January 7, 2016

Name of the senior partner
Name of the firm
Street address
City, State, & Zip

Dear: Mr./ Ms./ Mrs./ Dr. Name:

LOS ANGELES RIVER VALLEY BIKEWAY AND GREENWAY DESIGN COMPLETION PROJECT, FROM OWENSMOUTH AVENUE TO RIVERSIDE DRIVE/ ZOO DRIVE - TASK ORDER SOLICITATION (TOS) NO. 022 FOR THE BICYCLE PATH AND GREENWAY FEASIBILITY STUDY, CIVIL/STRUCTURAL DESIGN, ARCHITECTURAL AND LANDSCAPE DESIGN, BID AND AWARD, CONSTRUCTION ADMINISTRATION AND POST-CONSTRUCTION SERVICES - WORK ORDER NO. E190752B

INTRODUCTION:

The City of Los Angeles, Bureau of Engineering (Engineering) has prioritized completion of the Los Angeles River (LA River) trail system per Mayor Eric Garcetti’s Directive No. 07 (the Sustainable City pLAN), the City’s 2007 LA River Revitalization Master Plan, the City’s 2010 Bicycle Plan, and the 2014 Los Angeles Department of Transportation (LADOT) Great Streets Strategic Plan. The County of Los Angeles (County) has also prioritized the river trail system in its 1996 LA River Master Plan and 2012 Bicycle Master Plan. City Community Planning Areas (Canoga Park – Wests Hills – Winnetka, Reseda – West Van Nuys, Encino – Tarzana, Van Nuys – North Sherman Oaks, Sherman Oaks – Studio City – Toluca Lake – Cahuenga Pass) encourage LA River access and open space opportunities. Furthermore, the Community Plan Areas fully endorse implementation of the City’s Bicycle Plan, which designates a bikeway along the LA River.

The completion of the LA River trail system will improve regional livability by providing expanded active transportation options with new access to transit, homes, schools, jobs, nature, recreation and other community-serving amenities. Engineering is seeking an Architectural Consulting team (Consultant) with a strong civil/structural/transportation engineering, and architectural and
landscape architectural emphasis, to provide a feasibility study, environmental review and documentation, design, bid and award, construction administration, and post-construction services for the design of segments of a bicycle path and greenway along the LA River banks between Vanalden Avenue to the West and Forest Lawn/Zoo Drive to the East. The project converts the existing maintenance road along the LA River into a greenway which includes a Class I Bicycle Path designed to Caltrans standards, and landscaping designed with the County’s LA River Master Plan: Landscaping Guidelines and Plant Palettes, and other site improvements, as described in the Project Description Section.

**PROJECT DESCRIPTION:**

Engineering seeks a feasibility study, design, bid and award, construction administration, and post-construction services for a Class I Bicycle Path designed to Caltrans Highway Design Manual (HDM) standards (which allows for two-way, off-street bicycle use) along nine (9) separate sections, twenty-three (23) roadway intersections of the LA River bank, sixteen (16) connections to existing or designed Class I Bicycle Paths, and ten (10) street end interfaces. The proposed bike path will complete approximately 11 to 12 miles of gaps in the San Fernando Valley from Vanalden Avenue to the West and Forest Lawn Drive/Zoo Drive to the East, which spans Los Angeles City Council Districts Three (3), Five (5), Six (6), Four (4) and Two (2), from West to East.

The project will include, but is not limited to, the design of: a (minimum) twelve foot (12’) wide asphalt bicycle path, appropriate Stormwater Best Management Practices (BMPs), along the bicycle path and at ten (10) select street-ends adjacent to it, decomposed granite areas for pedestrian traffic (as needed), landscaping designed to the LA River Revitalization Master Plan and the County’s LA River Master Plan: Landscaping Guidelines and Plant Palettes, irrigation systems, decorative fencing and gates, access ramps, retaining walls, roadway crossings (under crossings and over crossings, as necessary) pet waste stations, drinking fountains, lighting, operational and way finding signage, site furnishings, educational, interpretive elements, and other related site appurtenances.

