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November 20, 2025

Distribution: All Consultants on the Pre-Qualified On-Call (PQOC) Geotechnical and Environmental Engineering Services Consultants List

**TASK ORDER SOLICITATION FOR THE LARISSA DRIVE (3305) SLOPE MITIGATION PROJECT – CONSTRUCTION PHASE
WORK ORDER NO. E1909217, GED FILE NO. 23-092, TOS NO. 23-092A**

The City of Los Angeles (City) is soliciting a response from all consultants on the PQOC Geotechnical and Environmental Engineering Services Consultants List. Refer to the following Task Order Solicitation (TOS) for details of the required services. Your response to this TOS must be submitted to:

Attention: Patrick J. Schmidt
Geotechnical Engineering Division
1149 S. Broadway, Suite 120
Los Angeles, CA 90015-2213

Your response must be submitted no later than 12:00 pm on Friday, December 5, 2025. Please email your proposal to Daniel Orris at daniel.orris@lacity.org prior to the deadline. Daniel will confirm receipt of your proposal with an email.

Although it is our intention to move forward, the City always retains the right to award or to not award any part or all of the Task Order (TO) based solely on its convenience and shall not be responsible for any solicitation response costs.

Thank you for your interest. We look forward to receiving your response to this TOS.

Sincerely,

Patrick Schmidt

Digitally signed by Patrick Schmidt
DN: C=US,
E=patrick.schmidt@lacity.org,
CN=Patrick Schmidt
Date: 2025.11.20 14:04:11-08'00'

Patrick J. Schmidt, P.E., G.E., Division Manager
Geotechnical Engineering Division

TOS for the Larissa Drive (3305) Slope Mitigation Project –
Construction Phase
PQOC Geotechnical and Environmental Engineering Services Consultants List
City of Los Angeles
Department of Public Works
Bureau of Engineering

November 20, 2025

1.0 BACKGROUND AND PROJECT DESCRIPTION

The Bureau of Engineering (BOE), Geotechnical Engineering Division (GED) is requesting a TO Proposal from a consulting firm (Consultant) for the Larissa Drive (3305) Slope Mitigation Project (Project). The Project site, as shown on Figure 1 – Vicinity Map, is located on the east side of Larissa Drive in the Silver Lake area of the City (Attachment No. 1). The Project address is 3305 Larissa Drive, Los Angeles, CA 90026.

A copy of the GED's previous Geologic and Geotechnical Engineering Reports and the Los Angeles Department of Building and Safety (LADBS) Grading Division's Approval Letter are attached to this TOS (Attachment Nos. 2 and 3). The Project consists of stabilizing an existing slope that descends from the back of the sidewalk along Larissa Drive towards the private commercial property at 3300 Sunset Boulevard. The stabilization includes demolition and removal of an existing gunite slope covering, which is distressed and damaged, and installation of permanent soil nails and Geobruigg's TECCO G65/4 (or equivalent) high-strength steel wire mesh. A portion of the gunite slope covering was previously removed as part of an emergency demolition project. The length of the slope to be stabilized will be approximately 170 feet, and the maximum slope height is approximately 40 feet.

A portion of the proposed improvement plans (Sheet SB01 – General Plan and Elevation View) is also attached to this TOS (Attachment No. 4). As shown on Sheet SB01, the stabilization includes installation of soil nails with lengths of 13, 19, and 29 feet. The majority of the soil nails will be spaced 8 feet both vertically and horizontally.

Sheet SB01 also shows verification and proof testing shall be performed to confirm the soil nail capacity is consistent with the recommendations in the Geologic and Geotechnical Engineering Reports. At this time, three (3) verification tests and seventeen (17) proof tests are anticipated.

2.0 SCOPE OF SERVICES

The GED is the Geotechnical Engineer of Record for the Project. The GED requires an experienced Consultant team to work under our direct supervision on an as-needed basis. The Consultant shall provide geotechnical observation and testing services during construction. The GED will provide a minimum of 24 hours of notice to the

Consultant from the time the Deputy Grading Inspector (DGI) is required to report to the Project site. A Field Technician may also be required for this Project.

The work will likely demand a relatively quick response time. **The DGI and Field Technician shall only make site visits when instructed to by the GED. The Consultant shall not be paid for non-consecutive inspection visits that are not authorized by the GED.** If the DGI / Field Technician is late or otherwise cannot conduct inspections as scheduled, the GED Project Manager shall be informed immediately.

