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December 19, 2025

## **TASK ORDER SOLICITATION (TOS) NO. ED21-059 FOR ENVIRONMENTAL DOCUMENTATION FOR EXPOSITION II - WEST BIKEWAY - NORTHVALE SEGMENT**

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

**Task Order Title:** Environmental Documentation for Exposition II- West Bikeway - Northvale Segment

**Task Order Solicitation No.:** ED21-059

**Project Title:** Exposition II - West Bikeway - Northvale Segment

**Work Order:** E1907693

**Proposal Due Date:** January 5, 2026

### **1. Proposed Project**

#### **A. Description**

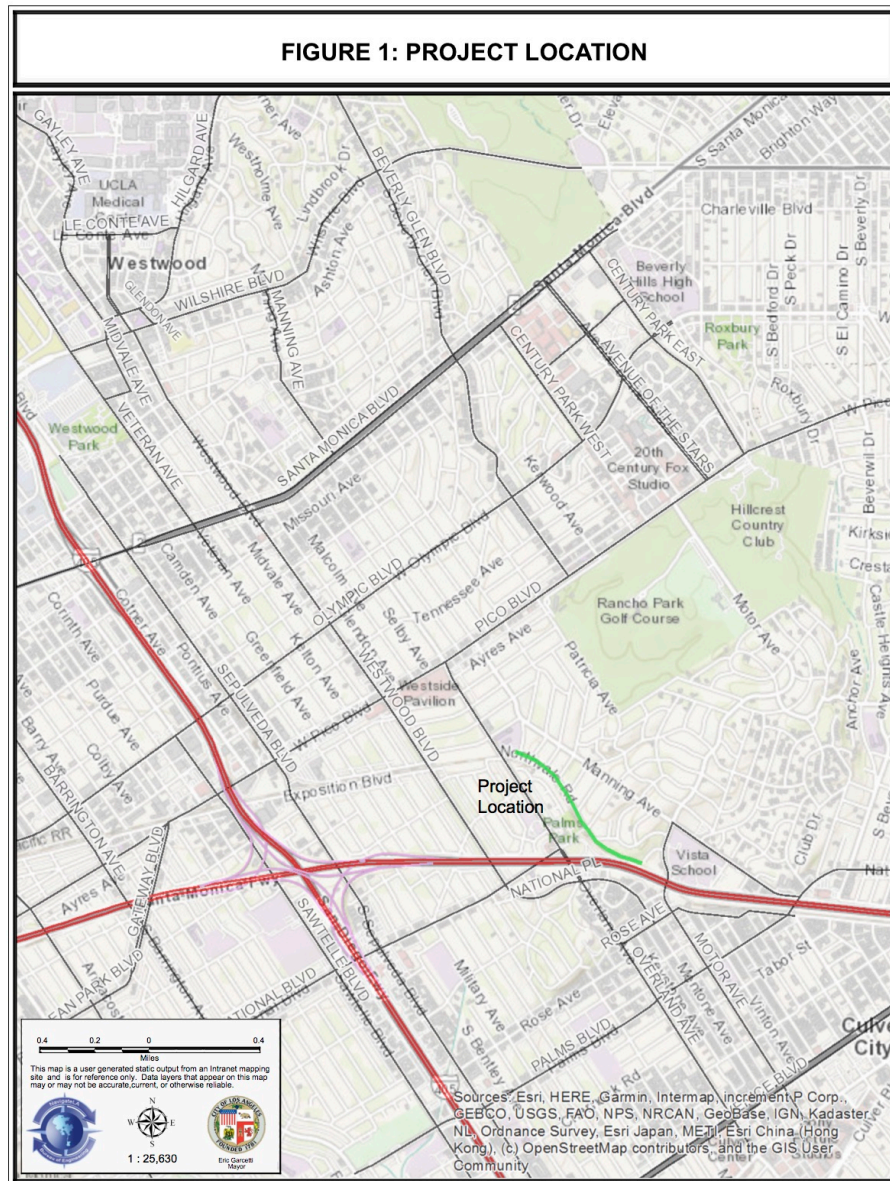
The Exposition II - West Bikeway - Northvale Segment project (Project) will construct a 0.70-mile Class I bicycle facility (originally part of the exposition Phase II Bicycle Facility Project). This Project is located in the City of Los Angeles (City) at Motor Avenue, 80 feet north of the Interstate 10 (I-10) freeway to Putney Road in the vicinity of the Expo Light Rail, now officially named the Metro E line that runs parallel to Exposition Boulevard. This Project will complete a regionally-significant bikeway network for a distance of over 14 miles from USC/Exposition Park to the beach in Santa Monica.

The Project partial right-of-way takes of privately-owned property and lease agreements and permits between local and State entities. The alignment of the off-street segment is within a City controlled utility easement owned by 13 parcels along Northvale Road to be acquired through eminent domain. Another parcel owned by the Chabad of Cheviot Hills has a signed acquisition agreement which is going through the final approval

process. Although the right-of-way acquisition has expanded from 13 parcels to 14 the scope has not changed. Seven (7) of the original 13 property owners sued the City, and a settlement agreement was reached. The City is negotiating in good faith with the additional property owners who were not part of the original settlement agreement. To date, the City has acquired five (5) of the 13 properties on the needed utility easement and has reached an agreement to acquire the parcel owned by the Chabad of Cheviot Hills. All properties that have been or are currently in the process of being acquired are partial takes within the utility easement and will not displace any residents or businesses along Northvale Road.

**B. Location**

The Project is located in the City of Los Angeles at Motor Avenue, 80 feet north of the I-10 freeway to Putney Road (Figure 1).



### C. Background

The City is the lead agency under the California Environmental Quality Act (CEQA) and due to a federal grant from the US Federal Highway Administration (FHWA), California Department of Transportation (Caltrans) is acting as the lead agency under the National Environmental Policy Act (NEPA) for FHWA. The City submitted a Preliminary Environmental Study (PES) form to Caltrans and Caltrans determined that cultural resources, relocation impact, and community impact studies are needed in support of NEPA documentation. Although the approved PES indicates Caltrans anticipated the Project may require a Complex Environmental Assessment, that determination was later revised to a Categorical Exclusion with technical studies. Refer to the attached

approved PES form, Attachment No. 2. The required technical studies shall be done in conformance with Caltrans requirements, including applicable guidance in their Standard Environmental Reference (SER). The NEPA documentation is the critical path for the grant funding. To help expedite, while this TOS is being processed, the Bureau Of Engineering (BOE) is drafting a preliminary Area of Potential Effects map (APE) for submittal to Caltrans.

## **2. Scope of Work**

Prepare the following reports in accordance with Caltrans' SER for the City and Caltrans review and approval. Assume one (1) round of reviews by the City prior to submittal to Caltrans and up to two (2) reviews by the City and Caltrans thereafter.

- Prepare a Historic Property Study Report (HPSR) with an Archaeological Survey Report (ASR); a Historical Resources Evaluation, and Report (HRER), and a Finding of Effect following the SER and applicable current formats. Assume the APE drafted by the City will be under Caltrans review at the time of the award of the task and that the approved APE will be needed prior to commencing any major work on these studies.
- Prepare a Relocation Impact Report in conformance with the Uniform Relocation Act.
- Prepare a Community Impact Assessment.

## **3. Project Management**

An Administrative Record shall be prepared. The Administrative Record shall include electronic (e.g. Portable Document Format (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:

- Assume one (1) kick-off virtual meeting,
- Submit weekly progress updates via email,
- Assume initial draft report submittal to the City and two (2) rounds of draft report submittals for the City and Caltrans review, and
- As needed, attend up to three (3) coordination meetings with the City and/or Caltrans staff, assuming virtual or telephone meetings.

## **4. Solicitation Proposal Requirements**

All work as described above shall be coordinated through:

Tamera Pullen, Environmental Specialist II or Maria Martin, Environmental Affairs Officer:

Environmental Management Division  
1149 S. Broadway, Suite 600, Mail Stop 939  
Los Angeles, California 90015-2213

[tamera.pullen@lacity.org](mailto:tamera.pullen@lacity.org)  
[maria.martin@lacity.org](mailto:maria.martin@lacity.org)

Proposals shall include the following:

- A. Project Understanding.** 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. This includes the relevance of the Project team's background, experience, and familiarity to the solicited task.
- D. Detailed Scope of Services and Schedule.** 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 9 below. A detailed cost breakdown includes the proposed staff, billing rates, subconsultant cost breakdown (as applicable), direct costs, and anticipated hours shall be provided.

All proposals for this TOS must be submitted no later than 1:00 p.m. on **Monday, January 5, 2026**. Late submittals of any sort will not be accepted. Proposals may be emailed to Tamera Pullen at [tamera.pullen@lacity.org](mailto:tamera.pullen@lacity.org), cc: Maria Martin at [maria.martin@lacity.org](mailto:maria.martin@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 breakdown and a schedule of completion.

A scanned copy of the Non-Collusion Affidavit form (attached) must be signed and returned with all proposals.

## 5. Solicitation Schedule

The following is a tentative schedule:

Issue TOS	December 19, 2025
Deadline for Proposal Submittal	January 5, 2026, 1:00 P.M.
Select and Negotiate	January 12, 2026
Issue Task Order Notice to Proceed	Week of January 19, 2026

## 6. Selection Criteria

Proposals shall be evaluated based on 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 and 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.

Preference will be given to consultants/proposals able to provide an expedited schedule.

## **7. Selection Process and Disclaimer**

This TOS is distributed to all firms on the City's PQOC Environmental Documentation Consultant Services List. The proposal received will be reviewed 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 shall 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 Tamera Pullen at [tamera.pullen@lacity.org](mailto:tamera.pullen@lacity.org).

When the Task Order is awarded, the selected firm will be notified through a written Notice to Proceed (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.

## **8. Business Inclusion Program (BIP) Anticipated Participation Levels (APLs)**

Pursuant to Article 17 of the Contract, your firm has agreed and obligated itself to utilize the services of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), and Disabled Veteran Business Enterprise (DVBE) firms. The City has set APLs 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 invoices for each of the task orders.

Due to the specialized nature of this task, the BIP APL targets have been waived. However, Consultants are encouraged to utilize subconsultants whenever subconsulting opportunities arise.

## **9. Compensation Method**

Compensation for services provided shall be Cost Reimbursement - Hourly Billing Rate basis as specified in Article 10 of the Contract. Task Order invoices shall be submitted to [eng.emgbillings@lacity.org](mailto:eng.emgbillings@lacity.org) with cc to Tamera Pullen ([tamera.pullen@lacity.org](mailto:tamera.pullen@lacity.org)).

## **10. 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.

## **11. 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.

MEM/tdp  
TOS ED21-059\_12-19-2025

### Attachments:

1. Project Location Figures
2. Preliminary Environmental Study (PES)
3. Non-Collusion Affidavit form
4. Schedule B