The Consultant shall refer to the Attachment, “Project Map –Design Gaps (11-12 Miles)”, which depicts a layout map from Owensmouth Avenue to Riverside Drive/Zoo Drive which depicts the approximate 11-12 miles of gap sections which are proposed to be designed and constructed per the scope of this (TOS) (labeled GAP), as well as sections which are existing, in design phase, in construction phase, or will be designed by Engineering or other agencies. Additionally, the Consultant shall refer to the Attachment “One Page Summary-Design Gaps” which depicts a complete map of the LA River within the City of Los Angeles.

Each section should be consistent in design and character, with previously-constructed bicycle path sections while providing opportunities for neighborhood theming (e.g. signage, interpretive elements, landscaping and fencing). All artwork and neighborhood theming will require review and approval by the City and the County. Artwork incorporated into the project must be donated and all rights to the artwork waived. Designs shall be consistent with the LA River Greenway typologies in the City’s 2007 LA River Revitalization Master Plan, Chapter 5 “Green the Neighborhoods”.
The design shall require the bicycle path be kept along the LA River unless it is infeasible. On-street segments, should only be considered, when all other options have been exhausted or are financially infeasible. The design also shall, at a minimum, comply with US Army Corps of Engineers (USACE) and LA County’s channel flow and capacity requirements. The location and proposed alignments for each section (as feasible) is as follows:

1. South side of the LA River between Vanalden Avenue and White Oak Avenue. This will be a continuation of the West Valley Bike Path and will add a bike path to Reseda Park. This section will also cross the Caballero Creek Confluence. The Consultant shall coordinate alignment with the Trust for Public Land for the Aliso Creek Confluence Park and its Reseda River Loop projects and the Mountains Recreation and Conservation Authority (MRCA), for its Caballero Creek Park and LA River Valley Greenway planning projects. The City’s Recreation and Parks department is partner on TPL and MRCA's projects, and should be consulted as well. Refer to the documents “LA River Valley Greenway: Council District 3” and “LA River Valley Greenway: Council District 5”.

2. North side of the LA River between White Oak Avenue Boulevard and the Orange Line Busway. This section will provide a connection to the Orange Line Busway Bike Path at White Oak Avenue, the Sepulveda Basin Greenway, and Proposition K Bike Path and Greenway Project, which is currently proposed to be designed and constructed between the Orange Line Busway overcrossing at the LA River and Balboa Boulevard. That project is being designed and constructed under a separate design contract, managed by Engineering’s Recreational and Cultural Facilities Program (RCFP). The design of this segment has not commenced and the Consultant shall coordinate with Engineering’s RCFP. Refer to the documents “LA River Valley Greenway: Council District 5” and “LA River Valley Greenway: Council District 6”.

3. South side of the LA River between Balboa Boulevard and Burbank Boulevard. This is the Sepulveda Basin Greenway that consists of the Balboa Boulevard Bike Path. Refer to the document “LA River Valley Greenway: Council District 6”.

4. North side of the LA River adjacent to Burbank Boulevard and Sepulveda Boulevard. This will be a continuation of the Sepulveda Basin Greenway and connect to the LA Riverfront Park, bike path and greenway. This path may include an on-street bike path. Please note that this segment will connect to the LA River Bikepath between Sepulveda Boulevard and Kester Boulevard, which has been completed by RCFP. Refer to the documents “LA River Valley Greenway: Council District 6” and “LA River Valley Greenway: Council District 4”.

5. South side of the LA River between Kester Avenue and Hazeltine Avenue. This segment will connect to the LA Riverfront Park bike path and greenway, located between Sepulveda Boulevard and Kester Avenue. Refer to the document “LA River Valley Greenway: Council District 4”.
6. South side of the LA River between **Hazeltine Avenue and Woodman Avenue**. Refer to the document “LA River Valley Greenway: Council District 4”.

7. South side of the LA River between **Woodman Avenue to Coldwater Canyon Avenue**. The section consists of the Richard Lillard Outdoor Classroom and will connect to the LA Riverfront Park bike path and greenway, located between Coldwater Canyon Boulevard to Laurel Canyon Boulevard. Refer to the document “LA River Valley Greenway: Council District 4” and “LA River Valley Greenway: Council District 2”.

