

CITY OF LOS ANGELES

DEPARTMENT OF BUILDING AND SAFETY

Building Decarbonization and Environmental
Sustainability Technical Research and
Analysis

Task Order Number 2025BDC001

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TASK ORDER DESCRIPTION

I. Introduction

This Task Order, 2025BDC001, is issued as RAMP Opportunity ID 223893, under the Building Decarbonization and Environmental Sustainability Technical Research and Analysis Services bench contracts (C-146775, C-146910, C-146911, C-200631, C-200632, C-200633, C-200107, and C-200396); hereinafter collectively referred to as “Contract”. The provision of services under this Task Order is governed by the terms and conditions of the Contract. The duration of this Task Order shall not exceed the duration specified in the Task Order or the Notice to Proceed (NTP). The Task Order shall produce a defined work product described in Section IV and Section V.

II. Task Order Solicitation (TOS)

Task Order No.	2025BDC001
RAMP ID	223893
Open Date	August 13, 2025
TOS Response Deadline	No later than 12:00 p.m. (Pacific) September 10, 2025
LADBS TO Project Manager	Karen Penera
Submit TOS Response to:	1) karen.penera@lacity.org ; and 2) ladbs.contracts@lacity.org
Performance Period	Estimated Start Date: <u>10/15/2025</u> Estimated Completion Date: <u>10/14/2026</u> Performance Period: Not exceeding <u>12</u> months
Task Order Response Documents	<ul style="list-style-type: none">• Cover letter;• High-level proposed solution based on consideration of the deliverables listed in Section V;• Project plan as described in Section VI;• List of key personnel, along with information listed in Section VII;• Proposed costs, including hourly rates and the estimated number of hours, as described in Section VIII;• Three (3) references and work samples, as described in Section X.

All responses to this Task Order shall be in electronic format: .pdf, .docx, and/or .xlsx, as appropriate. Responses must be submitted via email to both of the email addresses above no later than the stated deadline. The subject line of the email must reference the Task Order number. Responses shall include a cover letter which includes the name, title, address, and contact number of the individual(s) authorized to represent the Contractor in all matters related to the response.

III. Background and Overview

LADBS is issuing this Task Order in response to instructions from the Los Angeles City Council (C.F. 21-1463) to support the City's LA Green New Deal (LAGND) goals. In alignment with the LAGND objective of achieving 100% Net Zero Carbon buildings by 2050, LADBS is developing a range of policies and programs. The Department will continue to support building decarbonization legislation and advance its efforts in implementation as needed.

This Task Order is associated with the current version of the Existing Building Energy and Water Efficiency (EBEWE) Ordinance and proposed amendments, including the addition of Building Performance Standards (BPS).

The overarching goal of this work is to reduce operational carbon emissions. This will be achieved by identifying and developing the following:

- A. Specific energy reduction targets within a specific time period;
- B. Various compliance pathways that will include exemptions, exceptions, and extensions of time;
- C. Appropriate resources to support equitable implementation.

Note: The Council File (C.F. 21-1463) may be amended from time to time. Any such amendments may affect or alter the scope of work performed and the requirements under this Task Order. In the event that the described conditions occur, the City will initiate changes to the Task Order pursuant to Section 7.5 of the Contract.

IV. Scope of Work

The tasks outlined in this Scope of Work must be performed as assigned by LADBS and may be modified at the direction of the LADBS General Manager and/or LADBS Task Order Project Manager. All recommendations must align with the goals and complexities of the City of Los Angeles.

A. Project Management

1. Develop a workplan in collaboration with LADBS, including a timeline or Gantt Chart (or equivalent) that includes key milestones and deliverable due dates.
2. Conduct regular project meetings and provide status reports to LADBS management and address feedback accordingly.
3. Take corrective actions as needed, to provide the deliverables as agreed upon in the workplan.

B. Research and Analysis

1. Review Council File 21-1463 in detail, including amendments and associated reports, to develop a comprehensive understanding of the Task Order.

