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September 16, 2025

**TASK ORDER SOLICITATION (TOS) NO. ED21-054 SYLMAR CHANNEL
ENVIRONMENTAL DOCUMENTATION**

Distribution: All Firms on the Approved Pre-Qualified On-Call (PQOC) Environmental Documentation Consultant Services Lists

Task Order Title: Sylmar Channel Environmental Documentation

Task Order Solicitation No.: ED21-054

Project Title: Sylmar Channel

Work Order: S333SYLM

Proposal Due Date: 10/7/2025

1. Proposed Project

A. Description

As part of the Safe Clean Water Program (SCW), the City of Los Angeles (City), Bureau of Engineering (BOE), in conjunction with LA Sanitation and Environment (LASAN), is proposing to develop the Sylmar Channel Project (Project) located in the Sylmar neighborhood of the City. The proposed Project involves the rehabilitation of the Sylmar Channel and installation of green streets to help improve water quality, mitigation of localized flooding issues in the Upper Los Angeles River Watershed (ULAR), and provision of community enhancements. It is expected that approximately 206 acre-feet of stormwater flow per year will be captured and treated via channel improvements and green street infiltration elements, including the capture of 80.8 percent of zinc and up to 100 percent of trash in the runoff. Attaining these goals will help the City meet the federal Clean Water Act (CWA) requirements in the region.

The proposed Project involves improvements to an existing stormwater channel within the City. Key elements of the channel improvement include clearing the channel,

removing selected native trees as necessary, and revegetating the area with native plant species. Native trees, like the California Black Walnut, will be replaced at the appropriate ratios following the City's Protected Tree Ordinance (No. 186873). Approximately 9,000 square feet of inline bioretention will be installed along the channel to improve infiltration, and bank stabilization structures will be constructed to address failing slope stability. Treatment of the channel bottom will be confirmed during the final design.

Additional Project components include constructing a public walking path with educational signage on at least one side of the channel and installing landscaping features, including new trees and vegetation, along the channel banks (Figure 1). To further improve stormwater management and groundwater recharge, a combination of stormwater capture, storage, and infiltration features will be installed in the surrounding neighborhood to meet Measure W requirements (Figure 7). Additional green street elements may also be implemented, subject to final design, to support the Project's stormwater infiltration goals, including approximately 45 new trees and 700 square feet of bioswales. The total Project budget is approximately \$17.4 million, with construction anticipated to begin in Fall 2028 and continue for approximately two (2) years.



Figure 1. Conceptual typical cross-section of proposed channel improvements.

Sylmar Channel Vicinity Map

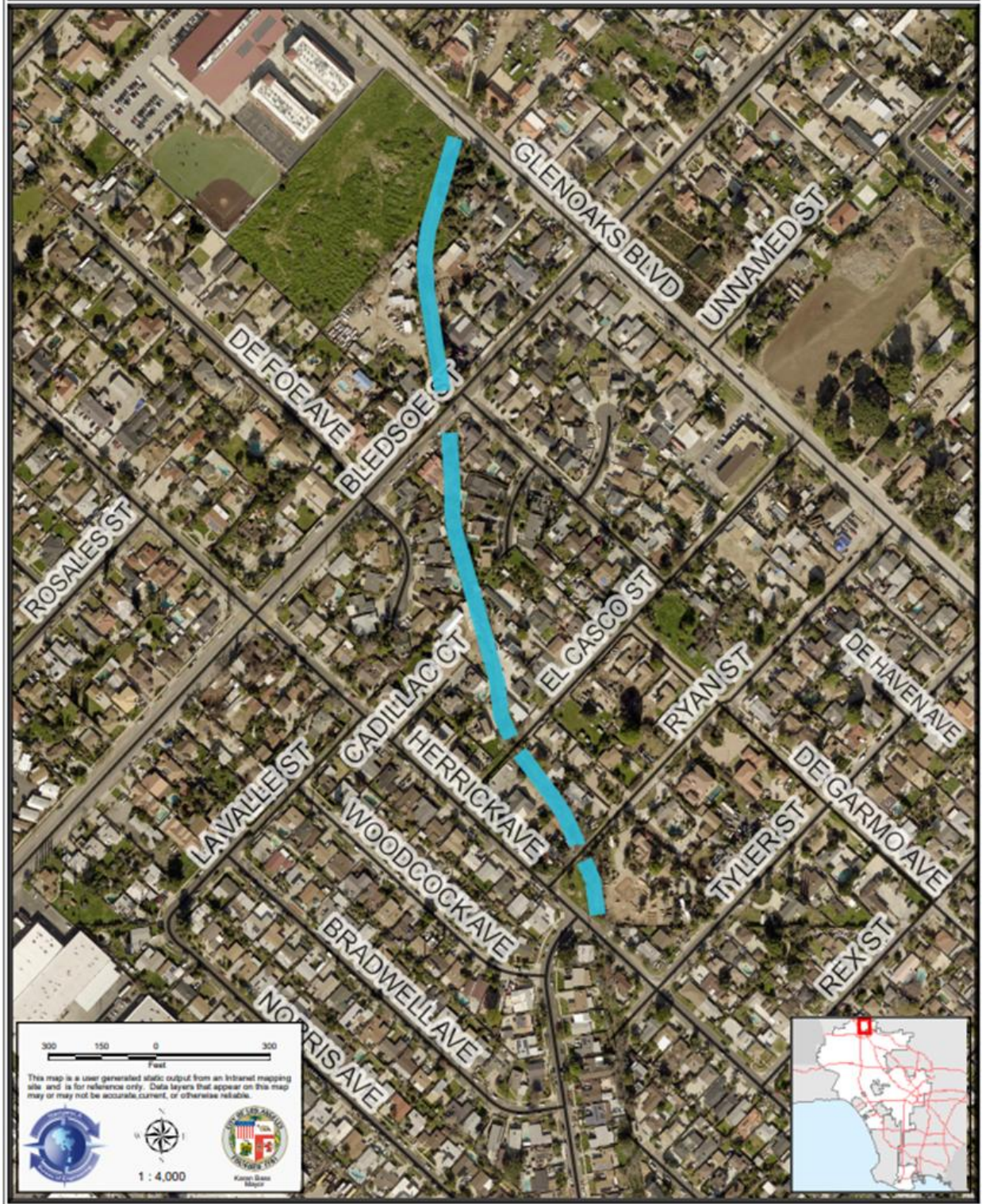


Figure 2. Vicinity map of the proposed Project.

B. Location

The proposed Project is located along 2,200 linear feet (LF) of the Sylmar Channel from Glenoaks Boulevard to Herrick Avenue (Figure 2). Many portions of the channel and bank are in various stages of disrepair or degradation (Figures 3-6 and Attachment No. 1: *Sylmar Channel Improvements Biological Resources Memo* for additional site photos). The green street improvements will be located in the surrounding community, along the existing sidewalk parkways. The exact locations of these green street elements are pending further analysis and design, but a general area has been identified (Figure 7 and Attachment No. 2: *Sylmar Channel Project TOS No. 87: Geotechnical Characterization for Infiltration*).



Figure 3. Current channel conditions - central portion looking northwest.



Figure 4. Current channel conditions - central portion looking south.



Figure 5. Channel and bank with example of adjacent private residences.



Figure 6. Current channel and bank conditions - southern portion looking south.