8. North side of the LA River between **Whitsett Avenue to Lankershim Boulevard**. This will be a continuation of the LA River Greenway Park and connect to a County led bike path in design from Lankershim Avenue to Barham Boulevard. The Consultant shall coordinate with the County’s design team to ensure the designs are consistent. Refer to the documents “Los Angeles River Regional Bike Path Project from Whitsett Avenue to Riverside Drive Preliminary Scoping Report” (November 2014) and “LA River Valley Greenway: Council District 2”.

9. South side of the LA River between **Barham Boulevard to Forest Lawn Drive**. This will be a continuation of the Lankershim Boulevard to Barham Boulevard bike path along Universal Studios and connect to the City’s Bureau of Street Services (BSS) and LADOT path currently in design from Forest Lawn Drive to Riverside Drive. This section runs adjacent to Warner Brother Studios, and possible alternative route is along Forest Lawn Drive. The Consultant shall coordinate with the County to ensure the designs are consistent. Refer to the documents “Los Angeles River Regional Bike Path project from Whitsett Avenue to Riverside Drive Preliminary Scoping Report” (November 2014) and “LA River Valley Greenway: Council District 4”.

Design improvements will also include modification to ten (10) street ends interfacing with the bicycle path and greenway for stormwater capture and treatment opportunities. Stormwater capture and treatment opportunities include BMPs such as infiltration systems and high efficiency biofiltration / bioretention systems. Site specific design of the retention/recharge areas will potentially include an initial soils site survey and site specific storm water calculations for volume and duration.

Bicycle path at-grade crossings at roadway intersections, should be minimized, for increased safety, and to eliminate user conflicts. The consultant shall analyze and study three types of crossing options: under crossings, at-grade crossings, and over crossings at the feasibility study phase. If the consulting team finds difficulty in providing a consistent transition, the feasibility study should include a design alternative to create an interesting and aesthetically pleasing transition Where grade separated crossings are considered, the design consultant shall coordinate with the US Army Corps and County to conduct a hydraulic analysis to ensure the compliance of the required level of flood protection. Where it is not feasible to provide a grade-separated crossing, due to existing infrastructure, or if other overriding considerations are present, the design should provide safe alternative crossing options.
To account for the unique characteristics of each intersection, creative design solutions within Federal, State and or local approved design guidelines are necessary to eliminate user conflicts. Furthermore, design plans may require demolition or modification of existing infrastructure (i.e. bridge wingwalls, bollards, etc.) to create inviting, bicycle friendly access points. The design of the bicycle path itself and of any crossing and signage/signaling requirements must be coordinated with LADOT. Final design selection will require review for consistency with transportation mode preferences for the particular street.

The construction budget is estimated to be approximately fifty to sixty-five million dollars ($50,000,000-$65,000,000); however, this Cost Estimate is required to be validated during the feasibility study, dependent on the design and construction of at-grade crossings, over crossings and/or under crossings as approved by Engineering.

**DESIGN REQUIREMENTS:**

Class I Bicycle Paths are sometimes also referred to as trails, multi-use or shared use paths and are completely separated from roads on a separate right of way. Bicycle paths can offer opportunities not provided by the road system by serving as both recreational areas and/or desirable commuter routes. Caltrans bicycle path design standards require that two-way bicycle paths be a minimum of twelve ft. (12’), including two ft. (2’) shoulders on each side and that grades not exceed five percent (5%). In California, the State law requires that bicycle paths are to be shared with pedestrians unless a separated pedestrian path is also provided. The design shall require the bicycle path be kept along the LA River unless infeasible and on-street segments should only be considered when all other options have been exhausted. The paths adjacent to the LA River are also used as maintenance roads to access the LA River for emergencies and to access utilities, and other adjacent improvements; therefore, new paths must be designed and built to a standard that allows and supports maintenance and emergency vehicle access.