2. Review, analyze, and report on private sector and local, state (e.g., CEC), or federal (e.g., EPA) laws, plans, policy frameworks, technologies, implementation strategies, or programs relevant to energy benchmarking, and BPS policies and programs, electrification, and decarbonization, with a focus on equitable achievement of LAGND goals.
3. Review, analyze, and report on the Los Angeles City existing building stock. This includes, but is not limited to, data available in the public domain, e.g. Los Angeles County and the City of Los Angeles records.
4. Perform Data analysis and modeling, which will include, but not be limited to: aggregated building stock characteristics, building energy end use, and carbon reduction retrofit strategies. Data analysis and/or modeling tools must be flexible enough to replace modeling data with actual data, as it becomes available.
5. Review and recommend existing software tools that can support the requirements of the amended EBEWE ordinance, which will include a BPS program. The tool must be interoperable with tools that provide the following services: payment of fees, Benchmarking, Audits & Retro-Commissioning, BPS program, monitoring compliance (i.e. issuing Notices to Comply and non-compliance notices, reporting on compliance rates, etc.).
6. Review, analyze, and report on BPS' financial/economic impacts on owners, tenants, disadvantaged communities, construction, jobs, etc. Contractor shall review, not duplicate, previous and/or existing documents prepared for LADBS.
7. Review, analyze, and report on the feasibility and associated costs of developing a Building Performance Hub, including evaluation of existing models such as U.S. Green Building Council's (USGBC) draft plan.

C. Stakeholder Outreach

1. Plan, conduct, analyze, and report back on targeted stakeholder engagement, as deemed necessary by the Department. Stakeholders may include, but are not limited to the following: industry experts, small business owners, property owners, renters, tenants, affordable housing advocates, environmental justice organizations, and other relevant groups that may be impacted.
2. Based on feedback received, develop actionable recommendations that protect and grow the workforce, enhance equity, and mitigate disproportionate burdens on underserved communities.

D. Program / Ordinance Recommendations

Provide recommended amendments to the EBEWE ordinance to integrate BPS into the EBEWE program. Considerations for updates include, but are not limited to the following: compliance threshold and pathways; time extensions and exemptions; development of carbon reduction baselines and targets; and integration of technological solutions to support the updated program, including, but not limited to, systems for storing and retrieving utility usage data which is currently supported by Energy Start Portfolio Manager; internal staffing needs; etc. Updates shall protect vulnerable populations and minimize economic disruption, while supporting feasible and effective implementation of the LAGND goals.

E. Additional Services (As Needed)

Provide research and analysis, stakeholder outreach, and program, or ordinance recommendations related to the objectives of this Task Order that may not have been specifically identified in the scope above. LADBS will initiate such requests through a written Change Order Notice, as outlined in Section 7.5 of the Contract. The Change Order Notice will include a detailed explanation of the additional work, deliverables, and timeline, if and when such services are required.

V. Deliverables and Outcomes

All visual and/or textual deliverables must be editable by LADBS, as needed, in an application that is accessible to LADBS (e.g. Microsoft Word, Excel, PowerPoint, Paint, Adobe Acrobat Pro, etc.). All images must be high quality and labels must be editable. The Department may change the format for any given deliverable. Deliverables may take the form of, but are not be limited to, the list of items described in this Section.

A. Project Management

1. A workplan in collaboration with LADBS that includes a timeline or Gantt Chart with key milestones and deliverable due dates. The contractor's response shall conform to LADBS identified priorities, timeframes, and stated outcomes.
2. Conduct regular project meetings and provide status reports (the frequency of which will be agreed upon with LADBS; e.g. biweekly).
3. Status reports (spoken or written) shall include at minimum, progress updates on tasks/deliverables, key issues, risks, feedback received, next steps, and workplan status (i.e. if project is on track, and if not, what would be required to get the project on track).
4. Corrective Action Plan or a Revised Workplan as needed.

B. Reports

Prepare a report for each of the items contained in Section IV.B Research and Analysis items 2 through 6, as well as the following items:

1. Building Stock Analysis Report: These reports will assess and report back on the City of LA's building stock, including the following categories: building size, age, land use, typology, building component features, climate zone, energy end use, etc. (See Attachments 1-4).
2. Carbon Reduction Retrofit Strategy Report: These reports will assess and report back on which building retrofit actions can be tailored to LA City's building stock, in a manner that achieves the LAGND goals. (See Attachments 5-8).

3. Impact Assessment Report: These reports will assess and report back on the potential impacts to residential and commercial property owners, and the potential negative impacts to small business owners, tenants, and renters. The contractor may be directed by LADBS to include a phased implementation schedule that starts with the largest buildings first and gradually includes smaller buildings. (See Attachments 9-13).
4. Penalty Assessment Report: These reports will recommend appropriate penalties (e.g. triggers and severity). Program costs will include, but are not limited to, the cost of assessing and tracking the resolution of the penalties.
5. Comparative Policy Reports: These reports will include a comparison of policies and implementation actions from others cities' existing-building decarbonization strategy and best practices; i.e. San Francisco (given the same California State laws) and New York (given the changed legal landscape). Also see item C3 below. (See Attachments 14-15).
6. EBEWE Program Update Report: This report will provide recommendations on how to update the existing EBEWE program to include a BPS program. This BPS program will include compliance pathways and schedules, extensions of time, and exemptions. (See Attachments 14-16).
7. Stakeholder Report: This report will summarize key takeaways and feedback from stakeholder outreach. Stakeholders will include, but are not limited to, industry experts, building and business owners, tenants and renters, think tanks and non-profits, government agencies, and LADBS management. (See Attachments 17-18).
8. Staffing Report: This report will assess and determine an appropriate level of LADBS staffing and resources needed to support a BPS program. (See Attachments 19-20).
9. Final Report: This report will include an executive summary of key findings and recommendations.

C. Tables/Matrices

As part of the required reports, the Contractor shall provide supporting tables or matrices, including but not limited to:

1. A matrix identifying existing incentives and proposed new incentives from the Los Angeles Department of Water and Power (LADWP) that align with the goals of the Green New Deal. The Contractor will work with LADWP staff to ensure the accuracy of this deliverable.
2. A table estimating the number of affordable units potentially affected by the proposed BPS.
3. A comparative matrix of BPS programs in other U.S. cities, comparable to Los Angeles, detailing metrics, compliance pathways, reduction targets, timelines, and exceptions/exemptions provisions. Also see item B5 above.
4. A table identifying potential job impacts by building stock type/scope and proposed BPS strategies.

D. Chart/Graphics

Where applicable, reports shall be supplemented with visual aids such as charts, diagrams, or other graphics that clearly convey data, trends, or policy comparisons. These visuals should enhance clarity and accessibility of key findings for both technical and non-technical audiences. (e.g., See Attachments 2, 4, 6, 8, 13, 18).

E. Presentations (e.g. PowerPoint slides and scripts and presenter notes)

Contractor shall develop presentation materials to communicate key findings and recommendations.

F. Workshops

Contractor shall plan and facilitate stakeholder engagement or workshops to gather input and provide recommendations to improve equity and environmental justice outcomes related to BPS and recommended updates to the EBEWE ordinance.

G. Meetings

Contractor shall participate in and support regular and ad-hoc meetings with LADBS and other City stakeholders throughout the project. Deliverables include: meeting agendas, meeting minutes, etc.

H. Ordinance Recommendations (See Attachments 14-16, 21)

The Contractor will provide written recommended amendments to the EBEWE ordinance to integrate BPS into the EBEWE program. Considerations for updates include, but are not limited to the following:

1. Development of carbon reduction baselines and targets
2. Compliance threshold and pathways. Maintain the threshold for compliance at buildings larger than 20,000 square feet as this aligns with the current version of the EBEWE requirements, since targeting larger buildings provides the most cost-effective impact.
3. Provide time extensions and exemptions for compliance with BPS for multi-family dwellings with affordable housing, rent stabilized buildings, buildings under financial distress (to be defined), small businesses, and other building types to be identified during stakeholder outreach.
4. Integrate technological solutions to support the updated program, including, but not limited to, systems for storing and retrieving utility usage data which is currently supported by Energy Start Portfolio Manager; etc.
5. Ensure that the proposed updates protect vulnerable populations and improve equity and environmental justice outcomes related to the BPS program.

6. Minimize economic disruption and the compliance burden for building owners affected by BPS requirements, while supporting feasible and effective implementation of the LAGND goals.

VI. Period of Performance and Completion

Contractor response shall include a detailed project plan, including key milestones and deliverable due dates, within their proposal. Contractor response shall conform to LADBS identified timeframes and stated outcomes. All work assigned under this Task Order is expected to be completed within no more than 12 months, beginning on the start date indicated in the NTP.

The Contractor will inform the LADBS Project Manager, in advance, of any foreseeable events that may impact the milestone dates. Unless a verifiable emergency occurs, Contractor shall provide written notice to the LADBS Project Manager in no fewer than ten (10) calendar days in advance of any anticipated inability to meet a deadline. The notice must include the rationale for the delay and, where applicable, proposed adjustments to the schedule. If the delay is caused by changes suggested by Contractor, the proposed changes must be communicated in accordance with Section 7.5 of the Contract. Any delivery date delays must be approved at the Department's discretion.

VII. Assignment Staffing

Contractor shall identify all key personnel and staff assigned for the duration of the Task Order (or individual phases of the Task Order, as appropriate). For each key personnel, identify their project role and provide a resume with, at minimum, the following information:

- Name
- Work title
- Email and phone number
- Relevant certifications
- 5-year work history that includes company name, job title, employment date range, and roles and corresponding responsibilities.

Contractor shall assign a single point of contact ("Task Order Project Manager" or "TPM") for the duration of the Task Order. The TPM and all identified resources shall be considered Key Personnel for the Task Order, the selection and approval for which shall be governed by Section 2.4 of the Contract. Contractor shall not substitute out project staff without written approval from LADBS.

VIII. Task Order Costs

This Task Order is requested on a Time & Materials (T&M) basis. Contractor shall provide in their proposal the number of hours per the hourly labor rates established in the Contract. The only allowed deviations are in the event the Contractor is proposing rates which are lower than noted in the Contract.

Correcting errors made by the Contractor through no fault of the City, will be corrected/remedied by the Contractor at no cost to the City and will not be billed to the City on a T&M basis.

IX. Reminders

- A. In the situations where Contractor fails to meet committed project specifications, delivery date or other conditions under this Task Order, the Contractor shall be considered in default of the Contract as provided in PSC-9, Termination, Standard Provisions for City Contracts.
- B. Acceptance Criteria: Supporting the Acceptance Criteria guidelines in the Contract, contractor work products shall additionally meet the following criteria:
 - 1. Address all components outlined in Section V of this Task Order.
 - 2. Deliverables shall be accessible and editable by LADBS, high quality, free of typographical errors, and must be submitted according to the timeline established in the approved Statement of Work.
 - 3. Written feedback will be provided for any revisions or clarifications required.
 - 4. Final acceptance will be granted and documented using Exhibit #1, Deliverable Acceptance Form (DAF), upon successful incorporation of feedback and delivery of the revised or final versions.
- C. Change Process: Any changes to this Task Order must be documented in writing through the change order process as described in Section 7.5 of the Contract. The approving authority for any changes to the Task Order shall be based on the approvers identified in Section XII of this Task Order, and of the Contractor Task Order Response or proposal.

X. References & Work Samples

Contractor will submit both references and corresponding work samples from three (3) different projects, for which they played a major role in, over the past 5 years. These projects shall be of a similar size and complexity as the current Task Order.

Contractor will provide the following in their response: 1) a list containing the client name, TPM and their contact information (name, title, email, and phone), project title, scope of project (brief description), project duration (start and end dates); and 2) work samples indicative of work performed by staff that will be assigned to the current Task Order (e.g. past reports, presentations, project management documents, etc.). References and work samples will be considered as part of the evaluation process.

XI. Evaluation and Contractor Selection

Contractor shall provide a response that includes the following: (1) a project plan; (2) a high-level proposed solution for providing the Department with the deliverables listed in Section V above; (3) the hourly rates for staff; and (4) a list of key personnel, including qualifications, roles, and responsibilities. LADBS will evaluate the responses to this Task Order based on the criteria listed in the following table:

	Evaluation Criteria	Points
1	High-level Proposed Solution and Project Plan	50
2	Response Quality and Responsiveness	15
3	References	10
4	Work Samples	10
5	Cost Control	5
6	Key Personnel	5
*7	Presentation	5
	Total	100

*The top scoring applicants on items 1-6 in the Evaluation Criteria (see table above) will be required to give a presentation to the evaluation panel. This presentation will cover the applicants’ approach to ensuring the deliverables are completed on time, within budget, and as specified by the Department and the Scope of Work. During the presentation, evaluators may ask questions. Tentatively, the presentations will be scheduled the week of October 6, 2025.

Once the Task Order preferred vendor is selected, LADBS will issue a Notice to Proceed (NTP), and the work will commence per the schedule specified in the NTP.

XII. LADBS Approvals

Karen C. Penera

 Karen Penera
 LADBS Task Order Project Manager
 EBEWE Program

08/13/2025

 Date

Osama Younan

 Osama Younan
 General Manager
 Los Angeles Department of Building and Safety

08/13/2025

 Date