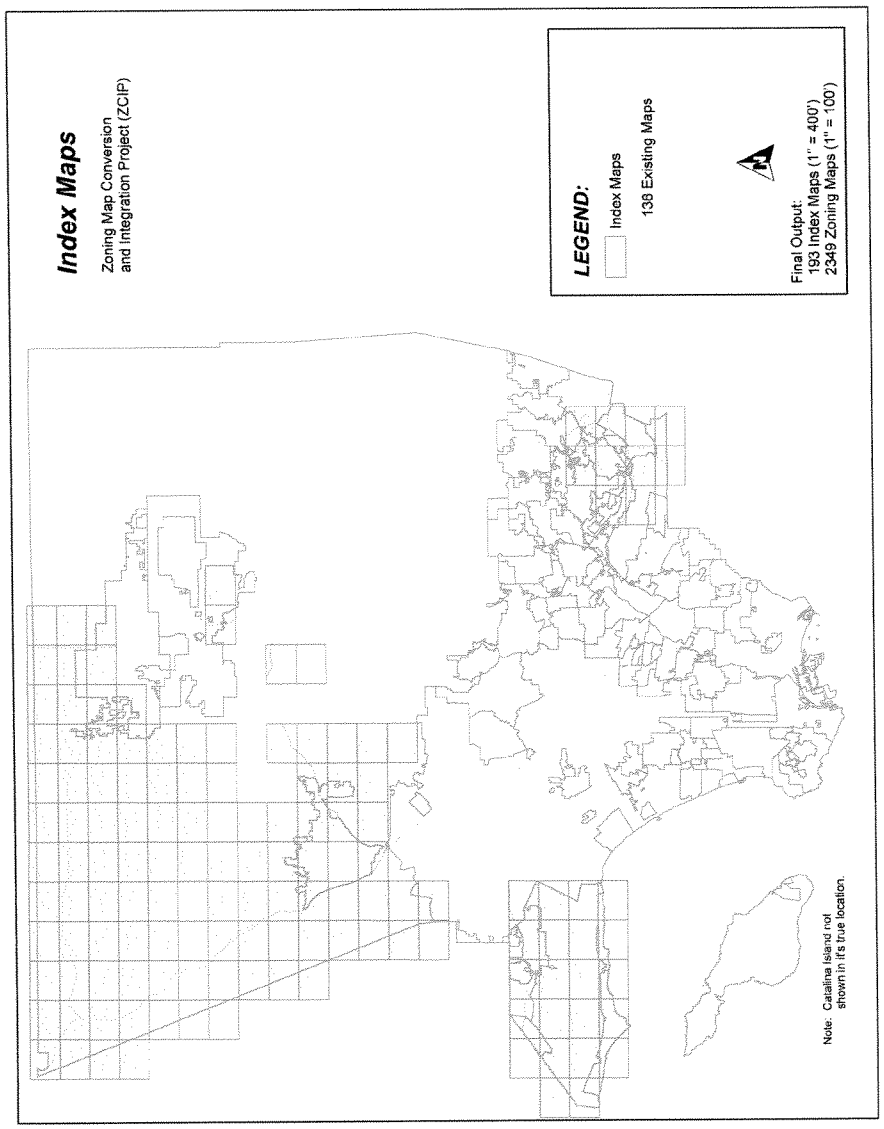
APPENDIX B - Exhibit 4A



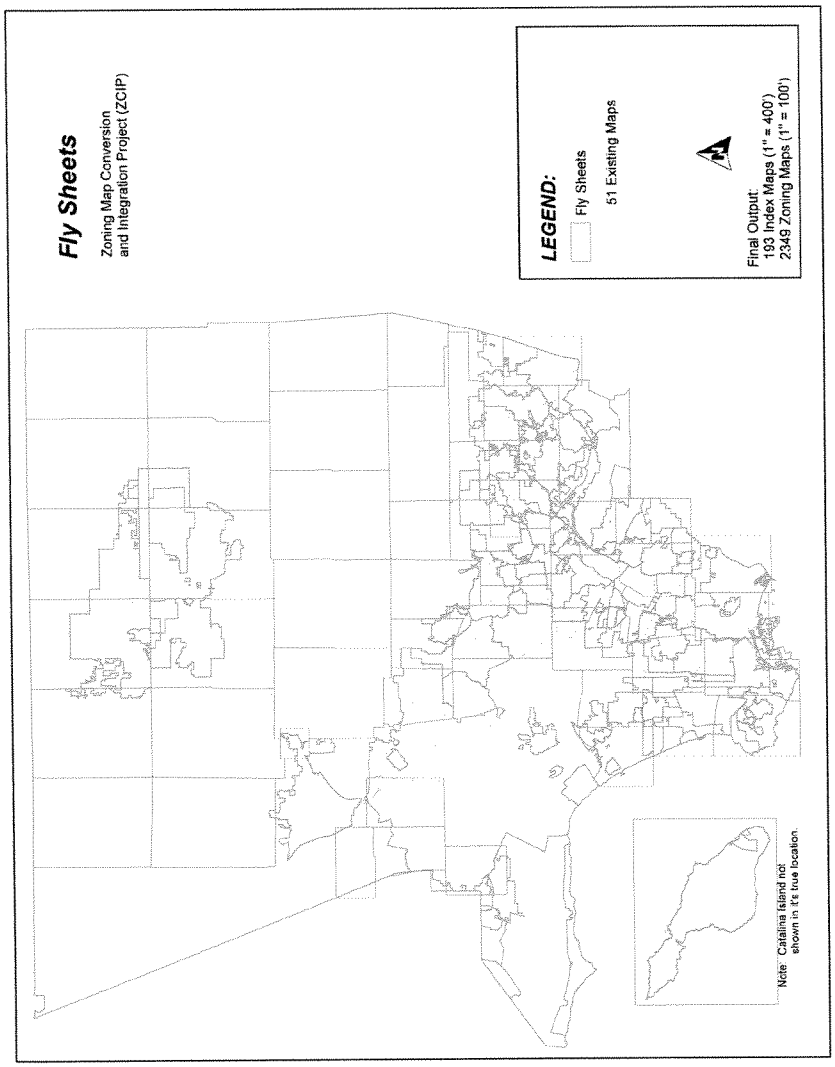
APPENDIX B - Exhibit 4B



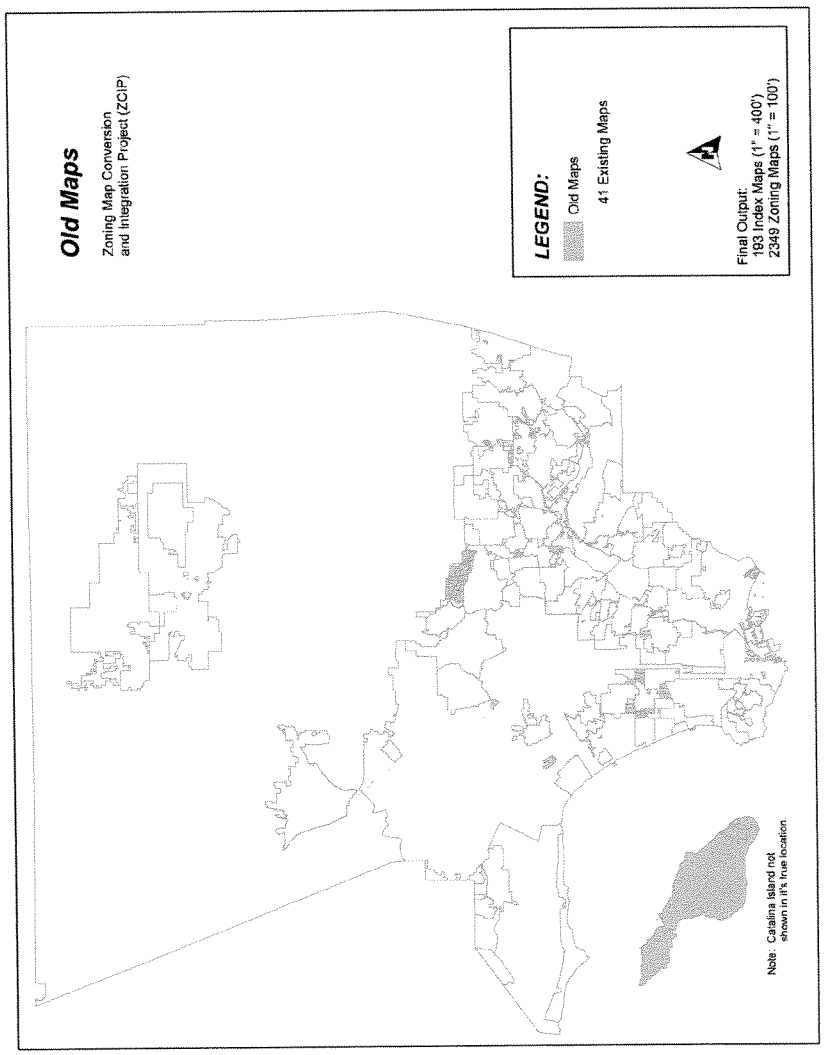
APPENDIX B - Exhibit 4C



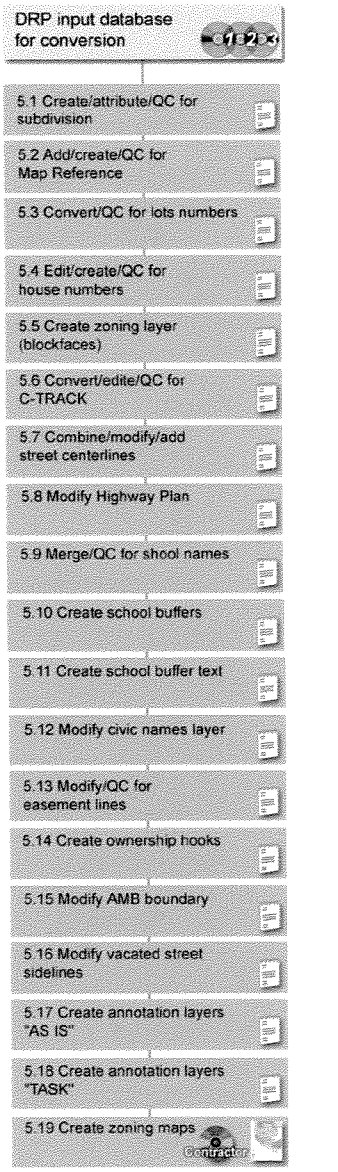
APPENDIX B - Exhibit 4D



APPENDIX B - Exhibit 4E



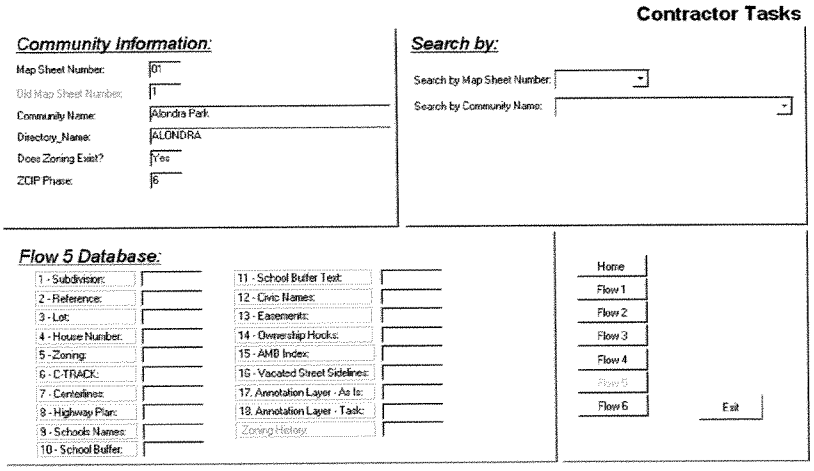
APPENDIX B - Exhibit 5



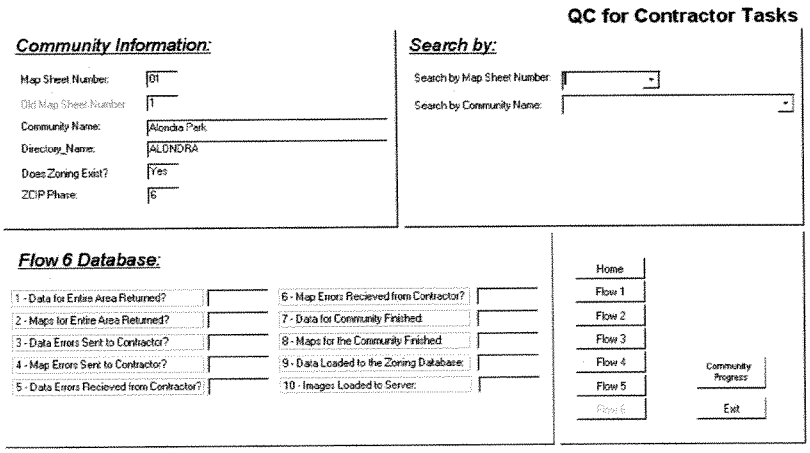
APPENDIX B - Exhibit 6

Diagrams for Flow 5 and Flow 6

Zoning Conversion and Integration Project - Flow 5



Zoning Conversion and Integration Project - Flow 6



APPENDIX C
TECHNICAL EXHIBIT C2
LIST OF DATA FILES FOR TRANSFER

The data files listed are provided on a CD-ROM for each Proposer.

The following files are included in **ESRI shapefile** format to be used in the main map:

File name	Flow / Description
13C02STRT_C_L.SHP	Flow 5.7
13C09DIGZ_C_L.SHP	Flow 5.7
16T05STRWIDTH.SHP	Flow 5.17
18C09VAC_ST_L.SHP	Flow 5.14, 5.16
18T18MUNICI.SHP	Flow 5.12
18T21TR_PAR.SHP	Flow 5.1 (Step 2 and Step 3), 5.2
18T30SURVYREF.SHP	Flow 5.17
20T05OWNHOOKS.SHP	Flow 5.14
20T19LOT_PR.SHP	Flow 5.14, 5.17
22C09MINOREAS.SHP	Flow 5.13
22T24OTHEREAS.SHP	Flow 5.18
22T25MINOREAS.SHP	Flow 5.18
32C05SCH_BUFF.SHP	Flow 5.10
32T04PUB_SCH.SHP	Flow 5.9, 5.10
32T21SCH_BUFF.SHP	Flow 5.10
52T03SETBACK.SHP	Flow 5.17
52T09HOUSENUM.SHP	Flow 5.4
52T10SEWER_TXT.SHP	Flow 5.17
AMB_INDEX.SHP	Flow 5.15
CLTP.SHP	Flow 5.9, 5.10, 5.12
COMM_BDY.SHP	Flow 5.1 (Step1), 5.7, 5.14
CSD_ALL.SHP	CSD boundary clipped for test area (Flow 5.19)
CSD_SUBAREAS.SHP	CSD subarea boundary clipped for test area (Flow 5.19)
GPLAN_SUPDIST.SHP	Supervisorial District boundary clipped for test area (Flow 5.19)
HNM_BUFFER.SHP	Buffer of 1,000' from HNM_TEST.SHP
HWY_PLAN.SHP	Flow 5.8
HNM_TEST.SHP	Grid for two proposed maps
HNM_UNIN.SHP	Flow 5.1 (Step3), 5.14
OWNA.SHP	Flow 5.12
OWNA.LYR	Layer file for OWNA.SHP
PARCEL_LINES_AAT.SHP	Flow 5.1 (Step1, Step 3), 5.16
PARCELS_CLIP.SHP	Flow 5.1 (Step 2, Step 3), 5.3, 5.4, 5.5, 5.10, 5.13, 5.15
PARCELS_INT.SHP	Background layer for use in final map output
STREETS_INT.SHP	Flow 5.17
HWY_PLAN.LYR	Layer file for HWY_PLAN.SHP
PARCEL_LINES_AAT.LYR	Layer file for PARCEL_LINES_AAT.SHP
ZONED_DISTRICTS.SHP	Zoned District boundary clipped for test area (Flow 5.19)

The following files are included as **shapefiles** and should be used in the Index & Vicinity maps:

File name	Description
IM_STREETS.SHP	Street file to be used in the Index Map
VM_ARTERIALS.SHP	Arterials (roads) to be used in the Vicinity Map
VM_CITIES.SHP	City boundaries to be used in the Vicinity Map
VM_FOREST.SHP	National Forest boundaries to be used in the Vicinity Map
VM_FREEWAYS.SHP	Freeways to be used in the Vicinity Map
VM_HIGHWAYS.SHP	Highways to be used in the Vicinity Map

The following files are included as **image file** formats (.jpg, .tiff or .png):

File name	Description
2247.JPG	Image file for 'Old Map' 2247
2248.JPG	Image file for 'Old Map' 2248
2249.JPG	Image file for 'Old Map' 2249
2250.JPG	Image file for 'Old Map' 2250
2251.JPG	Image file for 'Old Map' 2251
177H245.TIF	DPW House Numbering Map in TIFF format
177H245_PNG.PNG	DPW House Numbering Map in PNG format
180H245.TIF	DPW House Numbering Map in TIFF format
180H245_PNG.PNG	DPW House Numbering Map in PNG format
183C237.JPG	Sample DRP Zoning Map

The following files are included as **support files** in various formats:

File name	Description
Colornames_RGB_colors.xls	Each colorname has a unique RGB value
County_seal.png	Couny logo as .PNG file
County_seal.aux	Goes with the file above
Drp_logo	DRP logo as .PNG file
Drp_logo.aux	Goes with the file above
milan.style	ArcGIS style file used by DRP GIS Section
NorthArrow	North arrow as .PNG file
Northarrow.png.aux	Goes with the file above
Shapefiles with no segment in the HNM.doc	Several files are not included in the Test/Demo that will be included in other areas because no data existed for this test area.
Zmap_line1.txt	Legend file 1 (lines)
Zmap_line2.txt	Legend file 2 (lines)
Zmap_line3.txt	Legend file 3 (lines)
Zmap_shd.txt	Legend file 4 (polygons)
Zoning_Map_extents_test_demo.xls	Lower left and upper right extents for each map
Zoning_note_1.txt	Disclaimer note 1 (largest font)
Zoning_note_2.txt	Disclaimer note 2 (medium font)
Zoning_note_3.txt	Disclaimer note 3 (smallest font)

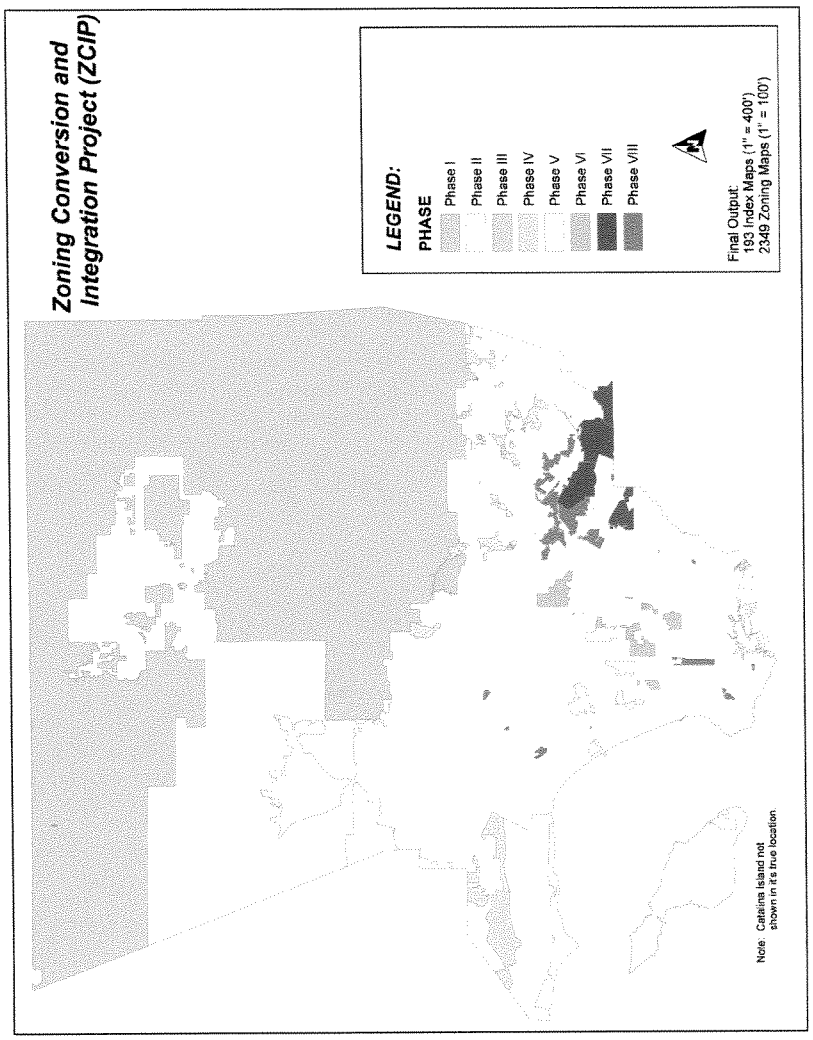
The following files are included as **avenue script and extension** formats:

File name	Description
geoproc.avx	Geoprocessing wizard extension (ArcView 3.x)
moverota.avx	Move/Rotate extension (ArcView 3.x)
sel_loop2.avx	Loop extension (ArcView 3.x)
table_queryunique.ave	Query unique records script
xools.avx	Multi-purpose geoprocessing extension (ArcView 3.x)

Handout 2
List of Unincorporated Communities

Number	Community Name	Number	Community
01	Alondra Park	37	Northeast San Dimas
02	Altadena	38	Oat Mountain
03	Antelope Valley	39	Playa Vista
04	Avocado Heights	40	Rancho Dominguez
05	Bandini Islands (Gateway Islands)	41	Rowland Heights
06	Cerritos Islands (Gateway Islands)	42	San Pasqual
07	Charter Oak	43	Santa Catalina Island
08	Covina Islands	44	Santa Clarita Valley
09	Del Aire	45	Santa Monica Mountains North Area
10	East Azusa	46	South Diamond Bar
11	East Compton	47	South El Monte Island
12	East Irwindale	48	South Monrovia Islands
13	East Los Angeles	49	South San Gabriel
14	East Pasadena - East San Gabriel	50	South San Jose Hills
15	East San Dimas	51	South Walnut
16	Florence-Firestone	52	South Whittier-Sunshine Acres
17	Franklin Canyon (Westside Islands)	53	Sylmar Island
18	Glendora Islands	54	Twin Lakes
19	Hacienda Heights	55	Universal City (Westside Islands)
20	Hawthorne Island	56	Valinda
21	Kagel Canyon	57	Walnut Islands
22	Kinneloa Mesa	58	Walnut Park
23	La Crescenta - Montrose	59	West Athens-Westmont
24	La Habra Heights Islands (Gateway Islands)	60	West Carson
25	La Rambla	61	West Chatsworth
26	Ladera Heights-View Park-Windsor Hills	62	West Claremont
27	Lennox	63	West Fox Hills (Westside Islands)
28	Long Beach Island (Gateway Islands)	64	West Los Angeles - Sawtelle VA (Westside Islands)
29	Lopez Canyon	65	West Puente Valley
30	Lynwood Island (Gateway Islands)	66	West Rancho Dominguez - Victoria
31	Malibu Coastal Zone	67	West San Dimas
32	Marina del Rey	68	West Whittier-Los Nietos
33	North Claremont	69	Westfield
34	North Pomona	70	Whittier Narrows
35	North Whittier	71	Willowbrook
36	Northeast La Verne		

Handout 3 – Phasing Map



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Handout 4 – Zoning Map Page Extents (Test/Demo)

The two test/demo maps to be prepared are:

177Z245
180Z245

Here are the extents needed to print the maps to the Zoning Map specifications.

HNM_	X_COORD	Y_COORD	LL_X	LL_Y	UR_X	UR_Y
177H245	6518878.5	1886955.4	6518833.5	1886898.8	6522933.5	1889998.8
180H245	6518888.5	1889955.4	6518843.5	1889898.8	6522943.5	1892998.8

Handout 5
ArcPlot Map Production – Basic Schema

Countywide (should use these coverages for every map)
Community Standards District (CSD)
Equestrian Disrict (EQD)
Transit Oriented District (TOD)
Zoned District (ZD)
Supervisorial District (SD)
National Forest
Area Specific Standards (CSD subareas)
Setback districts
Significant Ecological Area (SEA)
Environmentally Sensitive Habitat Area (ESHA)

Each Community (should have the following coverages)
Zoning
Highway Plan
Parcels
Easements
Vacated Street Sidelines
Centerlines
Street width segments
Condo lines
School buffers
AMB page boundary
Ownership hooks

Each Map (should have the following coverages)
One AML file
One Annotation file (with all annotation for the map with C-TRACK cases as a subclass)

-street names	-school buffer	-TOD
-house numbers	-school names	-ZD
-lot numbers	-short APN	-SD
-easements	-street widths	-National Forest
-setbacks	-AMB page	-CSD subareas
-civic/muni names	-C-TRACK info	-setback districts
-sewage books	-CSD	-SEA
-survey reference text	-EQD	-ESHA

Handout 6
Annotation Layer Items for Each Zoning Map

Item	Symbol	Size
Street Name	12	16
House Number (with direction '>')	1	8
Lot Number	1	10.2
Easement	1	6.5
Setback	1	9
Street Width	1	10
Civic Names	1	12
Sewer Book	108	9
Survey Reference	108	12
School Buffer	921	15
School Name	1	10.5
Short APN (last six digits of APN)	1	7
Zoning	2	25
Area Specific Standards (subareas)	404	26
AMB Page	105	35 (20)
CSD Name	221	40
Zoned District	604	25
SEA Name	321	25
ESHA Name	321	24
Supervisorial District Number	404	18
Equestrian District (EQD) Name	921	28
Transit Oriented District (TOD) Name	521	28
National Forest Name	304	20
City Name	21	40
Unincorporated Name	21	41
Tract & Map Reference*	1	11.111
CTRACK**	1	6.944

* Tract & Map Reference annotation cannot be re-sized because it was derived from a stacked label.
** C-TRACK subclass annotation cannot be re-sized because it was derived from a stacked label.

Handout 7
Colornames and RGB Colors

#	name	R	G	B	#	name	R	G	B	#	name	R	G	B	#	name	R	G	B
1	snow	255	250	250	36	cornflower blue	100	148	237	71	chartreuse	128	255	0	106	coral	255	128	82
2	ghost white	250	250	255	37	dark slate blue	71	61	138	72	med. spring green	0	250	154	107	light coral	240	127	127
3	white smoke	245	245	245	38	slate blue	106	91	205	73	green yellow	171	255	46	108	tomato	255	99	71
4	gainsboro	219	219	219	39	medium slate blue	124	104	238	74	lime green	50	205	50	109	orange red	255	68	0
5	floral white	255	250	240	40	light slate blue	131	112	255	75	yellow green	153	205	50	110	red	255	0	0
6	old lace	253	246	231	41	medium blue	0	0	204	76	forest green	34	140	34	111	hot pink	255	107	181
7	linen	250	240	229	42	royal blue	65	105	225	77	olive drab	107	143	36	112	deep pink	255	20	148
8	antique white	250	234	214	43	blue	0	0	225	78	dark khaki	189	183	107	113	pink	255	194	204
9	papaya whip	255	239	214	44	dodger blue	31	143	255	79	khaki	240	231	142	114	dark orchid	153	50	205
10	blanched almond	255	235	205	45	deep sky blue	0	191	255	80	pale goldenrod	238	232	170	115	dark violet	148	0	209
11	bisque	255	228	196	46	sky blue	137	207	235	81	lt. goldenrod yellow	250	250	209	116	maroon	176	48	95
12	peach puff	255	214	184	47	light sky blue	133	205	250	82	light yellow	255	255	224	117	medium violet red	198	21	133
13	navajo white	255	222	173	48	steel blue	97	184	255	83	yellow green	255	255	0	118	violet red	207	32	143
14	moccasin	255	227	179	49	light steel blue	176	196	222	84	gold	255	217	0	119	magenta	255	0	255
15	cornsilk	255	248	219	50	light blue	173	216	230	85	light goldenrod	238	222	129	120	violet	238	129	238
16	ivory	255	255	240	51	powder blue	177	224	231	86	goldenrod	217	165	32	121	plum	221	161	221
17	lemon chiffon	255	250	204	52	pale turquoise	175	238	238	87	dark goldenrod	183	134	11	122	orchid	218	113	215
18	seashell	255	245	240	53	dakr turquoise	0	206	209	88	rosy brown	188	143	143	123	medium orchid	186	85	211
19	honeydew	240	255	240	54	medium turquoise	71	209	205	89	indian red	205	91	91	124	dark orchid	153	50	205
20	mint cream	245	255	250	55	turquoise	62	224	207	90	saddle brown	139	69	19	125	dark violet	148	0	209
21	azure	240	255	255	56	cyan	0	255	255	91	sienna	159	81	45	126	blue violet	138	44	226
22	alice blue	240	248	255	57	light cyan	224	255	225	92	peru	206	135	64	127	purple	159	31	239
23	lavender	229	229	250	58	cadet blue	96	157	159	93	burlywood	222	184	135	128	medium purple	148	112	219
24	lavender blush	255	240	245	59	medium aquamarine	101	205	170	94	beige	245	245	219	129	thistle	216	192	216
25	misty rose	255	227	224	60	aquamarine	128	255	212	95	wheat	245	222	178					
26	white smoke	255	255	255	61	dark green	0	102	0	96	sandy brown	244	166	96					
27	gray0	0	0	0	62	dark olive green	84	106	47	97	tan	211	181	141					
28	dark slate gray	48	80	80	63	dark sea green	143	188	143	98	chocolate	210	105	30					
29	dim gray	105	105	105	64	sea green medium sea	46	138	86	99	firebrick	180	34	34					
30	slate gray	111	128	144	65	green	60	180	114	100	brown	166	43	43					
31	light slate gray	118	135	152	66	light sea green	31	178	170	101	dark salmon	234	151	123					
32	gray	119	191	191	67	pale green	152	251	152	102	salmon	250	126	112					
33	light gray	212	212	212	68	spring green	0	255	128	103	light salmon	255	160	122					
34	midnight blue	25	25	113	69	lawn green	125	250	0	104	orange	255	166	0					
35	navy	0	0	128	70	green	0	255	0	105	dark orange	255	140	0					

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Handout 8
DRP Guide to New Zoning Map

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Handout 9
Layer Order & Symbolization for the Main Map (Test/Demo)

Description	Layer	Symbol
Group - Text		
Case Information	N/A for test/demo	n/a
School Names		n/a
School Buffer		n/a
Surery Reference	18T30SURVEYREF.SHP	n/a
Sewage Book	52T10SEWER_TXT.SHP	n/a
Ownership Hooks		n/a
Civi/Muni Names		n/a
Street Widths	16T05STRWIDTH.SHP	n/a
Setbacks	52T03SETBACK.SHP	n/a
Easements		n/a
Lot, Parcel, Block Number		n/a
House Number		n/a
Street Names	STREETS_INT.SHP	n/a
Subdivision, Recorded Reference		n/a
Group-Lines		
Setback District		Small 'gray' dots (909)
School Buffer		Thin 'brown' with circles (904)
Highway Plan	HWY_PLAN.SHP	Various symbols (752 to 761)
Centerlines		Thin dashed 'black' line (133)
Condo Outlines	20C04RESIDENT.SHP	Think 'black' line (101)
Grids and Districts		
Zoning Map Page Grid	HNM_UNIN.SHP	Medium 'thistle' line (903)
Zoned District (ZD) Boundary	ZONED_DISTRICTS.SHP	Thick dashed & dotted 'purple' line (910)
Community Standards District (CSD) Boundary	CSD_ALL.SHP	Thick dashed 'red' line (240)
Area Specific Standards Boundary	CSD_SUBAREAS.SHP	Thick dashed 'dodgerblue' line (908)
Significant Ecological Area (SEA) Boundary	N/A for test/demo	
Equestrian District (EQD) Boundary	N/A for test/demo	
Transit Oriented District (TOD) Boundary	N/A for test/demo	
National Forest Boundary	N/A for test/demo	
Assessor Map Book Page (AMB) Boundary	AMB_INDEX.SHP	Very thick 'light gray' line (905)
Supervisorial District Boundary	GPLAN_SUPDIST.SHP	Thick dashed 'blue' line (910)
Base Information		
Short APN	PARCEL_CLIP.SHP	n/a
Parcel fabric (AAT Linework)	PARCEL_LINES_AAT.SHP	Various (902, 901, 401, 105), orange dashed, green dashed, thin solid blue and black dashed.
Easements (DPW)		Thin 'black' dashed (105)
Vacated Street Sideline		Thin 'black' line (101)
Parcel Boundary (Ownership)	PARCELS_INT.SHP	2nd thinnest solid blue line (402)
City/Unincorporated Area Boundary	COMM_BDY.SHP	Medium 'gray' line (634)
Subdivision and Map Reference		
Zoning Boundary		
Zoning (shading)		

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Handout 10 – Zoning Legend (Shading)

The numbers correspond to the values to be entered in the SYMBOL field in the zoning layer. See Handout 7 for the Colornames and RGB values that correspond to these numbers. See Flow 5.5 for information about the fields to be used for the zoning layer.

.82 R-1 - Single-family residence	.121 IT - Institutional
.82 R-2 - Two-family residence	.945 SP - Specific Plan
.84 R-3-()U - Limited multiple residence	.46 M-1.5 - Restricted heavy manufacturing
.84 R-4-()U - Unlimited residence	.46 MPD - Manufacturing industrial planned development
.82 R-A - Residential agriculture	.46 M-2 - Heavy manufacturing
.84 RPD - Residential planned development	.46 M-3 - Unclassified
.73 A-1 - Light agriculture	.46 M-4 - Unlimited manufacturing
.73 A-2 - Heavy agriculture	.46 M-2.5 - Aircraft, heavy industrial
.73 A-2-H - Heavy agriculture including hog ranches	.23 B-1 - Buffer strip
.110 C-H - Commercial highway	.23 B-2 - Corner buffer
.110 C-1 - Restricted business	.76 R-R - Resort and recreation
.110 C-2 - Neighborhood commercial	.67 W - Watershed
.110 C-3 - Unlimited commercial	.32 P-R - Restricted parking
.110 C-M - Commercial manufacturing	.46 SR-D - Scientific research and development
.110 C-R - Commercial recreation	.70 O-S - Open space
.110 CPD- Commercial planned development	.110 A-C - Arts and crafts
.49 M-1 - Light manufacturing	.89 MXD - Mixed use development
.95 D-2 - Desert-Mountain	

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Los Angeles County
Department of Regional Planning
Zoning Map Conversion and Integration Project (ZCIP)

APPENDIX B

Quality Control Plan

aerial
information
systems

1 INTRODUCTION

AIS' fundamental philosophy is to satisfy our clients and make the quality of their data our first priority. This principal is evident in the products generated by AIS over the past twenty-nine years. Because of this viewpoint, we take Quality Assurance and Quality Control (QA/QC) seriously. By implementing QA/QC steps during every procedure of the project we ensure the quality of the end product.

This document outlines the Quality Control (QC) plan for ensuring that a high level of service and quality of data for the County of Los Angeles' Zone Data conversion project is maintained for the duration of the project. The purpose of this document is to provide information regarding the methodologies and requirements that will be followed in order to perform QC of the 19 tasks outlined under "Flow 5" of the RFP. The methods, QC tools, and manual/visual QC tasks, which will be used to perform these tests during a systematic review cycle, are documented below.

1.1 Project Initiation

Prior to the actual production process a number of meetings will be scheduled to organize the project thereby creating a more efficient workflow. The meetings will also ensure that the conversion project begins with a clear understanding of the project goals and objectives, database requirements, source data input, and that the final data delivery meets the County's quality expectations. At the initial organizational meeting, a number of items will be covered:

- Introduce County and AIS staff.
- Establish coordination procedures such as the transfer of data and background materials.
- Review drafts of Work Program, Quality Control Plan and Project Schedule.
- Review and confirm overall planning objectives and significant issues to be addressed by the Work Program.
- Problem Identification and Resolution Procedures.
    - Problem Identification and Resolution Forms (PIRFs)
- Final Data Acceptance Criteria.
- Review Delivery Schedule.

2 RESPONSIBILITIES

This section outlines AIS and County responsibilities as they relate to our QC plan for Los Angeles County's Zone database development. AIS and County responsibilities are as follows:

2.1 Los Angeles County

The County will control the overall progress and implementation of the project. The following activities describe the responsibilities of the County.

- Assemble all source material for each production area.
- Inventory all source material before sending to AIS.
- Send source materials to AIS one-week prior to the production start date of the particular delivery area.
- Verify that AIS received source materials within two days after the delivery.
- Conduct monthly conference calls to discuss project related issues and the project status.
- Respond to PIRFs within 3 working days after notification by AIS.
- Review QC reports.
- Confirm acceptability of the delivered data.

2.2 Aerial Information Systems, Inc.

AIS will be responsible for performing the production and data conversion tasks necessary to produce quality zone and index maps as described in the RFP. The following activities describe the responsibilities of AIS.

- Participate in the monthly conference calls and/or meetings as required.
- Verify the source materials received from the County and send confirmation.
- Prepare source materials for production.

- Perform data conversion tasks as outlined in the scope of work.
- Generate PIRFs for problems that are related to production and submit to the County.
- Address and/or apply the resolved PIRF before data delivery.
- Run QC tools and programs before data delivery.
- Prepare and provide a list of issues and related PIRF numbers along with data delivery.

3 Data Assessment and Inventory

A detailed inventory and assessment of the project materials will be performed to verify that all the materials needed to complete the project (as described in the RFP) have been received. Data inventory and assessment tasks provide a mechanism to ensure incoming materials are (1) received, inspected, and catalogued; (2) tracked; and (3) archived. This task verifies that there are no missing materials or gaps in coverage that could hinder the overall project flow.

3.1 Source Inventory

3.1.1 Data Sources

The data sources required to complete the project, as described in the scope of work, will need to be inventoried prior to the start of the conversion tasks for each community. Both the County and AIS respectively will do an inventory of materials. The following describes the responsibilities of each party.

3.1.2 Source Inventory at Los Angeles County

- Assemble all of the sources that are going to be used for zone data conversion.
- Develop an inventory of the source materials.
- Prepare a transmittal letter.
- Send the source materials to AIS via overland courier and/or via FTP.

3.1.3 Source Inventory at AIS

- Receive and inventory all source materials from the County.
- Develop an inventory of the source materials.
- Send source delivery confirmation to the County.

3.1.4 File Transfer Mechanism

- Data file transfer for this project will take place via CD-ROMs and/or FTP.

3.2 Control of Outgoing and Incoming Materials

3.2.1 Los Angeles County

Los Angeles County will maintain a log for all incoming and outgoing materials. The County project manager will assign a staff person who will be responsible for the maintenance, control, and inventory of all outgoing material.

3.2.2 Aerial Information Systems, Inc.

AIS will maintain a log for all incoming and outgoing materials. The AIS project manager is responsible for the inventory, maintenance, and control of all outgoing materials.

3.3 Communication Protocol

3.3.1 Los Angeles County

The County's project manager is the main contact for project related matters. Any e-mail communications between County staff and AIS must be accompanied with a digital email (cc) to the County's project manager and AIS' project manager.

3.3.2 Aerial Information Systems, Inc.

AIS will assign one project manager who will be responsible for the day-to-day management of the project. Any e-mail communications between County staff and AIS must be accompanied with a digital email (cc) to the County's project manager and AIS' project manager.

4 QA and Project Management Tools

This section discusses the various tools that AIS will use during the course of completing the County's Zone Map conversion project. Some of the tools, such as "Tracker," will help to manage the project while others will help in the QA/QC of the data.

4.1 Tracker Program

Tracker is AIS' in-house project tracking program. This program, which is built on top of an ACCESS database, can keep track of all aspects of a project. Each employee working at AIS fills out a daily tracker. The tracker records the number of hours spent on every project. The hours are further broken down to reflect the time spent on an individual module, manuscript, or task. The project manager can get detailed task tracking and project status on a daily basis, thereby stopping or correcting a potential setback before it becomes a problem.

4.2 PIRFs

Problem Identification and Resolution Forms (PIRFs) will be used to document missing, confusing, and/or problem information found during the production process. Use of PIRFs will facilitate the resolutions to potential setbacks.

During the data conversion process project materials and source information will be reviewed in detail. In some cases, data will be missing, information un-interpretable, or problems may be found with information that was supposed to be used "as is." To overcome these issues, AIS will implement a problem resolution process that will track each of these issues from its inception until it is resolved. The PIRF database will contain the following fields:

- Problem/Resolution Identification Number
- Problem Feature Type
- Problem Description
- Date Problem Was Identified
- Delivery Area
- Resolution
- Date of Resolution

Upon submittal of a PIRF to the County, the County will have three working days to respond to the PIRF. The PIRFs database will be maintained throughout the duration of the project. The database will be made available to the County on a schedule to be decided upon during the administrative meetings.

4.2.1 GIS Data ReViewer

The GIS Data ReViewer environment is made up of a series of buttons and tools that support the automated and visual review of the data layers. ReViewer will be used to

Identify where corrections, additions, and deletions must be made to the County's spatial data and their attributes. ReViewer will allow us to do the following:

- Perform batch validation on all data layers.
- Locate errors in the data capture and attribution.
- Log error information.
- Eliminate the paper trail associated with error files.
- Run feature counts.
- Make and log corrections.
- Verify corrections made to the data.

5 Acceptance Criteria

The following data acceptance and rejection statements will be implemented for this project. Los Angeles County shall have a maximum of 20 working days to complete their acceptance testing, which includes the visual review of check plots received from AIS for each delivery and the automated validation routines run against the data. The County has the option to return the data for correction, within the approximate review period, any and all data that are in error or do not meet the scope of work delivery requirements, unless otherwise notified in writing.

After initial checking, acceptance for deliverables will be categorized by Los Angeles County as follows:

- "Deliverable Accepted" - Defined as a deliverable meeting the specifications in the Statement of Work or other mutually agreed upon specification, with no more than minor and/or isolated nonconformities, for which the County will take responsibility for correction and so inform AIS.

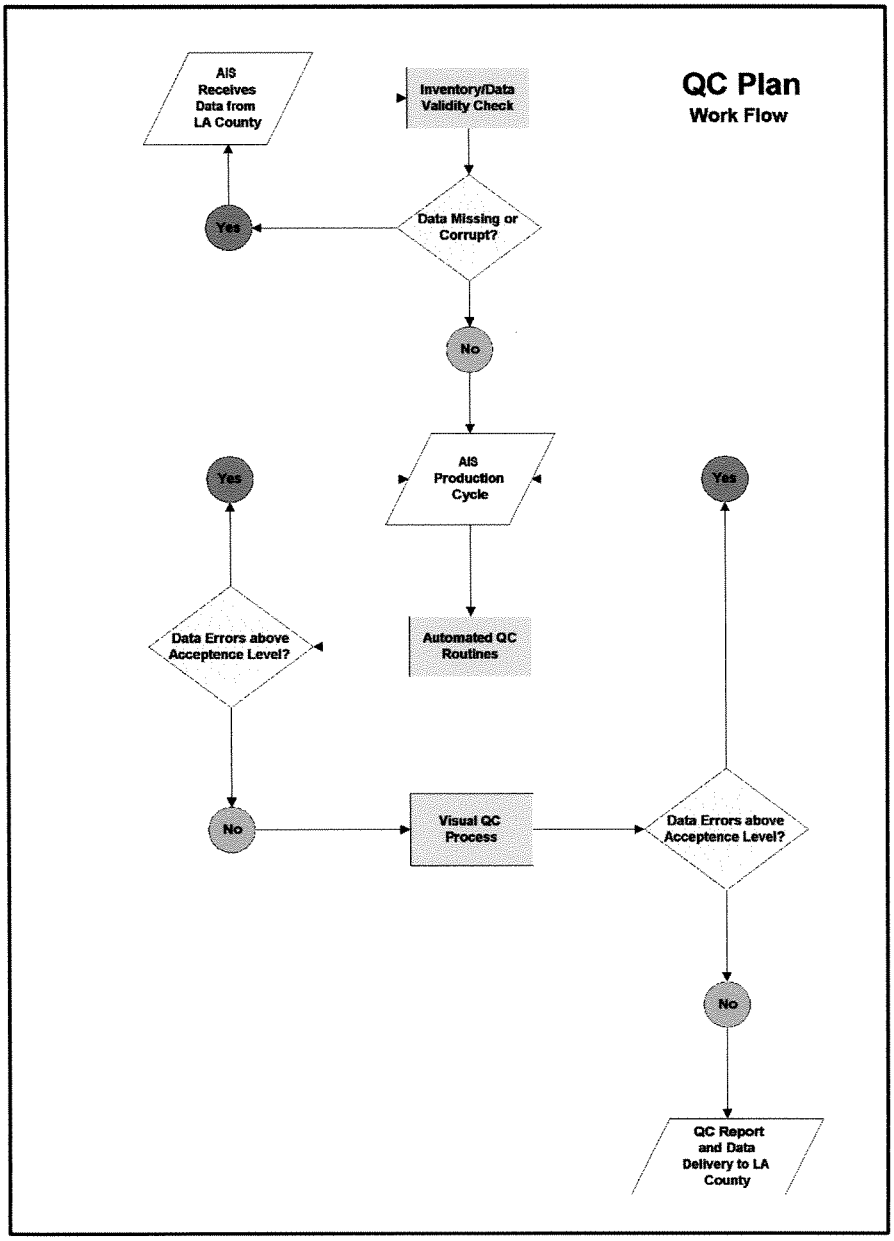
- "Deliverable Rejected" – Defined as a deliverable that fails to meet specifications in the Statement of Work or other mutually agreed upon specification, which indicates that major improvements are needed to conform to the Statement of Work. AIS shall re-work the deliverable, including all quality checks, and resubmit to the County within thirty days, at which time the County shall re-run its acceptance review. The County will reclassify the deliverable as either Deliverable Accepted or Deliverable Rejected.

The correction procedures shall not affect the overall production schedule.

6 Quality Control Cycle

The QC processes follow a sequence of procedures that were put into place to ensure the County receives quality data. The following flowchart outlines the QC Plan process.

6.1 Production Quality Control Cycle – Work Flow



6.2 QC Roles and Responsibilities

This section outlines the number of AIS QC staff and their responsibilities during the QC process.

6.2.1 Project Manager

The AIS project manager is responsible for the overall QC process. The project manager manages the exchange of data between the County and AIS and ensures that data products are delivered on time. The project manager also oversees all written and verbal communication making sure the lines of communication are kept open and up-to-date.

6.2.2 QC Lead

The AIS QC lead will be responsible for ensuring that all materials are delivered to the County, such as the list of PIRFs specific to a delivery area, QC reports, check plots (if used), and the data itself. The QC lead is responsible for validating the quality of each data delivery. The QC lead will run the automated validation checks and lead the efforts of the QC team.

6.2.3 QC Team Members

The QC team members are responsible for performing the visual data checks on each delivery. We anticipate two full-time team members conducting the visual QC of the data. However, depending on the schedule agreed upon by the County and AIS, the actual number of staff on the QC team may vary (+/- one person).

7 Quality Control Process

This section describes the different types of quality control processes/procedures planned for the project. These QC processes include both automated and manual checks on the data. The following elaborates on these different quality checks.

7.1 Automated (Software) Validation

Upon completion of each community, a series of automated checks will be run on the data. These checks will validate the attribution and annotation values of the features captured. ARC/INFO provides a number of automated tools, such as, CONSIST, CODEFIND, FREQUENCY, and RESELECT that can assist in checking the quality of the attribute data in the database. These automated tools have to be used in concert with manual QC methods to ensure that all aspects of attribute data quality are adequately addressed. The design of automated attribute QC tests depends on two factors:

1. The number of items in a table and the relationship between multiple items. The possibilities are as follows: The first two situations can be treated similarly.

   - A single item in the table.
   - Multiple items in the table with no dependency among the items.
   - Multiple items in the table with a dependency among the items.

2. The types of variables are as follows:

   - **Discrete**—A small fixed number of values. Generally, this data type is a code attribute but it could also be a measurement attribute (when only a few values are permissible).

   - **Continuous**—A wide range of continuous (numeric) values. Generally, this data type is a measurement attribute.

   - **Nondiscrete**—A large number of alphanumeric values or text strings. Generally, this data type is a name attribute or some form of descriptor attribute.

These factors define the attribute QC procedures that can be employed as shown below.

QC Procedure by Item Type, Number, and Relationship

Variable Type	One Item or Independent Multiple Items	Dependent Multiple Items
Discrete	CODEFIND FREQUENCY	CONSIST FREQUENCY
Continuous	RESELECT for suspicious values	RESELECT each item for suspicious values
Nondiscrete	Check visually	Check visually

Specifications for automated attribute QC commands are as follows:

- **CODEFIND**—Allowable values, use code values from data dictionary.
- **CONSIST**—Consist matrix or permissible permutations of all item values.
- **FREQUENCY**—Frequency items.
  - Summary items
  - Any special instructions
- **RESELECT**—Suspicious or out-of-range values.

CODEFIND tests can be written directly from the data dictionary, while CONSIST tests require definition of allowable combinations when there are two or more dependent items within a single table. The simplest CONSIST test is when two dependent items exist in the table. Then a matrix that defines the allowable combinations can be designed.

The following is an example of a CONSIST matrix. In a table there are two items, RRLNSTAT and RRLNTYPE, and the dots in the matrix show the allowable value combinations for each item. The combination of RRLNSTAT = 1 and RRLNTYPE = 1 is a legal combination, while the combination of RRLNSTAT =1 and RRLNTYPE = 8 is not. The CONSIST command will search the table and, if any illegal combinations are detected, will list the record number of the illegal occurrence.

Consist Matrix Example

	RRLNTYPE			
RRLNSTAT	1	2	3	8
1	●	●	●	
2	●	●	●	
3	●	●	●	
4	●	●	●	●
5	●	●	●	●
6				●
9				●

The commands CODEFIND and CONSIST will ensure that nothing falls outside the range of set values or combinations of values, but they do not actually indicate what the contents of the database are.

The FREQUENCY command reports database contents and the occurrence of each permissible code or value or combinations thereof. For continuous type items, FREQUENCY is not generally suitable, as it will list all unique occurrences, likely to be every value. In some cases, however, this may be appropriate (e.g., when checking for duplicate IDs [entries]). The FREQUENCY command can be used with a summary option that will sum the value of another item by the FREQUENCY item. This is helpful when there is a logical reason to expect a certain result.

7.2 Interactive Automated Validation

7.2.1 Visual Methods – Using Automated Tools

The GIS Data ReViewer described in *Section 4.3.1* will be used to view the final data layers. ReViewer is made up of a series of buttons and tools that support the automated and visual QC of the data.

- QC team leader will generate QC grid and overlay on the data layers for visual QC.
- QC analyst will step through the data layers based on the QC grid.
- One to one correspondence between digital source material and data layers is required.
- Anomalies found in feature or annotation placement, annotation text value, or feature attribution will be flagged.
- Cartographic standards and placement rules will be evaluated in this process.

7.3 Manual QC

In addition to the automated QC checks AIS will perform a manual QC validation of the final maps generated as a result of the conversion process. By performing this manual/visual QC check, AIS will identify any obvious discrepancies in the final data.

Our visual QC will involve a QC staff person systematically reviewing a check plot resembling the final zone map. As the review process is completed for each feature on the plot, the QC person will mark the feature to indicate that it has been reviewed. If errors are found, they will be marked on the plot for correction. Once all the features in an area have been QC'd, the reviewer will then move to another section of the map and repeat the visual QC process. As part of the visual QC process the overall correctness of the final data will be confirmed. This process will take the following into consideration:

- The features are correctly placed and rotated according to the County's placement rules and guidelines.
- Annotation is correctly spelled, capitalized, and generated.
- Annotation is correctly placed and/or rotated according to the County's placement rules and guidelines.
- Annotation will display clearly and precisely with no over-posting.
- All features and annotation are correctly captured.
- No duplicate features (redundant arcs on arcs, points on points) are displayed.
- Verify that a high-quality cartographic line appearance is achieved. There should be no spike, hook, or zero-length line segments in the database.
- Curvilinear graphic features should be smooth with a minimum number of vertices.
- The converted data registers to the County's land base.
- All features that form a boundary edge, i.e. delivery areas, shall be visually and geometrically edge matched. Attributes for such adjoining features shall be consistent.
- Consistency in placement of features, i.e. Z-hooks.
- Aesthetic look and feel (resemblance to County's sample Zone map).

7.3.1 Refine and Update QC Procedures

Our QC procedures will be reviewed on a regular basis to ensure the process is effective. Automated and manual QC routines will be evaluated and modified, as needed throughout the production process. The County will be notified as changes to the QC plan are made.

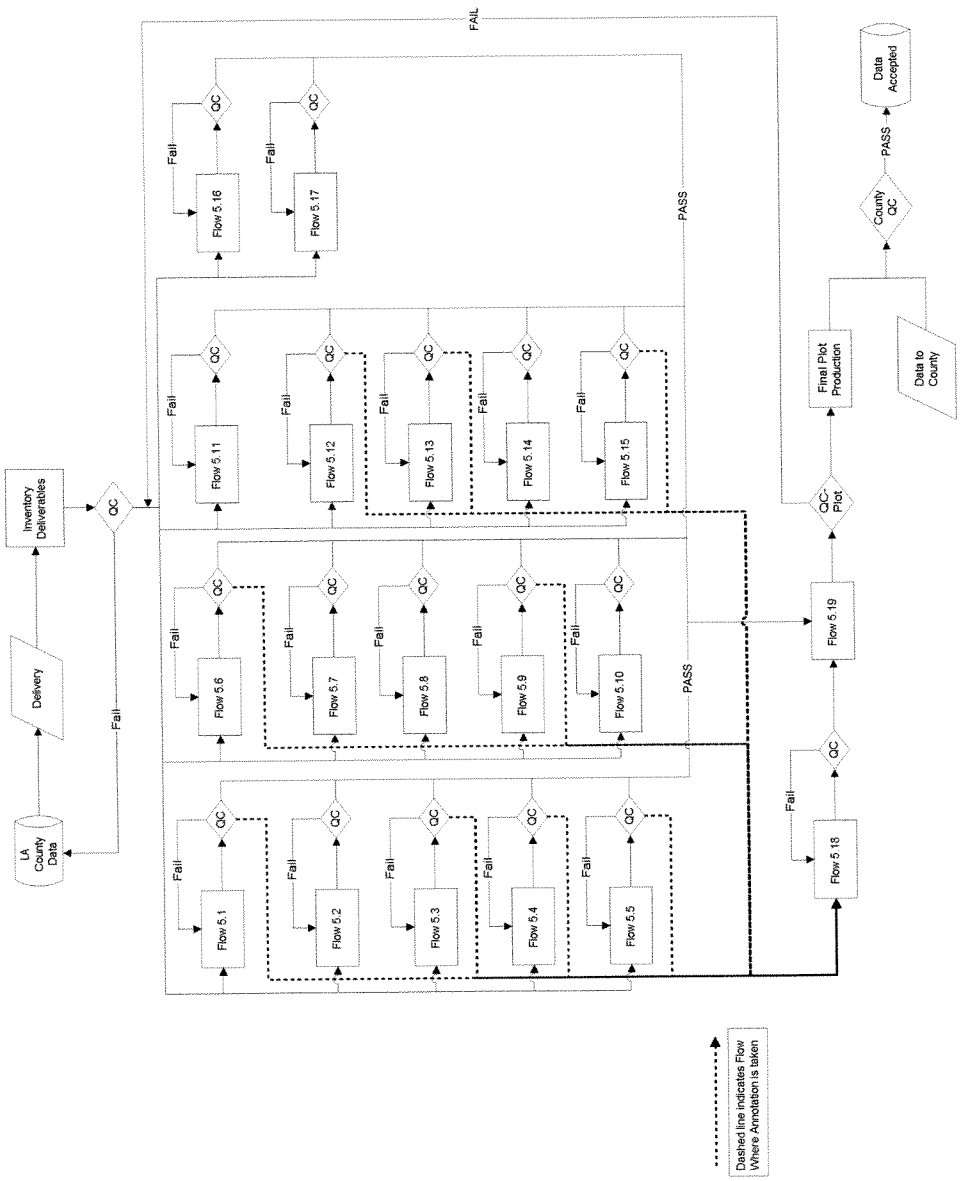
7.4 Error Detection and Reporting

Errors encountered during the automated and on-screen QC process will be identified and flagged in the production data layers. As the detected errors are corrected, the production staff will reset the QC attribute to indicate that the errors were corrected. Errors detected on the check plots will be corrected and the QC staff will initial and check off on the plot that the correction was made.

8 Detailed Quality Control Work Plan

The following section shows the QC execution workflow as it applies to the County's data layers.

8.1 Quality Control Execution Work Flow



9 Quality Control Report

The QC process is composed of various stages and checks. For each delivery, a QC report will be submitted to the County to assist in their QC review. The report will contain at a minimum the following information:

- Data Inventory;
- Feature Count reports;
- Data Validation reports;
- AIS check plot by HNS.

In addition, each data delivery will be accompanied with a list of PIRFs and the County's supplied resolutions, as well as a list of any unresolved questions. Based on this information, the County can proceed with their QC of the data.

APPENDIX C

Production AMLs

aerial
information
systems

TECHNICAL SPECIFICATIONS
APPENDIX C – AMLs

The following is a listing of all the AMLs and menus created by AIS to perform the RFP test. Additional AMLs are needed once we go into full production. Specifically, we need to write the processing AML for the C-Track data. All of the files listed here can be found on the accompanying CD.

Location: zcip\atool\

ARC
addcodes2address.aml
addcodes2addressR.aml
annoconflict.aml
codeparcels_clip.aml
codesub.aml
createaddress.aml
createamb_index.aml
createanno.aml
createcenterline.aml
createcivic_names.aml
createc_easement.aml
createdgn_additions.aml
createdgn_new.aml
createdgn_no_house.aml
createdgn_no_street.aml
createfinal_hooks.aml
createhook_points.aml
createhwy_plan.aml
createlots.aml
createown_hooks.aml
createPARCELS_CLIP.aml
createschool_buffer.aml
createschool_bufferfinal.aml
createsub.aml
createt_easement.aml
createt_schools.aml
createvac_st_side.aml
createzone.aml
delivery.aml
findwrongaddress.aml
fix90.aml
fixaddress.aml
fixanno.aml
fixcorner.aml
getamb.aml
IMAGEPLOT.AML
missinghooks.aml
oldmap.aml
printamb.aml
regionpoly.aml
shape2poly.aml
zcipmap.aml
zcipmapold.aml

ARCEDIT
ap_address.aml
ap_codesub.aml
ap_fixanno.aml
bcopy.aml
box.aml
codezone.aml
findnostreetname.aml
getem.aml
gethousenum.aml
getstreetname.aml
lotcheck.aml
pickimage.aml
setsaadr.aml
updateaddresscodes.aml

ARCEDIT
codeaddress.menu
codeaddress2.menu
codelot.menu
codesub.menu
createzone.menu