The Consultant shall be responsible for completing the following tasks:

2.1 Observation and Testing

- Review plans and geotechnical reports
- Confirm site preparation and slope scaling are performed in accordance with the geologic and geotechnical engineering recommendations in the attached reports (Attachment No. 2). A certified Engineering Geologist from the GED will assist with this.
- Observe and document the verification testing
- Observe and document the proof testing
- Observe and document creep testing on specified soil nails
- Observe and document the installation of all soil nails
- Observe and document the grout design mix is in accordance with the Project plans and approved Geologic and Geotechnical Engineering Reports
- Observe and document grout placement for all soil nails
- Observe and document proper corrosion protection for all steel elements
- Observe and document installation of the erosion control matting
- Observe and document installation of Geobrug's TECCO G65/4 (or equivalent) system, including wire ropes, wire mesh, and all hardware
- Submit daily field reports to the GED before the end of each working day via email. Reports shall include descriptions of construction activities and summaries of any verbal or written communication between the Inspector and any City or Consultant personnel present at the site. If compaction tests are performed, the results should also be included in the daily field reports.

The earthwork for the Project is expected to be relatively minor; however, the Consultant may be required to:

- Collect samples of soils for laboratory testing as directed by the GED. For budgeting purposes, assume the following tests will be required:
 - two (2) laboratory compaction tests (ASTM D1557)
 - two (2) sieve analysis tests (ASTM D6913)
- Observe and test the fill placement and relative compaction. The Consultant must have the capability to test the relative compaction of fill using both a nuclear gauge and a sand cone. Compaction testing shall be performed in accordance with the

LADBS Grading Division's requirements. Refer to the LADBS Information Bulletin P/BC 2023-028 for details.

- Confirm fill materials are free of all debris, vegetation, roots, and other deleterious materials

2.2 Soil Nail Installation Summary and Compaction Certification Report

The Consultant shall budget for one (1) Soil Nail Installation Summary and Compaction Certification Report. A draft report is required within three (3) working days following completion of the soil nail installation and earthwork. Draft reports shall be reviewed and initialed by a California-licensed Geotechnical Engineer prior to submission to the GED. The draft report shall be submitted by email in electronic Adobe Acrobat® .pdf format. The GED will review the draft and will return it with comments. The Consultant shall submit the final report no later than three (3) working days following receipt of comments from the GED. An electronic version of the final report in Adobe Acrobat® .pdf format shall be submitted to the GED.

The Soil Nail Installation Summary and Compaction Certification Report shall, at a minimum, include the following:

- Description of the site preparation and slope scaling
- Description of the Contractor's soil nail and Geobrugg system installation methods
- Discussion of any modifications to the proposed Soil Mitigation Plan (Sheet SB01)
- Summary of the soil nail proof, creep, and verification test results
- Summary of all production soil nails (i.e., as-built plan)
- Description of methods and equipment used to achieve the desired soil compaction, if applicable
- Summary of relevant communications between the City Inspector and/or the Consultant
- Summaries of field density test results (if performed) and daily observations upon completion of grading-related operations. Test result summaries shall include maximum dry density, moisture content, percent relative compaction, test location description for tests near permanent structures, northings and eastings of test locations away from permanent structures, test method, depth of fill, soil type, and any condition that may alter the requirements or outcome of the test.
- Results of all laboratory testing performed
- Computer-aided design and drafting (CADD) plot plans indicating the locations of all compaction tests performed, limits of compacted fill, and thickness of fill. A CADD-compatible site plan will be provided by the GED for this purpose.

Standards that are used to create the report, including test numbering systems, shall be uniform throughout the report.

NOTES:

Daily Reports – The GED must have copies of all daily reports at the end of each working day.

Changes – The GED must be informed of and accept any changes to the plan for grading the site or methods of construction that are developed in the field.

General Soil Testing – Testing for soil properties must be completed as soon as possible. The Compaction Certification Report may require testing for soil classification, shear strength, consolidation, and compaction. The results of these tests shall be available prior to completion of grading operations to avoid delays to the issuance of the Compaction Certification Report.

All draft and final reports shall be reviewed by a senior level Registered Engineer or California Certified Geologist prior to submission to the GED.

3.0 TIME DURATION AND MISCELLANEOUS REQUIREMENTS

Assume **60 full days (8 hours onsite) and 45 half days (4 hours onsite)** will be required to complete Task 2.1. Assume a DGI will be required for all 60 full-day visits. Assume a DGI and Field Technician will be required for 35 and 10 of the half-day visits, respectively.

The TO proposal shall clearly indicate:

- The number of hours your firm will charge in the event of a late cancellation
- Minimum charge for work if less than a half-day
- Whether or not travel time will be charged, and if so, how much
- Daily equipment charges including, but not limited to, nuclear gauge, vehicle, etc.

4.0 TO PROPOSAL REQUIREMENTS

The TO Proposal shall include an itemized breakdown of tasks and their associated costs as follows:

Section 1 – Project Understanding: Explain your firm’s overall approach to the Project.

Section 2 – Related Experience: Describe similar projects your firm has recently completed. A maximum of four (4) projects shall be included with your proposal.

Section 3 – Project Team: Provide Project team organization and describe background, roles, and responsibilities of team members. Include subconsultants (see Section 7.0).

Section 4 – Fee Estimate:

- Provide cost calculations for all personnel subject to Prevailing Wage requirements on an hourly salary rate basis.
- Provide cost calculations for Project management on an hourly salary rate basis.

- *Provide overtime rates for the DGI and Field Technician.*
- Provide cost calculations for laboratory testing on a unit cost basis. Laboratory test fees completed in-house are compensated as other direct costs. Laboratory fees provided by laboratories outside of your firm are compensated as subconsultant costs. The Consultant will be compensated for the actual number of such tests run as directed by the GED.
- Provide cost estimate for the final Soil Nail Installation Summary and Compaction Certification Report (Task 2.2) on a lump sum basis.

Appendix – Include resumes of personnel anticipated to be assigned to the Project. If different personnel are ultimately assigned to the Project, their resumes will be provided to the GED before their assignment.

Invoices shall include documentation of work performed for all hourly rate charges. For Field Technicians, daily field reports are considered suitable documentation. For charges by office personnel, similar documentation is required. Hourly charges for overhead work or undocumented work will not be reimbursed. If your proposal includes Project management or other office personnel costs, it should include a clear description of tasks associated with those charges.

5.0 NON-COLLUSION AFFIDAVIT

A Non-Collusion Affidavit must be included with your proposal declaring that this proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person named and the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer.

6.0 SELECTION CRITERIA

The submitted TO Proposals shall be evaluated based on the following criteria:

- Technical Ability and Qualifications of Consultant Firm and Staff – 30 points
- Completeness of Project Scope, Schedule, and Deliverables – 20 points
- History of Budget and Schedule Compliance – 15 points
- History of Contract Compliance – 15 points
- Value – 20 points

7.0 BUSINESS INCLUSION PROGRAM

The City's PQOC Geotechnical and Environmental Engineering Services Consultants Contract (Article 17) requires the use of 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) firms. For this Contract, the City has set anticipated subconsultant participation levels of 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Consultants are encouraged, to the extent possible, to maintain these percentages throughout the invoicing for each of the task orders issued under the Contract.

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

8.0 PREVAILING WAGE

This Project is subject to the payment of prevailing wages. All impacted workers on a public works project must be paid at a minimum the Basic and Total Hourly Rate for the type of work they perform (See California State Labor Code Section 1720). This includes but is not limited to the Consultant’s soil technicians who are on-site performing field observation and/or field testing services, and any other classifications which may be subject to prevailing wage. According to the State Department of Industrial Relations (DIR), the California Labor Code Section 1720 defines “construction” to include “work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work.” For information regarding prevailing wage requirements you may refer to the DIR website at www.dir.ca.gov/dlsr/pwd, or you may contact the DIR Prevailing Wage Unit at (415) 703-4774.

9.0 DISCLAIMER

The City may or may not decide to award any or part of the TO based on its sole convenience and shall not be responsible for any solicitation response costs. Any errors, omissions or revisions from the Consultant’s proposal will not be accepted if received after the deadline date. If you are the successful firm, the City will expect you to honor your proposal as submitted.

10.0 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.

11.0 CLOSURE

Questions regarding this TOS may be directed to Daniel Orris at (213) 847-0488 or daniel.orris@lacity.org.

Attachments:

1. Figure 1 – Vicinity Map
2. Geologic and Geotechnical Engineering Reports
3. LADBS Grading Division's Approval Letter
4. General Plan and Elevation View (Sheet SB01)

Box\GED\PROJECTS\2023\23-092 3311 to 3229 Larissa Dr (Above 3232 to 3310 Sunset Drive)\5 CONSTRUCTION\Final Repair Phase\Consultant\TOS 3305 Larissa Dr Slope Mitigation.doc