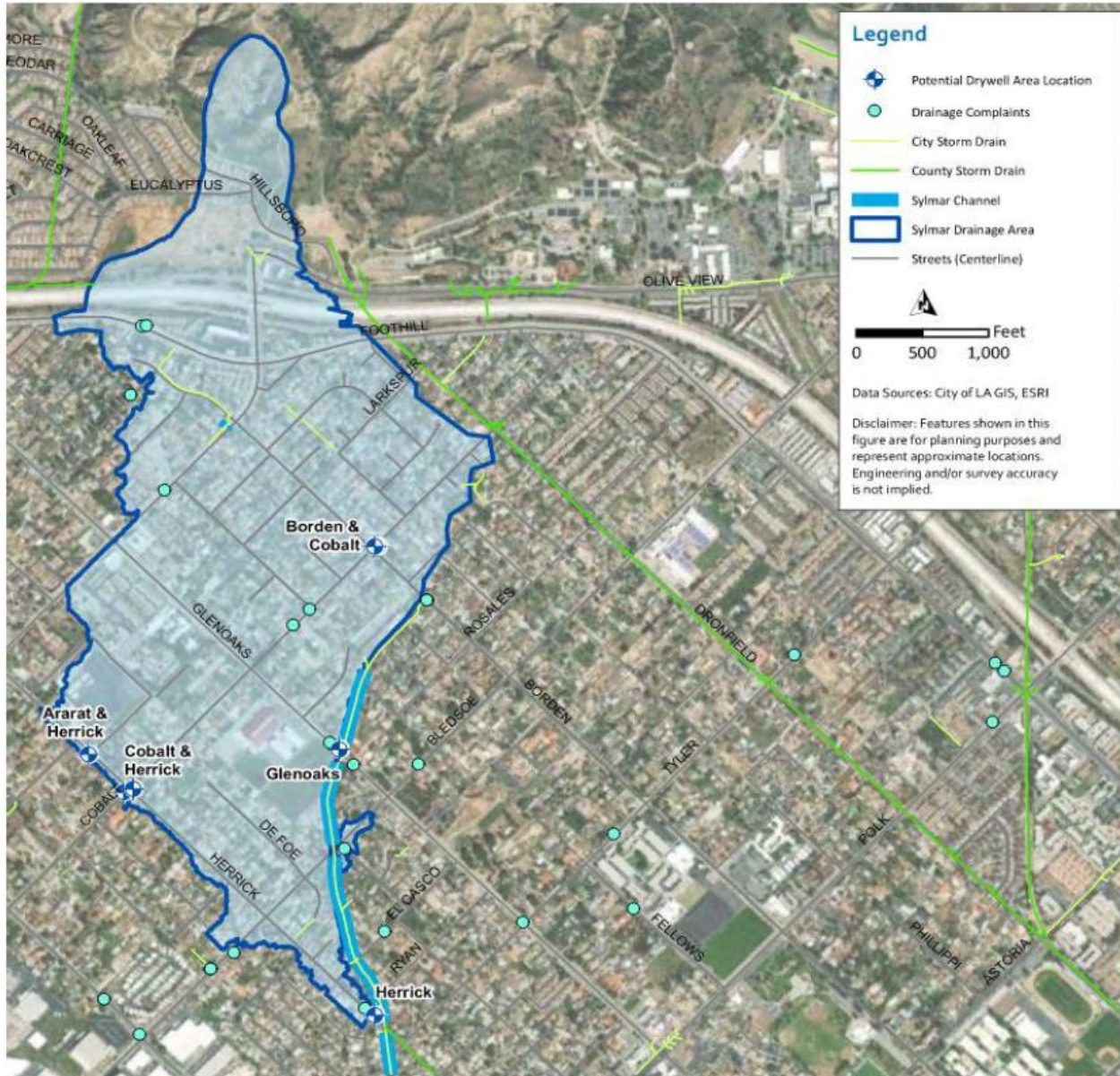


Figure 7. Approximate areas for proposed drywells with respect to Sylmar Channel.

C. Background

The City's BOE is developing the design for the Sylmar Channel and is serving as the lead agency for the California Environmental Quality Act (CEQA) review process. A pre-design report is expected to be completed by March 2026. A focused Environmental Impact Report (EIR) is anticipated to be prepared for this Project.

2. Scope of Work

For the purposes of this scope of work, please prepare a scope, schedule, and cost estimate for an Initial Study (IS) and an EIR.

A. Project Description, Stakeholder Identification, and Notification

I. Project Kick Off Meeting. Schedule and attend a kick-off meeting to refine the environmental documentation scope and establish team logistics and communication protocols. Prepare agenda, meeting minutes, initial data request list for the City staff, Project schedule, and identify any early issues. Attend a site visit prior to completion of the Design Phase. Identify and maintain a file sharing service (e.g., Google Drive, Microsoft (MS) SharePoint, or Box) to facilitate file access for collaboration and editing.

II. Project Description and Stakeholder Identification.

a. Project Description. Develop the initial CEQA Project Description for the environmental document to guide the technical studies. Assume one (1) round of review for the City staff with a one (1) month review time. Develop list of cumulative Projects. Prepare a Project approvals table that identifies all potential discretionary actions/permits/approvals required to implement the proposed Project, either related to construction activities or operation and maintenance. This exercise will aid in the Project stakeholder analysis.

b. Stakeholder Identification and Notification. Prepare a mailing list to identify owners and occupants within a 500-foot radius, interested parties, responsible agencies, and stakeholders. A partial mailing list may be obtained from the Community Outreach Plan prepared by Morcos Group for the Project, providing it meets all the requirements set forth under CEQA. The identified individuals and groups on the mailing list should be notified via mail and/or email of publication of the environmental document for public comment.

c. Assembly Bill (AB) 52 – Native American Consultation Assistance. The City will conduct government-to-government consultations with California Native American tribes. Prepare draft consultation notification letters. Assume approximately 20 tribal contacts will be contacted via mail and email. Send hard copies of letters to each tribal contact. Provide additional support with consultation such as a mitigation measure review and guidance.

B. Environmental Document Preparation – IS and Notice of Preparation (NOP)

I. IS, NOP, and Scoping/Public Outreach.

a. Draft IS. A draft IS will be prepared to determine which environmental resource impact areas identified in the CEQA

Guidelines Appendix G Checklist would not be significantly impacted by the implementation of the proposed Project, or would cause significant and unavoidable impacts, even with mitigation. The Draft IS will be prepared with sufficient detail to narrow the scope of the technical review for the Draft EIR to the following anticipated areas: air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, construction noise, population and housing, recreation, transportation, tribal cultural resources, and utilities and service systems. Assume two (2) rounds of City review for the IS. Assume one (1) month minimum review time per draft. The Draft IS will be transmitted electronically to the City Staff.

- b. **Final IS.** The contents of the Final IS will be based on the consolidated comments of the City Staff. The Final IS will be transmitted electronically to the City Staff for final review and approval prior to distribution.
- c. **NOP.** A NOP will be drafted with oversight and approval by the City staff. The NOP will be circulated by the Consultant to each responsible and trustee agency via certified mail and file it with the Los Angeles County (County) Clerk and the State Clearing House, as required in the *CEQA Guidelines*.
- d. **Scoping Meeting, Public/Stakeholder Issue Identification.** Public scoping meeting will be hosted and attended by the Consultant (likely virtual on Zoom), including meeting notification and preparation support. Transcription services and language interpretation in Spanish will be provided for all public and stakeholder meetings (certified court reporter not required). The Consultant shall also coordinate with the City to assess the need for additional language services based on outreach feedback. If other languages are determined necessary, the Consultant shall provide qualified interpreters and translated meeting materials, as directed by the City. All public comments will be recorded in a response matrix for incorporation into the Draft EIR. Support will be provided for a minimum of six (6) agency consultation meetings. Close coordination with the Morcos Group and use of the existing stakeholder contact list for notification is encouraged. There is known opposition from landowners and residents regarding the proposed Project. Current known community issues of concern include construction noise, privacy of residents during Project operations, public safety, and existing private properties along the channel overlapping the public right-of-way. There are also existing homeless encampments within the Project area. If determined necessary by the City, the Consultant

shall participate in a minimum of two (2) additional meetings with local stakeholders beyond those specified above.

C. Environmental Document Preparation – EIR

I. Technical Studies Preparation. Comments from scoping shall inform the final scope of the technical studies. Technical studies shall be prepared in compliance with CEQA. Prior to initiation of the technical studies, the Consultant shall consult with the City on the CEQA thresholds and methodology to be used for each technical study. Each study should be developed for incorporation into the relevant EIR section. Each study shall establish environmental and regulatory settings, identify thresholds of significance, evaluate construction, operational, and cumulative impacts, identify and recommend feasible mitigation measures, and disclose residual impacts, if any. Assume two (2) rounds of City review for each technical study with one (1) month of review time per draft. The City anticipates that the following technical analyses/studies will need to be prepared:

- a. Air Quality/Greenhouse Gas (GHG) Emissions** – Prepare an Air Quality Technical Memorandum and GHG Emission Technical Memorandum to assess the potential environmental impacts of the Project’s construction and operation on air quality and GHG. Regarding sensitive receptors, the proposed Project is located within a residential area, within close proximity to many backyards. Additionally, homeless encampments are prevalent within the Project area.
- b. Biological Resources** – Conduct a biological resources analysis of the existing Project conditions and the Project’s impact on potential regulated biological resources present at the site. The Project area includes soft bottom within the existing channel. A biological resources survey was prepared in January 2025 as part of the design process (Attachment No. 1). At least four (4) protected trees, as defined under the City Protected Tree Ordinance (Los Angeles Municipal Code (LAMC) Sections 46.00–46.06), and an undetermined number of other existing trees may require removal to accommodate Project construction. Potential impacts to native trees are still being assessed.
- c. Cultural Resources (Historic, Archaeological, Paleontological, and Tribal Cultural Resources)** – Prepare a cultural resources assessment to evaluate the Project’s potential impacts on any identified potential resources. The Project design team has prepared a geotechnical study for reference (Attachment No. 2). The Project will potentially include at least 25 drywells or a combination of stormwater capture and treatment components. The depth and exact placement of these features

will be determined in the Design Phase. This assessment does not require third-party peer review.

- d. Hazards and Hazardous Materials** – Prepare a Hazardous Materials Technical Study to identify potential impacts from hazardous materials and wastes associated with the Project.
- e. Hydrology and Water Quality Resources**– The Hydrology and Water Quality Resources Technical Report should characterize existing conditions of the groundwater basin, the groundwater management practices currently in place in the Upper Los Angeles River Area (ULARA), groundwater levels and flow, and groundwater quality. The Project design team has prepared a hydrologic and hydraulic analysis for reference see (Attachment No. 3). The report should evaluate the potential for the proposed Project to affect existing soil and groundwater contamination and quality.
- f. Noise and Vibration** – Prepare a Noise and Vibration Technical Study with a focus on construction activities and nearby sensitive receptors (residences).
- g. Traffic and Transportation** – Prepare a transportation assessment in compliance with the City’s Transportation Assessment Guidelines (TAG). If needed, also prepare a Pedestrian Safety and Circulation Technical Memorandum.
- h. Other Technical Studies** – Any other special studies should be prepared as necessary to support the analyses of potential impacts. In the Population and Housing section of the Draft EIR, for information purposes, there shall be a discussion of the City and County homeless policies and services available within the Project vicinity and how these services shall be activated in advance of Project construction. This information will be finalized in consultation with Council District No. 7.

II. Draft EIR.

- a. Administrative Draft EIR.** Prepare an administrative Draft EIR. Assume two (2) rounds of City review and comment on the administrative draft; one (1) round can include a preliminary draft with chapters submitted serially to the City in both MS Word and Adobe Portable Document Format (PDF) file formats, followed by a second round with a revised, complete PDF file and individual PDF and editable MS Word files. The Draft EIR shall evaluate a minimum of three (3) alternatives to the proposed Project, including: (1) a No Project/No Build Alternative; (2) a Reduced-

Scope Alternative; and (3) an Additional Project Alternative that varies from the proposed Project in technology, location, or uses. The Consultant shall incorporate sufficient detail for each alternative to allow for a comparative analysis of environmental impacts, feasibility, and ability to meet Project objectives. Assume two (2) months for City staff review of each Draft EIR submittal.

- b. Public Review Draft EIR.** Upon receipt of final City comments on the administrative Draft EIR, provide a digital screen check copy of the Draft EIR and a Draft EIR Executive Summary to the City prior to publication. Incorporate final City comments to the version that is ready for publishing on the City website. Prepare four (4) hard copies of the Draft EIR and appendices for distribution to local libraries and for the BOE, Environmental Management Division (EMD). File the Notice of Availability (NOA) and the Notice of Completion (NOC) with the State Clearinghouse, County Clerk, and the California Department of Fish and Wildlife (CDFW) (filings fees included). Post the NOA in an appropriate local periodical. The City (BOE) will post in the Los Angeles Times.
- c. Public Meeting, Public/Stakeholder Outreach.** Host and attend public meeting (likely virtual on Zoom), including meeting notification and preparation support. Provide transcription and language interpretation services. Record all public comments in a response matrix for incorporation into the Final EIR. Provide support for agency consultation meetings as needed.

III. Administrative Final EIR, Response to Comments, Mitigation Monitoring Program, Findings of Fact, Statement of Overriding Considerations. Prepare administrative Final EIR, which will include the Response to Comments. Consolidate all comments received in an appendix to the Final EIR and develop a matrix conveying where and how the comments have been incorporated and responded to in the Final EIR. The administrative Final EIR should include a Project description, a detailed Response to Comments (please assume up to 100 substantive comments), and a chapter summarizing any minor clarifications, revisions, or updates to the Draft EIR. Assume two (2) rounds of City review for the administrative Final EIR, with two (2) months of review time for each draft. Prepare a draft Mitigation Monitoring Program to identify the mitigation measures, responsible parties/agencies, implementing actions, and timing. Prepare a Findings and Statement of Overriding Considerations (if needed).

IV. Screen Check Final EIR. Prepare final revision and provide digital screen check copy of the Final EIR. Assume one (1) round of City review. Following City approval, send the City a complete PDF file, and individual PDF and

editable MS Word files of individual chapters. File the Notice of Determination (NOD) with the State Clearinghouse and County Clerk (filings fees included). Provide three (3) hard copies of the published Final EIR and appendices.

D. Regulatory Permitting Support. Provide support to determine regulatory permit and/or agreements applicability for the proposed Project. Should permit and/or agreement coverage apply, prepare and submit applications, including payment of all applicable fees for issuance and filing of the permits or agreements. The following water quality and biological permits may apply:

- United States Army Corps of Engineers (USACE) - CWA Section 404 Permit and Approved Jurisdictional Determination
- Los Angeles Regional Water Quality Control Board (RWQCB) - CWA Section 401 Certification
- CDFW – Section 1602 Lake and Streambed Alteration Agreement
- City Urban Forestry Division – Tree Removal Permits
- Aquatic Resources Report – To inform watercourse permits

E. Project Management, Meetings, Stakeholder Coordination and Consultation. An Administrative Record shall be prepared throughout the duration of the proposed Project. The Administrative Record shall include electronic (e.g., PDF) files of all appropriate documents and references. For each reference document, include a dated electronic copy of the reference document and not merely a link to the reference document.

For costs associated with Project Management:

- Submit weekly progress updates via email for the duration of the Project (estimated to be 12 months).
- As needed, attend up to ten (10) coordination meetings (mostly virtual but could include an occasional in-person meeting) with City or other agency staff. Please assume responding to comments arising from CEQA legal review from the City Attorney's Office. Please also assume providing support at agency consultation meetings as needed.
- Attend up to seven (7) public meetings, including: two (2) public meetings, one (1) Board of Public Works (BPW) meeting, up to two (2) Council Committee meetings, and one (1) City Council meeting. Assume that at least five (5) of these meetings may be in person. Be prepared to create presentations as necessary.

3. Solicitation Proposal Requirements

All work as described above shall be coordinated through:

Gabriel Roletti, Environmental Specialist II
Environmental Management Division
1149 S. Broadway, Suite 600, Mail Stop 939
Los Angeles, California 90015-2213
gabriel.rolett@lacity.org

Proposals shall include the following:

A. Project Understanding. The firm's overall approach to the Project. This includes the proposed management and coordination methodologies, and approaches to analyses and studies.

B. Related Experience. Describe similar projects recently completed by your firm.

C. Project Team.

- Provide the project team organization and describe the background, roles, and responsibilities of team members, including resumes. Please highlight the experience of the proposed Project Manager. Please also include the relevance of the project team's background, experience, and familiarity with the solicited task.
- For subconsultants, in addition to the information above, provide information on Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and Other Business Enterprise (OBE) involvement if utilized. See Section 7 below for Business Inclusion Program (BIP) Anticipated Participation Levels (APLs).

D. Detailed Scope of Services and Schedule. Scope of services shall be based on the scope described herein. Itemize the base task and contingency task. Detail any subtask as appropriate.

E. Cost Breakdown. The cost estimate shall detail the proposed tasks based on the Compensation Method, see Section 8 below. A detailed cost breakdown includes the proposed staff, billing rates, subconsultant cost breakdown, direct costs, and anticipated hours shall be provided. Please provide the cost breakdown as a MS Excel document.

All proposals for this TOS must be submitted no later than 4:00 p.m. on **Tuesday, October 7, 2025**. Late submittals of any sort will not be accepted. Proposals may be

emailed to Gabriel Roletti at gabriel.roletti@lacity.org. Please submit the digital copy in PDF format.

Proposals shall be prepared in accordance with the terms and conditions of the current Environmental Documentation Consultant Services Contract between the City and your firm. The technical proposal must address all requirements of the scope of work and must include cost breakdowns and a schedule of completion.

A scanned copy of the Non-Collusion Affidavit form (Attachment No. 6) must be signed and returned with all proposals.

4. Solicitation Schedule

The following is a tentative schedule:

Issue the TOS.....	September 16, 2025
Deadline for Consultant(s) to Submit Questions.....	September 23, 2025
Deadline for Proposal Submittal.....	October 7, 2025
Select and Negotiate	October 7 - October 14, 2025
Tentative BPW Approval.....	4-8 weeks from Negotiations
Issue Task Order Notice to Proceed (NTP).....	1-2 weeks from BPW Approval

5. Selection Criteria

Proposals will be evaluated using the following criteria:

- A. Technical Qualifications and Past Experience - 30%.** This includes the firm's background, experience, and familiarity with environmental issues for public works projects and tasks, and the qualifications of personnel.
- B. Approach to Work - 30%.** This includes project management, coordination methodologies, and approaches to analyses and studies.
- C. Cost Control - 30%.** This includes cost control procedures, preliminary cost estimates, personnel utilization, and fee schedules.
- D. Record of Past Performance - 10%.** This includes quality of work, completion of work on time and within budget, the response of references, and a commitment to diversity.

6. Selection Process and Disclaimer

This TOS is distributed to all firms on the City's PQOC Environmental Documentation Consultant Services List. All proposals received will be reviewed and a firm will be selected based on the selection criteria identified above.

The City reserves the right to interview all proposers or to award solely based upon the written proposal. The City reserves the right to negotiate the technical scope, schedule, and cost breakdown of any proposal submitted. No fee or payment shall be made for costs associated with the preparation of proposals under this TOS. All proposals become the property of the City.

The City also reserves the right to select one (1) or multiple Consultant teams, as well as the right to reject proposals. Issuance of this TOS is not an assurance that any work whatsoever shall commence under this Project. For additional information, please contact Gabriel Roletti at gabriel.roletti@lacity.org.

When the Task Order is awarded, the selected firm will be notified through a written NTP. As needed to expedite the process, a written notice may be preceded verbally, via email, or via fax. Firms not selected will be notified via email.

7. BIP APLs

Pursuant to Article 17 of the Contract, your firm has agreed and obligated itself to utilize the services of MBE/WBE/SBE/EBE/DVBE/OBE firms. The City has set APLs of 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Firms are encouraged, to the extent possible, to maintain these percentages throughout the invoices for each of the task orders.

As part of the Contract requirements, your firm submitted a List of Potential MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants (Exhibit C – Schedule A). Your proposal shall include a completed Task Work Order List of Subconsultants Form (Exhibit C – Schedule B).

8. Compensation Method

Compensation for services provided shall be on a Cost Reimbursement - Hourly Billing Rate basis as specified in Article 10 of the Contract.

Task Order invoices shall be submitted to EMG Billing at eng.emgbilling@lacity.org and to Gabriel Roletti (gabriel.roletti@lacity.org).

9. 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, and invoices will not be paid if the proper proof of insurance form(s) is not on file with the CAO.

10. 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.

JG/gr

TOS ED21-054_09-16-25

Attachments:

1. *Sylmar Channel Improvements Biological Resources Memo*
2. *Sylmar Channel Project TOS No. 87: Geotechnical Characterization for Infiltration*
3. *Sylmar Channel Improvement Hydrologic and Hydraulic Analysis*
4. *Final Feasibility Study – Sylmar Channel Project (July 2022)*
5. Project Schedule (Subject to Revision) (See Page 24, Figure 10 of *Final Feasibility Study – Sylmar Channel Project (July 2022)*)
6. Cost Estimate (See Page 38, Appendix 1 of *Final Feasibility Study – Sylmar Channel Project (July 2022)*)
7. Non-Collusion Affidavit form
8. Schedule B