The project must comply with, but not limited to, the minimum requirements and latest Editions, of the following:

- United States Army Corps of Engineers Rivers and Harbors Act of 1899 (408 Permit).
- Environmental Protection Agency Clean Water Act (CWA)
- California Manual on Uniform Traffic Control Devices (CA MUTCD), 2014
● City of Los Angeles 2010 Bicycle Plan
● City of Los Angeles Mobility Plan, 2035.
● City of Los Angeles River Revitalization Master Plan, 2007
● Los Angeles County “Los Angeles River Regional Bike Path Project from Whitsett Avenue to Riverside Drive Preliminary Scoping Report” (November 2014)
● Los Angeles County Bicycle Master Plan, 2012
● United States Army Corps of Engineers Sepulveda Dam Basin Master Plan and Draft Environmental Assessment (August 2011)
● Los Angeles Department of Transportation (LADOT) Great Streets for Los Angeles Strategic Plan, 2014
● Accessible Public Rights-of-Way Planning and Design for Alterations (August 2007)
● Engineering’s Building Information Modeling (BIM) Standards
● Engineering’s Standard Plans
● 2015 “Greenbook” Standard Specifications for Public Works Construction
● Los Angeles County's LA River Master Plan: Landscaping Guidelines and Plant Palettes
● Los Angeles County’s LA River Master Plan: Sign Guidelines

Design exceptions that provide adequate safety considerations, with prior City and County approval, may be made in applying these standards in the following circumstances:

1. There is insufficient physical space to accommodate the standard design
2. The standard design is determined to be financially infeasible
3. Other overriding considerations

Electronic files of the street crossing, signage, signaling, and striping plans shall be submitted to Engineering and LADOT for review and approval.

The project specifications shall be based on the latest format of the Construction Specification Institute (CSI), and the Consultant shall ensure that the specifications are coordinated with the entire construction document set. The specifications shall be doubled-spaced, and on double sided 8-½” x 11” bond paper. Engineering will prepare the General Conditions, the Bid Forms, Instruction to Bidders, Bond Forms, Advertisement for Bids, Construction Agreements, and other documents required by public authorities having jurisdiction, and as necessary for securing the bids for construction of the project. The consultant will prepare the General Requirements, Technical Specifications, and addenda as necessary, throughout the Bid and Award phase. Additionally, Engineering will issue these addenda as necessary.

All drawings shall be drawn in Civil 3D and/or Revit 2014, or the latest Edition, and on 24 by 36-inch sheets with the Engineering title block, of which an electronic copy will be provided by Engineering. The electronic files of the drawings and specifications shall be made available to Engineering upon request during any phase of the project and for final assembly of bid/construction documents. Design documents shall be in English units and shall be completed in conformance with Engineering’s requirements and comply with the current codes.
SCOPE OF SERVICES / DELIVERABLES

The following is the entire scope of services and deliverables for the various phases of the project. Engineering will select a Consultant to perform the scope of services for the Feasibility / Conceptual Study Phase. However, this TOS describes the scope of services for the entire project and Engineering's intention is to continue with the same Consultant throughout the subsequent project phases.

At the end of the Feasibility/Conceptual Study Phase, the selected Consultant shall submit their Cost Fee Proposal for the remaining project phases, which will be used for negotiation with Engineering at that time. Engineering reserves its right to issue a separate TOS, based on the final Feasible/Conceptual Study for the remaining design work, if the cost fee negotiation is not to the satisfaction of Engineering.

As mentioned in Section 1.1 “Environmental Review and Documentation”, the Environmental studies will begin at the Feasibility /Conceptual Study Phase in order to provide direction in determining the proper scope of work.

Project Phases:

1. Feasibility/Conceptual Study
   1.1 Environmental Review and Documentation (Throughout Phases 1-4)
2. Schematic Design
3. Design Development
4. Construction Document
5. Bid and Award
6. Construction Administration
7. Post-Construction Administration

The Consultant shall complete the following tasks (deliverables) for each of the project phases, for the related design and engineering work as described in the Project Description and Design Requirements above.

1. Feasibility /Conceptual Study Phase:
   a. Research Existing Information
      i. Acquire, analyze, validate, and describe all existing information related to the project and the project site. Refer to the Design Requirements and Review/Permits Sections.
b. Right-of-Way Identification
   i. Identify issues for full or partial acquisition of right-of-way (incidental, relocation, damages, etc.) including an alternative route to avoid acquisition, at points that is not under public ownership.
   ii. Identify impacts to current occupants on the property during/after construction (i.e., owner/tenant displacement and relocation)
   iii. Prepare Base Map which shows, but is not limited to, the following information:
       1. Existing right-of-way
       2. Recorded easements/encumbrances
       3. Property lines

c. Bike Path and Greenway Feasibility Study
   i. Propose to design and construct a Class I - Bicycle Path with associated amenities (as described in the Project Description) along the LA River. Also, evaluate a minimum of two (2) alternative alignments, and recommendation for connecting the bike path to existing sections on the banks of the LA River; Refer to the Design Requirements Section.
   ii. Explore different design alternatives to construct the bike path within the public right-of-way. Also, include all design standards when evaluating the different alternatives. The recommendation for a minimum of two (2) alternative alignments shall include, but not be limited to, the following:
       1. Right of Way requirements and constraints
       2. Geometric Design Standards requirements and constraints (e.g., Americans with Disabilities Act (ADA) compliance.)
       3. Traffic Design Standards and constraints (appropriate traffic control compliance, sight distance, and design speed), devices, operational performance, traffic impact for any proposed crossing that would impact the existing traffic pattern.
       4. Conceptual geometric design for bike path including pavement striping.
       5. Conceptual design for roadway crossings (e.g., under crossing, at-grade crossing, over crossing).
       6. Conceptual design for strategic access points, as well as strategic transitions from one side of LA River to the other
       7. Conceptual design of separate walking paths, as deemed appropriate, on opposite sides of the LA River in appropriate sections
       8. Compatibility with the existing bike paths between the gaps. If compatibility in certain gaps are not feasible, the consultant should provide design alternatives to provide an interesting and artistic transition
9. Pedestrian Crossing Technical Study, which evaluates the safety benefits and operational impacts of various pedestrian crossing alternatives (beacon, signal control, uncontrolled) for the at-grade crossing scenarios

   iii. Prepare conceptual cost estimates and cost benefit analyses for each alternative described in Section ii, as well as summarize the advantages and disadvantages of each alternative.

   iv. Coordinate with all agencies having jurisdiction over the project as necessary to obtain all clearances and approvals.

d. Drainage
   i. Identify existing drainage facilities in conflict with the proposed scope of work.
   ii. Identify and acquire hydraulic information for the existing drainage facilities in conflict with the proposed scope of work.
   iii. Perform a drainage concept study for each design alternative in conflict with the existing drainage facilities, including determination of type and cost.
   iv. Consider the use of design BMPs such as infiltration systems, consideration of stormwater capture and use, and high efficiency biofiltration / bioretention systems.
   i. Identify ten (10) street-end locations along the Project area to be improved with vegetated stormwater BMPs/"bioswales" for water quality improvement or infiltration, based on ease of construction, drainage capture, and site geometry.

e. Utilities
   i. Perform preliminary utility search. Utilities may consist of, but are not limited to, the following: Los Angeles Department of Water and Power (LADWP) Water and Electric lines, LADWP Recycled Water lines, Bureau of Street Lighting (BSL), SoCal Gas lines, SoCal Edition lines, Telecommunication lines, Bureau of Sanitation' (BOS) Sewer and Storm Drain lines.
   ii. Identify and provide cost estimate for utility relocation.
   iii. Identify any new easements for utility relocations.
   iv. NOTE: LADWP Recycled Water Line design may be involved in this project.
f. Sustainability
   i. Design landscaping consistent to the County’s LA River Master Plan: Landscaping Guidelines and Plant Palettes (January 2004).
   ii. Determine applicable sustainable approaches to meet, address, and/or design all requirements and aspects related to the project, which are consistent with the City’s goals for sustainability. This includes consideration of energy and water-efficient practices, and products such as solar lighting, incorporating shade wherever feasible, etc.
   iii. This project is required to comply with Envision Guidelines and must meet a goal of a Platinum target. Compliance with Envision Guidelines, per the latest Edition by the Institute of Sustainable Infrastructure, may include, but is not limited to, the criteria listed in Sub-Section “k”. The consultant shall compile in a spreadsheet all Envision options for final analysis, which shall include the advantages and disadvantages of options.

   g. Provide a colored rendering for the project (multiple sheets lined up in sequence mounted to boards), five (5) copies for review and presentation of a site plan. showing alignment, access points, design concept and proposed location of the greenway elements mentioned in the Project Description, and one color sample and material board for presentation to the Neighborhood Oversight Committee(s) (NOC), River Cooperation Committee (RCC) public meeting, Technical Advisory Committee (TAC), and other community meetings.

   h. Develop As-Built Plans necessary for the related design of the Architectural, Civil, Structural, Electrical and Landscape improvements.

   i. Develop criteria for strategically phasing and scheduling the design, bid and award, and construction of the project. Segmenting the project in phases may be prudent due to some section gaps obtaining regulatory clearances and permit approval earlier than others. Additionally, some sections may need to be coordinating with other bikeway designs and construction. These elements or other unknowns may be a driving factor for prioritizing the design, bid and award, and construction start of the different sections.

   j. At the end of the Feasibility/Conceptual Study Phase, the Consultant shall prepare a White Paper Package, Feasibility Study Report, which will consist of an Executive Summary, a detailed and informative discussion of the items contained in this Section, as well as all the deliverables, including the various alternatives, conceptual cost estimates, cost benefit analyses, strategic phasing, etc.
k. To aid in alignment and scope decision-making, conduct at minimum, the following supplementary analyses, based on the expected built project and proposed alternatives, using prevailing qualitative and quantitative standards of practice, and summarized by gap section as listed in this TOS. These will be known as Supplementary Analyses:

i. Economic cost/benefit
ii. Greenhouse Gas (GHG) reduction
iii. Vehicle Miles Traveled (VMT) reduction
iv. Disadvantaged community vicinity (as per CalEnviroScreen 2.0)
v. Commercial and job centers proximity and linkage and active commuting benefits
vi. Water quality and infiltration benefits
vii. Job creation
viii. Public safety benefits, such as collision reduction (see City's Vision Zero policy initiative)
ix. Public Health Benefits
x. Public transit proximity and linkages
xi. Safe Routes to School linkages
xii. Open space and park proximity
xiii. Outdoor recreation economic activity
xiv. Arts, culture, and community asset linkages
xv. Usage projection
xvi. Other consultant-suggested analyses to be approved by the Project Manager

xvii. NOTE: The Consultant must submit their methodology for each analysis for approval in advance, as well as demonstrate that it is a common standard of practice, through the means of citing grants and other examples. Through the feasibility study, these methodologies will be developed. In the subsequent phases.

l. Community/ Stakeholder Meetings

i. One (1) community meeting per council district. Meetings shall be located within the applicable Council District. (Five (5) community meetings for this phase)

ii. One (1) RCC meeting

iii. One (1) NOC meeting

iv. Three (3) TAC meetings

v. NOTE: The community and NOC meetings must be arranged and conducted by a Public Relations (PR) consultant, and there will be up to two (2) additional community and/or NOC meetings. TAC meetings and additional meetings with the City and County departments, and/or other public agencies, as necessary, are the responsibility of the consultant, at no additional charge to the City, and is not included in the Item “PR Project Meetings” in the “Cost Fee Proposal”
m. Provide a Preliminary Class “C” construction cost estimate for the entire project. This cost estimate may be segmented into various phases as evaluated during the feasibility study.

n. Arrange a preliminary review with all agencies having jurisdiction for this project to ensure all requirements are met.

**NOTE:** Following the completion of the feasibility study, Engineering will issue direction to proceed with some, all, or none of the identified project segments. Project segments may also be differently delineated or combined. Engineering will also issue direction to proceed with some, all or none of the identified intersection crossings and will specify the selected approach for each crossing that will proceed into the design phases.

### 1.1 Environmental Review and Documentation:

a. Identify all federal, state, and local bodies and agencies from which discretionary approval actions, clearances, or permits will be required in order to implement the project

b. Identify efforts needed to comply with the California Environmental Quality Act (CEQA)

c. Describe the anticipated CEQA pathway for each alternative (Categorical Exemption, Negative Declaration/Mitigated Negative Declaration, or Environmental Impact Report) and provide a rationale for anticipating that path

d. Identify efforts needed to comply with National Environmental Protection Agency (NEPA)

e. Describe the anticipated NEPA pathway for each alternative (Categorical Exclusion, Environmental Assessment/Finding of No Significant Impact, or Environmental Impact Statement) and provide a rationale for anticipating that path

f. Identify requirements to obtain environmental regulatory permits

g. Identify alternative project scopes that will satisfy CEQA for each alternative (and NEPA, if applicable)

h. Performing and obtaining the final CEQA and NEPA review and documentation

i. Obtaining all regulatory permits, which include, but are not limited to:
   a) Los Angeles County Flood Control District (LACFD) Permits
   b) Los Angeles Regional Water Quality Control Board, (LARWQCB) Section 401 Certification
c) Department of Fish and Wildlife, Section 1602 Certification

d) United States Army Corps of Engineers (USACE), Section 404 and 408 Certification

NOTE: This Environmental review and documentation are separate tasks which will be continuous and active throughout Phases 1 through 4.

2. Schematic Design Phase:

a. Develop schematic design documents as needed until an acceptable scheme is approved by Engineering.

b. Attend meetings as required with Engineering and other City departments, as required, until the final schematic design is approved by Engineering.

c. Perform all site investigation work necessary for the design of the irrigation system’s improvements to the existing facilities, including the possibility of utilizing LADWP Recycled Waterlines. Verify water meters, points of connection, and static water pressure with the Los Angeles Department of Water and Power (LADWP).

d. Coordinate with all agencies having jurisdiction over this project as necessary to provide service commitments and to complete the design, including the name, telephone number, and email address of all persons who will be contacted to provide assistance on the project during construction.

e. Provide drawings and documents necessary to obtain approval from Engineering, County of Los Angeles, the Department of Recreation and Parks (RAP), Department of Cultural Affairs (DCA), LADOT, LADWP, USACE, LARWQCB, and other agencies that have jurisdiction over the project.

f. Provide preliminary planting palette and plant layout.

g. Provide a drainage analysis for each site and initial recommendations for dimensions, BMPs design, and site layout to capture a 0.75-inch rain event, for the street – end BMPs identified in the conceptual design phase. Additionally, provide a summary of permits, approvals, and other requirements to design, implement, and maintain the vegetated stormwater BMPs.

h. Provide a Class “C” construction cost estimate for the entire project. This cost estimate may be segmented into various sections as evaluated during the feasibility study.
i. Provide an outline of the specifications for the entire project in coordination with Engineering’s specification template. Specifications will be provided in the latest CSI format.

j. Provide a colored rendering for the project (multiple sheets lined up in sequence mounted to boards), five (5) copies for review and presentation of a site plan showing scaled greenway elements mentioned in the Project Description, five (5) copies of key cross-sections and longitudinal sections to describe design character, plant design, BMPs, any diagrams describing the BMPs or other design concepts, as well as one color sample and material board for presentation to the NOC, RCC public meeting, TAC, DCA, and other community meetings. Renderings of all the major areas are subject to review and approval.

k. Update and refine the Supplementary Analyses and Envision Review documentation, as discussed in Section 1, based on new information and scope determination.

l. Community/Stakeholder Meetings
   i. One (1) community meeting per council district; Meetings shall be located within the applicable council district. (Five (5) community meetings for this phase)
   ii. One (1) NOC meeting
   iii. One (1) RCC meeting
   iv. Three (3) TAC meetings
   v. NOTE: The community, NOC, and RCC meetings must be arranged and conducted by a Public Relations (PR) consultant, there will be up to two (2) additional community and/or NOC meetings. TAC meetings and additional meetings with the City and County departments, and/or other public agencies, as necessary, are the responsibility of the consultant, at no additional charge to the City, and is not included in the Item “PR Project Meetings” in the “Cost Fee Proposal Spreadsheet”.

m. Arrange a preliminary review with all agencies having jurisdiction for this project to ensure all requirements are met.

3. Design Development Phase:

   a. