



KAREN BASS  
MAYOR

# CITY OF LOS ANGELES

CALIFORNIA

## Addendum No. 1

February 23, 2026



ALFRED MATA, PE  
INTERIM CITY ENGINEER

### **Pacific Palisades Library Replacement**

### **Task Order Solicitation (TOS) No. 04 (Work Order No. E1909422)**

This addendum consists of this 4-page transmittal and one attachment totaling 10 pages.

Consultants are hereby notified of the following:

#### **I. MODIFICATIONS TO THE TOS:**

- A. The title of the TOS has been revised to **Pacific Palisades Library Replacement**. The change is also reflected in RAMP.
- B. On page 8, under Section VI – Fee Proposal and Submission, the second sentence of the first full paragraph has been revised to read as follows:

Each submitted proposal shall be bound and must not exceed 30 pages, exclusive of cover, dividers, and resumes.

#### **II. QUESTIONS FROM CONSULTANTS (Q) AND ANSWERS FROM THE CITY (A):**

Q1: With respect to FEMA requirements, are there any FEMA-specific deliverables, approvals, or milestones that the Consultant must account for in the Project schedule and fee, or are all FEMA-related requirements already reflected in the TOS scope and schedule?

**A1: Building location with the site, floor plan layout (orientation), programs, exterior look, height, path of travel, and parking are all to remain the same unless the change is due to new code requirements.**

Q2: How much will library staff be included in the process?

**A2: The Library staff are to be involved in the selection process as well as subsequent programming discussions/meetings and any other aspects of the process when applicable.**

Q3: What technical information will the City supply to complete the projects that are not listed in the TOS agreement?

**A3: The City will supply surveys, geotechnical, and environmental documentation.**

Q4: How many community meetings will we have?

**A4: Two community meetings; please provide cost if any additional meeting(s) is required for the Architect to present their design.**

Q5: Does this Project require formal Neighborhood Council approval, or is Neighborhood Council review waived for this Project?

**A5: This Project does not require formal Neighborhood Council approval.**



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Q6: Can we substitute subs from the original proposals?

**A6: If this is for a TOS on an active contract, then the prime can utilize the subconsultants on their approved list. If a subconsultant is not on the approved list, then the prime needs to conduct a mini-outreach. A sample of the approved BIP mini-outreach is attached for reference.**

Q7: Will the designer need to provide new utility connections in the proposal, for example DWP meters?

**A7: Please be prepared to provide for new meters.**

Q8: For this Task Order, is the Prime Consultant required to issue Task Order scope and fee requests to all subconsultants listed on the Prime's approved Schedule A, or only to those subconsultants whose disciplines the Prime determines are required to perform the scope of work?

**A8: This is at the discretion of the Prime company on how they would like to build their team in response to the TOS. It is recommended to outreach to at least one of each BIP certified firm for each scope of work. There have been cases where the Prime selects the best subconsultants due to specific expertise required to deliver the certain TOS scopes.**

Q9: For subconsultant selection, does the Bureau expect the Prime Consultant to first request Letters of Interest and Qualifications from Schedule A subconsultants and then request fee proposals from all "qualified" subconsultants, or may the Prime request a fee proposal from just the most qualified subconsultant?

**A9: See A8.**

Q10: Is submission of hard copy proposals required, or will the Bureau accept an electronic submission only?

**A10: We will accept both hard copy and electronic submissions.**

Q11: On page 10, the TOS states that "Solicitation Responses shall...not exceed 30 pages, exclusive of cover, dividers, and resumes." On page 8, the TOS states that "each submitted proposal must not exceed 72 sheets including covers in letter size." Which guideline should be followed?

**A11: Proposals are not to exceed 30 pages which include all forms and fee schedules requested but exclusive of cover, dividers, and resumes. See Section I. MODIFICATIONS TO THE TOS of this addendum.**

Q12: In Section VI page 8, the TOS displays a table that lists a set of disciplines including Prime (Architect), Structural Engineering, Electrical Engineering, Mechanical Engineering, Estimating Services, LEED / Net Zero Commissioning, Security / AV, 3rd Party Constructability Review, and Reimbursables. These disciplines differ slightly from the subconsultants listed in Section III Part D, which include architectural, structural, mechanical,



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plumbing, electrical, landscape, civil engineering design documents, and specifications. What are the required set of disciplines for this TOS?

**A12: The table is not all-inclusive. Please list all consultants needed to complete the scope work.**

Q13: RAMP guidelines state that Business Inclusion Program Outreach should be completed no later than 15 days before the submittal date. The TOS does not list a specific date for this action; based on the RAMP guidelines, would this deadline for BIP Outreach be Feb. 11th?

**A13: Consultants are to select subconsultants from their approved Schedule A list of subconsultants. To add a subconsultant that is not on the Schedule A, a mini-outreach is required. The deadline for the BIP mini-outreach and approval to add the subconsultants is prior to the TOS proposal submission deadline, which is no later than 4:00 pm on Thursday, February 26, 2026.**

Q14: Will the City provide existing documentation from the previous Palisades Library, including a site plan and floor plans, if available? Can these be provided in CAD format?

**A14: The City can provide existing documentation from the last Palisades Library, but it will only be in PDF format.**

Q15: Is Schedule B counted towards the 30-page proposal limit, or may it be excluded from the page count?

**A15: Yes, it is included in the 30-page count.**

Q16: For proposal formatting, can the Bureau confirm that 8.5 by 11-inch paper size is required, and whether both portrait and landscape orientations are acceptable?

**A16: Yes, 8.5 by 11-inch paper size is required. Both portrait and landscape orientations are acceptable.**

Q17: Do consultants need a reason that they need to replace a previously approved sub?

**A17: Yes, substitution requests must be made in writing, and a mini-outreach must be performed.**

Q18: Is there a deadline they need to hire a new sub?

**A18: See A12.**

Q19: If consultants have additional sub outside of the approved contract list to meet the scope of work, do they need to show outreach and indicate MBE/WBE, etc. if applicable?

**A19: Yes, an approved mini-outreach is required to satisfy BIP requirements.**



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Q20: Are consultants only obligated to meet the participating percentage as in their original contract numbers? They will not get any additional benefits if they hire for a job that exceeds their commitment sub percentages?

**A20: Since this is a new TOS, the prime company is proposing anticipated BIP pledges, which contribute towards the entire contract pledges. BIP utilization is highly encouraged, and good faith effort will be evaluated based on maximum effort to recruit subconsultants that are BIP certified. There are no additional benefits, but there may be a penalty (i.e., for illegal substitution or unapproved subconsultant issues).**

**III. ATTACHMENTS:**

The sample BIP Mini-Outreach is attached (6 pages).

Sincerely,

*Katrina Forbes for*

box SIGN 4KZVZ781-4K65RWJP

Arsen Voskerchyan, P.E.  
Division Engineer  
Project Award and Control Division  
Bureau of Engineering

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CALIFORNIA



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DEPARTMENT OF  
PUBLIC WORKS  
BUREAU OF  
ENGINEERING

TED ALLEN, PE  
CITY ENGINEER

1149 S. BROADWAY, SUITE 700  
LOS ANGELES, CA 90015-2213

<http://eng.lacity.org>

June 2, 2023

Mr. R. Scott Bacsikin, P.E.  
Vice President  
HDR Engineering, Inc.  
350 S. Grand Avenue, Suite 2900  
Los Angeles, CA 90071

**ADDITION OF SUBCONSULTANT TO SCHEDULE A AND REQUEST FOR STAFF APPROVALS FOR TASK ORDER NO. 7A: PROGRAM MANAGEMENT SUPPORT, DESIGN, AND CONSTRUCTION MANAGEMENT SERVICES FOR THE SIDEWALK REPAIR PROGRAM  
CONTRACT NO. C-134275 – TOS NO. 7A – WORK ORDER NO. E1908787**

Dear Mr. Bacsikin:

The City has reviewed HDR’s request dated May 26, 2023 to add a subconsultant to the HDR Contract C-134275 for TOS 7A. Upon reviewing the justification, outreach log, and proof of certification, the following subconsultant will be added to the Contract’s Schedule A and is approved for this TOS:

- PAX Environmental, Inc (PAX) (DVBE/SBE)

Effective June 2, 2023, the staff listed below are authorized to charge to TOS No. 7A with their respective hourly billing rates. The rates below have been reviewed and approved based on their experience and role for this Program.

Staff	Firm	Role	Pay Rate	Billing Rate (Firm)*	Billing Rate (City)*
Holly, Brian	PAX (Sub)	Principal	103.10	239.23	N/A
Tomkinson, Scott	CRA (Sub)	Sr. Arborist	36.00	83.54	N/A
Alvarez, Tiffany	CRA (Sub)	Sr. Arborist	42.00	97.46	N/A

\*These are billing rates inclusive of overhead and fees that were determined by the pay/salary rates as seen in the provided documentation.



Mr. R. Scott Backsikin, P.E.

June 2, 2023

Page 2 of 2

Should you have any questions regarding this matter, please call me at (213) 923-5986 or email me at [Julia.SanchezdelaVega@lacity.org](mailto:Julia.SanchezdelaVega@lacity.org).

Sincerely,



boxSIGN 4WJRPL51-13L7WJ2W

Julia Sanchez de la Vega, P.E.

Division Engineer

Sidewalk Repair Program

Bureau of Engineering

Enclosure(s): Staffing Letter for Arborist\_PAX- FINAL

cc: Arsen Voskerchyan, Bureau of Engineering  
Audrey Ahn, Bureau of Engineering  
Elliot Choi, Bureau of Engineering



May 26, 2023

Ms. Julia Sanchez De La Vega, PE  
City of Los Angeles  
Bureau of Engineering  
Department of Public Works  
1149 S. Broadway, 7<sup>th</sup> Floor  
Los Angeles, CA 90015

Subject: On Call Civil Engineering Services Contract #C-134275  
Sidewalk Repair Program TOS 7 – Program Management

Ms. Sanchez De La Vega,

HDR performed a formal outreach to our subconsultants listed in Schedule A soliciting the need for certified arborist to support the TOS 7 team. Unfortunately, we did not receive any positive responses. HDR exercised Section E. SUBCONSULTANT SUBSTITUTION of Attachment 07 Business Inclusion Program of our Contract and conducted an additional outreach event per BOE's instruction, to source new sub consultants to support the Construction Management Services for the Sidewalk Repair Program (Program).

Ana Rios of HDR reached out to Pax Environmental, Inc (PAX) and was successful in obtaining personnel who have related qualifications/education and experience to support the arborist service needs that will be beneficial to the Program. After a series of reviews by HDR management, it was determined PAX has extensive knowledge, expertise, and qualifications such as:

- Conduct tree surveys for each package of the larger project as needed
- Prepare tree reports for the removal of protected trees per the City of Los Angeles Ordinance 186873, Protected Tree and Shrub Relocation and Replacement
- Identify eligible Heritage trees or historically significant trees in the project area.
- Possess an International Society of Arboriculture (ISA) Tree Worker Certification.
- Have knowledge and experience with proper pruning techniques, tree maintenance and preservation, identification and management of tree diseases, growth habits of trees in the Los Angeles area, and appropriate safety practices.

In conclusion, HDR respectfully requests your approval to add PAX and its employees listed below to the Program team. Attached you will find all the outreach documents, certifications, and resumes to provide additional information regarding skills and their ability to support our Program.

We request approval to begin May 30, 2023. The table below provides hourly billing rate and the attached resume supports skills.

<b>Name</b>	<b>Title</b>	<b>Field Billing Rate</b>
Brian Holly	Principal	\$ 239.23*
Scott Tomkinson	Sr. Arborist	\$ 83.54*
Tiffany Alvarez	Sr. Arborist	\$ 97.46*

\*Payroll documentation attached.

We appreciate the opportunity to provide staff and continue to be a member of the Program Team. Your consideration and concurrence will be appreciated and should you have any questions, please do not hesitate to contact me.

Respectfully,



R. Scott Bacsikin, PE  
Vice President

cc: Terence Pao, PE  
Marlon Medina, PE  
Elliot Choi

## SUBCONTRACTOR OUTREACH TELEPHONE LOG

Prime Firm Name: HDR Engineering, Inc.  
 Contract No. C-134275

TOS Title: FULL PROGRAM MANAGEMENT SUPPORT, DESIGN, AND CONSTRUCTION MANAGEMENT SERVICES FOR THE SIDEWALK REPAIR PROGRAM  
 TOS No.: 7

Work Area:

NEW SUBCONTRACTORS (NOT LISTED ON SCHEDULE A)	Contact Date	Contact Time	Name of Contact	Address	Phone Number	Contacted by	Form of Contact	Certification status SBE/MBE/WBE/DVB E/EBE/OBE (Minimum of 1 per work area)	Certifying Agency	Reasons for Selections and non selections (See below for examples)
Pax Environmental	5/9/2023	11:43AM	Brian Holly	530 West Ojai Ave., Ste. 204 and 207	805.570.445	Ana Rios	email	DVBE/SBE		Sub has extensive knowledge or expertise in certain service areas--specify the work area. Sub has project personnel who have related qualifications/education and experience that would be beneficial to this project.
Amheart Solutions	5/9/2023	11:43AM	Paul Jung	Ojai, CA 93023		Ana Rios	email	EBE/OBE	State of California	Did not respond to our outreach
SuperbTech	5/9/2023	11:43AM	Jan Davis	5800 Hannum Ave #150, Culver City, CA 90230	310-645-1199	Ana Rios	email	DBE	Supplier Clearinghouse, State of CA, Dept. of General Services	Did not respond to our outreach
O2EPCM	5/9/2023	11:43AM	Omone Linvingston	1055 West 7th Street 22nd Floor, Suite 2240 Los Angeles, CA 90017	(213) 267-8800		emal	MBE/WBE	The Supplier Clearinghouse	Sub is not interested in performing this work at this time.

To verify most current certification status go to: <https://www.caleprocure.ca.gov>



## Office of Small Business & DVBE Services

**Certification ID:** 1746492

**Legal Business Name:**

PAX ENVIRONMENTAL

**Doing Business As (DBA) Name 1:**

PAX ENVIRONMENTAL

**Doing Business As (DBA) Name 2:**

**Address:**

226 West Ojai Ave., Ste. 101, #157

530 West Ojai Ave., Ste. 207 & 202

Ojai

CA 93023

**Email Address:**

brandon@paxenviro.com

**Business Web Page:**

[www.paxenviro.com](http://www.paxenviro.com)

**Business Phone Number:**

805/798-1072

**Business Fax Number:**

**Business Types:**

Service

Certification Type	Status	From	To
DVBE	Approved	06/15/2022	06/30/2024
SB(Micro)	Approved	06/15/2022	06/30/2024

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!

-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: [OSDSHELP@DGS.CA.GOV](mailto:OSDSHELP@DGS.CA.GOV)

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605