

**City of Los Angeles
Department of Public Works
Bureau of Engineering**

**Pre-Qualified On-Call (PQOC) Bridge/Civil Engineering and Other Design and
Support Services Consultants List**

Task Order Solicitation (TOS) No. 304

**Design and Engineering Support Services for the
Alameda Street Widening (North) from Anaheim Street to 300 Feet South of
Pacific Coast Highway**

**Work Order No. E1907706
Federal Project ID No. STPL-5006(821)**

August 5, 2025

A. INTRODUCTION

The Bureau of Engineering (BOE), Street Improvement Division (SID) intends to utilize the services of a consulting firm (Consultant) for design and engineering support services for the Alameda Street Widening (North) from Anaheim Street to 300 feet (ft) South of Pacific Coast Highway (PCH) (Project). Alameda Street serves as a major thoroughfare for truck traffic serving the Port of Los Angeles (POLA). The Project consists of street widening and improvements of Alameda Street from Anaheim Street to 300 ft south of the PCH to upgrade it to a Modified Boulevard II.

The Project improvements include the complete removal and reconstruction of the widened street pavement, sidewalk, curb and gutter, curb ramps, addition of one (1) northbound and one (1) southbound vehicular through lane, new traffic signal and striping improvements and modifications, new railroad crossing improvements, new shared Class I bike path and pedestrian sidewalk, new storm drain system improvements, and landscaping work.

Please refer to ***Attachment No. 1 – Scope of Work***, which provides an approximate breakdown of the proposed widening, improvements, and the intersections to be improved by the Project. Please note that the scope of work is subject to minor changes depending on existing conditions, budgetary considerations, and other factors. Any major design changes must be justified and approved to ensure consistency with the Project objectives.

The Consultant shall be responsible for completing the 90%, 100%, and final plans, specifications, and estimates (PS&E) based on the latest design package, dated April 24, 2025. Refer to Section B of this TOS “Scope of Work and Deliverables”, Task 1 “Design Phase” for more information on the latest design

package. The latest design package has been attached as ***Attachment No. 2 – Existing Design Package.***

To successfully deliver the Project, the Consultant shall be expected to coordinate closely with the following agencies:

- Council District (CD) No. 15
- California Department of Transportation (Caltrans)
- Los Angeles Department of Transportation (LADOT)
- City of Los Angeles (City), POLA
- Los Angeles Department of Public Works – Bureau of Street Lighting (BSL), BOE, Bureau of Street Services (StreetsLA), and LA Sanitation and Environment (LASAN)
- Los Angeles Department of Water and Power (LADWP)
- Los Angeles County Metropolitan Transportation Authority (Metro)
- Pacific Harbor Line (PHL)
- California Public Utilities Commission (CPUC)
- American Railway Engineering and Maintenance-of-Way Association (AREMA)
- Community organizations and private property owners along the Project area

B. SCOPE OF WORK AND DELIVERABLES

The Consultant shall provide the following services and deliverables:

Task 1: Design Phase

Design Services and Activities

The selected Consultant shall be provided with all computer-aided design (CAD) files from the latest design package for the Project. As the new Engineer of Record (EOR), the Consultant shall take full responsibility for thoroughly reviewing the existing design and completing the remaining design work necessary to produce a final, comprehensive PS&E package. This includes verifying the accuracy and completeness of the existing design, resolving outstanding issues, obtaining all required approvals, and incorporating any necessary modifications to meet Project requirements, agency requirements, and applicable standards. The final PS&E package shall be wet-stamped and signed by the Consultant. Any modifications to the existing design must be coordinated with the Project Management team and justified based on engineering analysis and/or regulatory requirements.

The Consultant shall provide the following design services:

- a. All work shall be completed in a timeline acceptable to the Project Manager (PM);
- b. Proficient staff in the latest version of AutoCAD Civil 3D;
- c. Calculations necessary to prepare drawings;
- d. Check and interpret field notes;
- e. Research existing plans and maps for data concerning the Project site;
- f. Obtain information from other public agencies including City, Los Angeles County (County), State, and Federal codes;
- g. Use of manufacturers, catalogs, and other resources in preparing plans and drawings;
- h. Calculate distances, ties, angles, area curves, grades, slopes, elevations, coordinates, traverses, closures, alignments, stationing, material, and labor costs and quantities;
- i. Conduct site visits and site investigations, collect survey information, and other needed data to perform calculations and provide requested designs;
- j. Work with the City Project Management team to coordinate and prioritize design work as needed;
- k. Must be able to perform field visits safely and efficiently develop engineering solutions to design issues;
- l. Must be able to work well with others as a team;
- m. Must have excellent communication skills and be able to communicate clearly, concisely, precisely, both verbally and in writing with the City staff and the public;
- n. Must be knowledgeable and proficient in the requirements of the applicable Standard Specifications for Public Works Construction (Greenbook) as supplemented/modified by the BOE's latest additions and amendments edition (Brown Book); and
- o. All design drawings completed by the Consultant must be wet-stamped and signed by the EOR. The EOR must hold a current and clear registration as a Professional Engineer (PE) in Civil Engineering issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California.

Task 2: 90% PS&E and Task 3: 100% and Final PS&E Packages

The Consultant shall ensure that the final PS&E package complies with the latest applicable Federal, State, and City codes and standards including, but not limited to, the following:

- California Manual on Uniform Traffic Control Devices
- The BOE Street Design Manual
- The BOE Standard Plans and Master Specifications
- LADOT Manual of Policy and Procedures
- LADOT Special Provisions and Standard Drawings for the Installation and Modification of Traffic Signals

- The City Mobility Plan 2035
- The City Supplement Street Design Guide
- Los Angeles and California Building Codes
- United States Access Board Public Right-of-Way Accessibility Guidelines (PROWAG) and Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- Greenbook, including Brown Book
- National Association of City Transportation Officials Guidelines (Urban Street, Transit, and Bikeway Design Guides)
- Manual for Railway Engineering

1. The 90% (Tasks 2.1 to 2.9) and 100% and final (Tasks 3.1 to 3.9) PS&E design requirements shall include the following:

a. Preparing plan sheets in Autodesk Civil 3D, latest version, drawing (.DWG) format, for the technical disciplines;

i. Civil (Tasks 2.1 to 2.3 and 3.1 to 3.3) drawings with plan, profile, cross section, details including, but not limited to, the proposed roadway, sidewalk, curb and gutter, curb ramps, full-depth pavement and base reconstruction, pavement resurfacing, stormwater, drainage improvements, and the composite utility plans with existing and proposed relocation of substructure and overhead utilities. The proposed surfaces for all proposed civil design elements must be included in the .DWG file submittal. The Los Angeles County Flood Control District (LACFCD) Flood Control Permit is required for the drainage improvements within the County's jurisdiction.

ii. Traffic (Tasks 2.4 and 3.4) and bike path (Tasks 2.5 and 3.5) drawings with plan, profile, cross section, details including, but not limited to, the proposed traffic signal, signage, traffic interconnect, bike path, and geometric restoration improvements and modifications. The design must incorporate the vehicle turning templates used in the latest edition of American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets (Green Book) and must account for WB-67 vehicles. All traffic drawings completed by the Consultant must be wet-stamped and signed by the EOR with a current and clear registration as a PE in Traffic Engineering issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California. Review and approval from the LADOT is required for all traffic signal and signage improvement and modification, signage, and geometric restoration improvements and modification work in the public right-of-way (PROW).

- iii. Traffic staging and temporary traffic control/signal/detour (Tasks 2.6 and 3.6) drawings with plan, profile, and details necessary to ensure safe and efficient traffic management during construction, including all temporary phases for traffic staging, detours, signal and striping modifications. The temporary traffic signal modification plans shall include, but are not limited to, evaluating existing signal operations, developing temporary signal phasing and timing plans, and preparing design drawings to accommodate temporary roadway configurations during construction. All traffic staging and temporary traffic control/signal/detour drawings completed by the Consultant must be wet-stamped and signed by the EOR with a current and clear registration as a PE in Traffic Engineering issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California. Review and approval from the LADOT is required for all traffic staging and temporary worksite traffic control in the PROW.
- iv. Railroad (Tasks 2.7 and 3.7) drawings with plan, profile, cross section, details including, but not limited to, the proposed improvements and modifications of 1) railroad demolition, 2) railroad grade crossing, 3) railroad tracks, and 4) railroad signals and signage. All railroad drawings completed by the Consultant must be wet-stamped and signed by the EOR with a current and clear registration as a PE in Civil Engineering issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California. Review and approval from the POLA, PHL, and CPUC is required for all railroad crossing improvement and modification work in the PROW.
- v. Street and pedestrian lighting (Task 2.8 and 3.8) drawings with plan, profile, cross section, details including, but not limited to, street and pedestrian poles, mast arms, luminaires, pull boxes, conduit runs, etc. All street and pedestrian lighting drawings completed by the Consultant must be wet-stamped and signed by the EOR with a current and clear registration as a PE in Electrical Engineering issued by the Board for Professional Engineers, Land Surveyors, and Geologists in the State of California. Review and approval from the BSL is required for all street and pedestrian lighting work in the PROW.
- vi. Landscape (Tasks 2.9 and 3.9) drawings with plan, profile, cross section, details including, but not limited to, street tree removal, new street tree planting, root pruning, tree well reconstruction as needed, irrigation and incidental to effectuate the proposed civil,

traffic, and street lighting improvements. All landscape drawings completed by the Consultant must be wet-stamped and signed by the Architect of Record (AOR) with a current and clear registration as a Licensed Architect issued by the California Architects Board. Review and approval from the StreetsLA is required for all landscape removal, planting, and reconstruction work in the PROW.

- b. Preparing the General Conditions (GCs), General Requirements (GRs), and technical specifications (Microsoft Word Format (.DOCX) and Adobe Portable Document Format (.PDF)), and the latest BOE template for all technical disciplines in civil, landscape, traffic, railroad, and street and pedestrian lighting improvements. Technical specifications shall include, but not be limited to, specialized, non-standard, and/or non-City pre-approved materials, products, and/or installation procedures not covered by the City's standards, design guidelines, and codes specified in this Section B;
 - c. Preparing the construction cost estimate and quantity take off (Microsoft Excel Format (.XLSX) and .PDF), and the latest BOE template for all technical disciplines in civil, landscape, traffic, railroad, and street and pedestrian lighting improvements;
 - d. Coordinating and integrating all design drawings, technical specifications and/or special provisions, and engineering cost estimate provided by the BOE and BSL staff into a single PS&E package for construction bidding; and
 - e. Obtaining plan approval and permits with other City departments and public agencies, including, but not limited to, the BOE, StreetsLA, BSL, LADOT, Caltrans, POLA, Metro, PHL, and CPUC.
2. The PS&E submittal requirements shall include the following:
- a. PS&E at the 90%, 100%, and final design review. Design submittal shall comply with the BOE's Project Delivery Manual (PDM), Chapter 8 "Design Phase" and as supplemented in **Attachment No. 3 – Responsibilities of Design**;
 - b. Two (2) hard copies of the working drawings (one (1) full sized and one (1) half-sized) shall be provided for each design submittal;
 - c. One (1) electronic copy of the PS&E and design calculations in .DWG, .PDF, .DOCX, .XLSX, and other as-utilized formats;
 - d. In-progress submittals of the PS&E Package every two (2) weeks following the Notice to Proceed (NTP) issuance. In-progress submittals are one (1) electronic copy of the PS&E and design calculations in .DWG, .PDF, .DOCX, .XLSX, and other as-utilized formats. The City will provide a cursory review to verify consistency throughout the design development process, measure progress, clarify issues expediently, and course correct as needed; and

- e. Additional electronic and hard copy plans and documentation as needed for interagency reviews by the LADOT, LADWP, BSL, and any other necessary agencies.
3. It will be the sole discretion of the PM to approve or disapprove the design, in whole or in part, as submitted. Incomplete designs will not be accepted by the PM. All designs submitted for approval must be COMPLETE and shall contain the following elements as a minimum:
- a. Plan and profile views shall be drawn to scale and comply with all requirements of the BOE CADD Standards, available at the following link: [BOE CADD Standards](#);
 - b. Plan view to contain adequate dimensions to provide clear and unambiguous construction direction as specified in **Attachment No. 3 – Responsibilities of Design**;
 - c. Sections and other details as needed and as specified in **Attachment No. 3 – Responsibilities of Design**;
 - d. E-transmit all CAD files associated with the drawings, including the base file, external references (Xrefs), surfaces, alignments, profiles, and any other supporting files necessary for a complete and functional CAD package;
 - e. Name of Designer;
 - f. Date of design drawing;
 - g. Final plans and specifications shall be signed and stamped by the registered Civil Engineer; and
 - h. Quality assurance/quality control (QA/QC) and Constructability Review Matrix by an experienced registered PE in the State of California for each technical discipline specified in Tasks 2.1 to 2.9 and 3.1 to 3.9. The QA/QC Engineer must attach their resume and must work on the Project.
4. The City will provide the following items, if available, to the selected Consultant:
- a. One (1) electronic copy of all the Project's CAD files associated with **Attachment No. 2 – Existing Design Package**, including the following disciplines: civil, drainage, utility, traffic signal and striping, bike path signal and striping, traffic staging and temporary traffic control/detour, railroad, and landscaping;
 - b. The Pre-Design Report;
 - c. Existing geotechnical report and supplemental report;
 - d. Existing topography survey files;
 - e. Utility Locating Radiography Potholing Mapping Report;
 - f. Transportation assessment;
 - g. Existing environmental documents;
 - h. Contact information for point-of-contact individuals at the BOE, LADOT, BSL, and Metro; and
 - i. Record drawings.

5. Traffic Staging and Temporary Traffic Control/Detour

The Consultant shall submit to the PM a conceptual temporary traffic control/detour layout and impact no later than 30 calendar days (CDs) after the NTP issuance date. The PM shall schedule a first submittal meeting with the Consultant and LADOT plan check engineer to understand the project requirements, development layout and impact, and project timelines.

The Consultant shall prepare and submit the traffic staging and temporary traffic control/detour plans to the PM within 60 CDs after the first submittal meeting with the LADOT. Subsequent resubmittals, if or when required, must be submitted within 21 CDs of the City's response. Final approval of the Work Traffic Control Plans is based on the BOE and LADOT approval.

6. Utility and Substructure Coordination

The Consultant shall conduct utility and substructure investigation and coordination. Consultant activities may include, but are not limited to:

- a. Obtaining and reviewing utility and substructure drawings and as-built records from the BOE vault and the utility companies;
- b. Perform field investigations of existing utilities and substructure at the Project site;
- c. Identify utility and substructure relocations/abandonment required;
- d. Prepare composite utility/substructure plans for existing and proposed relocation of utilities; and
- e. Prepare pothole requests, as approved by the PM.

Task 4: Railroad Construction and Maintenance (C&M) Agreement

The Consultant shall coordinate the development of the C&M agreement for proposed railroad signal improvements to be performed by the PHL and paid for by the City. This task assumes one (1) C&M agreement for the Project.

Task 5: Railroad Right-of-Entry (ROE) Permit

The Consultant shall prepare a ROE permit application required to allow the City and the Consultant team to enter the PHL railroad corridor to conduct field activities within 25 ft from the nearest active track. The cost for preparing the ROE application, including obtaining flagging and railroad protective liability insurance (RPLI), are not included in this task. This task assumes one (1) application.

Task 6: Railroad Easement / License Coordination

The Consultant shall assist with the coordination of easements/licenses required for the Project. This task assumes up to two (2) easements or licenses.

Task A: Additive Services

Task A1: Railroad Flagging (10 days)

The Consultant shall arrange for railroad flagging by the PHL for data collection and field review purposes. This task assumes up to ten (10) days of flagging.

Task A2: Traffic Analysis and Report

The Consultant shall perform a comprehensive traffic analysis and prepare a Traffic Analysis Report for the Project area. This includes, but is not limited to, collecting and reviewing existing traffic data, forecasting future traffic volumes, evaluating intersection operations, and identifying potential capacity, safety, and operational issues. The Consultant shall recommend improvements as necessary to support project objectives and ensure compliance with all applicable City standards, traffic engineering principles, and regulatory requirements. The final report shall include all assumptions, methodologies, analysis results, and supporting documentation.

C. PROJECT SCHEDULE

The Project schedule and milestone deadlines are stated below and are inclusive of City agencies review period.

<u>Task 2:</u> 90% PS&E Package.....	April 30, 2026
<u>Task 3:</u> 100% and Final PS&E Package.....	August 31, 2026
<u>Task 4:</u> Construction and Maintenance Agreement.....	June 30, 2026
<u>Task 5:</u> ROE Permit.....	June 30, 2026
<u>Task 6:</u> Easement / License Coordination.....	June 30, 2026

Additive Tasks A1 and A2: The City will assign appropriate completion deadlines for Additive Tasks A1 and A2 if the City decides to proceed with them.

D. PAYMENTS

The successful firm will be compensated for performing the tasks as outlined above. For each task, provide a cost breakdown estimate for your services. There will be a progress payment made after the successful completion of each task. All invoices submitted and payments issued shall be subject to the full and satisfactory completion of milestones and/or tasks including all associated deliverables. Approval will require that all comments are addressed and approved by the City reviewers for each submittal. Partial payment will be approved for

submittal and comments, and a full payment will be approved once all comments have been addressed. If a given submittal does not meet the requirements detailed in **Attachment No. 3 - Responsibilities of Design** checklist, there will be no progress payment made.

In such a case, the firm will be required to make a subsequent re-submittal and will not be compensated for that submittal until all requirements are met for that submittal level. There should be no more than one (1) re-submittal to address all the review comments and maintain the Project on schedule. In cases where the Consultant failed to address all the outstanding review comments, the City may reduce the payment equivalent to the costs it may incur to address all the review comments by the City staff. If the contract ends before the work is completed, the City will determine the amount of work to complete the required services and deduct that amount from the final payment to the Consultant.

E. SOLICITATION SCHEDULE (Dates are tentative and subject to change if necessary)

Issue TOS.....	August 6, 2025
Pre-Proposal Meeting.....	August 14, 2025
Receive Solicitation Responses.....	September 4, 2025
Interview Notification (As-Needed).....	September 8, 2025
Selection Interviews (As-Needed).....	September 16 and 18, 2025
Select and Negotiate.....	September 25, 2025
Issue Partial NTP.....	October 3, 2025
Solicitation Award Board Report.....	December 1, 2025
Issue Remaining NTP.....	December 2, 2025

F. SOLICITATION RESPONSE REQUIREMENTS

Solicitation responses shall be bound and not to exceed 40 pages, exclusive of cover, dividers, references, and resumes. Please submit three (3) hard copies and one (1) electronic copy in digital format of the proposal package (.PDF preferred) no later than **2:00 PM on Thursday, September 4, 2025**.

Solicitation responses shall be submitted to:

Department of Public Works
Bureau of Engineering
Street Improvement Division
1149 South Broadway, Suite 800
Los Angeles, California 90015
Attention: Amaan Malik

Please also submit these responses electronically to the following e-mail addresses listed below with the subject line – Solicitation Submission for TOS No. 304 followed by your firm’s name:

- nur.malhis@lacity.org
- george.huang@lacity.org
- amaan.malik@lacity.org

Solicitation responses shall include the following:

1. **Cover Letter** – The proposal shall contain a cover letter that includes the following:
 - a. Title of the project;
 - b. Name and address of firm;
 - c. Phone/FAX of firm;
 - d. Prime contact person;
 - e. E-mail of the prime contact person; and
 - f. Name and signature of the individual who is authorized to represent the Consultant regarding all matters related to the proposal and any project subsequently awarded to said Consultant. The cover letter shall be signed by the person who is authorized by the company for all commitments made in the proposal.

2. **Table of Contents** – A clear identification of the materials by section and page numbers.

3. **Project Understanding**
 - a. A statement and discussion of the Project objectives, concerns, and key issues.
 - b. The overall technical approach for performing the tasks and include a discussion of the difficulties expected or anticipated in performing the tasks, along with a discussion of how the Consultant proposed to overcome or mitigate against those difficulties.

4. **Related Experience**
 - a. Describe your firm, project team, and team members' experience and projects that are relevant to delivering complete streets, active transportation, curb ramps, railroads, and any other work described in the scope of work for this TOS. Demonstrate the relevancy of your past record to complete this Project.
 - b. Describe your firm's history of compliance to budget and schedule on those previous projects.

5. **Project Team**

Provide a project team organization chart and describe the background, roles, and responsibilities of key team members. Provide current Disadvantaged Business Enterprises (DBE) certificates and information on DBE involvement. Provide resumes of staff who will work on the Project.

6. Detailed Scope of Work and Schedule

- a. Provide a detailed scope of work along with the process for executing the requirements and objectives of the Project.
- b. A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the Project, milestones, and significant events.
- c. A statement of the extent to which the Consultant's proposed approach and scope of work shall meet or exceed the stated objectives discussed in this TOS. Furthermore, a discussion of how the Consultant would modify the Project schedule to better meet these objectives without exceeding the proposed budget amount.

7. Scope/Hours Summary

Develop a detailed table summarizing the scope of work and task activities including the proposed personnel and proposed hours.

8. References

- a. The Consultant shall furnish at least five (5) credible references with whom the Consultant has done relevant consulting services described in this TOS over the past three (3) to five (5) years for the BOE to contact. The references shall include the following information:
 1. Project sponsor's name
 2. Contact person with direct knowledge of the Consultant's work (current telephone and email address)
 3. Scope of work performed by the Consultant
 4. Project budget and cost to complete the scope of work
 5. Completion of work and performance towards the Project schedule
- b. The Consultant shall include the approved design plans and final estimate from a minimum of one (1) of the referenced projects prepared by the prime consultant and all subconsultants (in .PDF format) in their respective technical design disciplines performed under this task order. The plans must clearly identify the firm's name, project sponsor, EOR, and description of the technical design work performed.
- c. The required attachments mentioned under this Section F, Subsection 8 "References" are not included in the 40-page limit for the solicitation response.

9. Other Requirements

Proposals must include any other required elements as described in this TOS.

10. Cost Proposal

- a. In a **separately sealed envelope**, submit Exhibit 10-O2 and provide a cost calculation using **Attachment No. 4 – Cost Proposal Worksheet** based on the work described in Section B “Scope of Work and Deliverables.” Complete both worksheets by labor and scope.
- b. For Cost Proposal Worksheet by Scope, calculate lump-sum costs for all tasks required to complete the Project and list assumptions associated with all cost calculations.
- c. Both the Prime Consultant and subconsultants must complete the Cost Proposal Worksheet by Labor. Cost calculations must consider all direct and indirect costs are accounted for. The calculations should include proposed field and home-office overhead rates for both the Prime Consultant and subconsultants. All rates must comply with the terms of the Consultant’s executed PQOC Bridge/Civil Engineering and Other Design and Support Services Contract.
- d. Specify and describe all assumptions made for each task and activity required in your solicitation response and cost proposal.
- e. Submit the sealed envelope by the proposal due date and time to:

Department of Public Works
Bureau of Engineering
Street Improvement Division
1149 South Broadway, Suite 800
Los Angeles, California 90015
Attention: Amaan Malik

- f. **DO NOT include the cost proposal and Exhibit 10-O2 in the electronic submission.**

G. SELECTION CRITERIA

Based on the number and quality of responses received for this TOS, the City will select up to three (3) firms to interview. The City staff responsible for managing and administering this contract will be conducting the interviews.

The selection criteria shall include the following:

1. **Project Team’s Technical Qualifications and Capabilities – Weight: 35%**
 - a. Technical competence of the Project team to perform the multi-disciplinary design services requested in this TOS (including evaluation of the Consultant’s expertise, technical knowledge, and types of related professional assignments).
 - b. Knowledge and understanding of the Project work to be performed, as demonstrated in the proposal. The prospective selected Consultant must demonstrate an understanding of the Project’s objectives.

- c. Knowledge and understanding of the City's Complete Streets Design Guide and Supplemental Street Design Guide. Applicants should cite their experience working on: 1) projects in or around this area of the City, 2) projects that involve capital improvement within the PROW, and 3) high-profile and large-scale projects in the City. This shall include the project title, sponsoring agency, and detailed description of the technical work, roles, and responsibilities performed on these projects.
- d. Urban planning and engineering experience, educational background, interpersonal skills, and availability of the workforce in the City and the availability of the executive, principals, director, and technical personnel to be assigned to the Project must be demonstrated. The selected Consultant must demonstrate the assigned personnel have experience in engineering design, development, and construction of innovative transit, pedestrian, bicycle, and other multi-modal safety improvements within the existing PROW. This shall include a firm grasp of the 2035 Mobility Plan, LA City Complete Streets Design Guide, Supplemental Street Design Guide, and other relevant design guidelines and standards from outside agencies (Metro, Caltrans, PROWAG, etc.). Experience in project implementation should also be demonstrated, in terms of budgetary controls, financing techniques, staff qualification, institutional arrangements, and project schedules.
- e. Past record performances of the Consultant's organization as determined from the experience profile and other available information including direct communication by the City with the Consultant's former clients regarding scope of work performed, cost control, work quality and completion of work on schedule. Include no less than five (5) project references in your proposal that includes organization and a contact individual (including a current telephone number and email address) with direct knowledge of the Consultant's ability to perform this type of work. See the above Section F-8.a. "References" for detailed requirements.

2. Project Understanding and Delivery – Weight: 25%

- a. Adequacy of proposed method of reaching the Project's purpose, objectives, schedule, and deliverables in transforming the Project's improvements into an enjoyable and safe place to walk, bike, and visit for all active modes and users.
- b. Ability to demonstrate a sound technical approach for meeting the Project objectives in designing and implementing the pedestrian safety and accessibility improvements, and preparing comprehensive recommendations that are sustainable, creative, and cost-effective. The technical soundness of the approach and supporting rationale for each of the defined tasks must also be demonstrated.

3. Project Team's Management and Work Quality – Weight: 25%

- a. Overall capability for accomplishing the Project objectives of providing a quality work, data collection and analysis, and recommendations while engaging stakeholders, government agencies, and local community members.
- b. The Consultant must exhibit knowledge of the City requirements, procedures, and best practices.
- c. The Consultant must exhibit organizational ability, a precise schedule, and corporate commitment to complete the tasks and products within the time limits established in the TOS.
- d. Budget, schedule, and interpersonal management approach and techniques for assuring timely coordination, integration, quality-control, and complete delivery of all TOS tasks with the City staff, CD No. 15, and elected officials. Willingness and ability to provide extra staff should the need arise while performing each task if staff commitment to the Project, when required to comply with grant deadlines and complete critical path tasks, fall behind schedule.

4. Firm's History in Budget and Schedule Compliance – Weight: 15%

History of firm in successful schedule and budget compliance, particularly on previous City projects.

H. DBE PARTICIPATION LEVELS

The City has set the DBE goal at 20 percent per Article 17 of the PQOC Bridge/Civil Engineering and Other Design and Support Services Contract. The Consultant must submit the **Attachment No. 5 – Exhibit 10-O2** along with their cost proposal in a **separately sealed envelope**.

DO NOT include the cost proposal or the Exhibit 10-O2 in the electronic submission.

I. INSURANCE REQUIREMENTS

Insurance policies must be current and on file with the Office of the City Administrative Officer (CAO) – Risk Management when the task order is awarded to the selected PQOC Consultant. Work cannot commence or continue if the proper proof of insurance forms is not on file with the CAO. Also, invoices will not be paid if the proper proof of insurance forms is not on file with the CAO.

J. NON-COLLUSION AFFIDAVIT

A Non-Collusion Affidavit must be included and signed by the Consultant and returned with the proposal.

K. CONTRACT MANAGER

The City's Contract Manager is Nadir Shah and can be reached at (213) 676 – 1531 or via e-mail at nadir.shah@lacity.org. Please contact Nadir Shah for any questions regarding the TOS process.

L. PROJECT MANAGER

The City's Project Manager is Amaan Malik and can be reached at (213) 485 - 4687 or via e-mail at amaan.malik@lacity.org. Please contact Amaan Malik and George Huang for any technical questions regarding this TOS. George Huang can be reached at george.huang@lacity.org.

M. PRE-PROPOSAL MEETING

A **non-mandatory** Pre-Proposal Meeting will be held virtually via Google Meet on Thursday, August 14, 2025 at 10:00 AM. Anyone can join using the following link:

Video call link: <https://meet.google.com/tvv-isyk-yew>

Or dial: (US) +1 386-401-8512 PIN: 780 932 267#

The host of this meeting is Amaan Malik and can be reached through e-mail at amaan.malik@lacity.org. A job walk will not be conducted; however, each Consultant may visit the sites to verify pertinent information for their proposals.

N. CONFIDENTIALITY

All documents, information, City Data, and materials provided to the Consultant by the City or developed by the Consultant pursuant to this contract (collectively "Confidential Information") are confidential. The Consultant shall not provide, and shall prohibit its employees and subcontractors from providing or disclosing, any Confidential Information or their contents or any information therein either orally or in writing, to any person or entity, etc. except as authorized by the City or as required by law. The Consultant shall immediately notify the City of any attempt by a third party to obtain access to any Confidential Information.

O. DISCLAIMER

The City may or may not decide to award any or part of this task order based on its sole convenience and shall not be responsible for any solicitation response costs. This TOS is not an authorization to start this work. An NTP will be issued when your firm has been selected and your fee proposal has been accepted.

P. ATTACHMENTS

Attachment No. 1 – Scope of Work

Attachment No. 2 – Existing Design Package

Attachment No. 3 – Responsibilities of Design

Attachment No. 4 – Cost Proposal Worksheet
Attachment No. 5 – Exhibit 10-O2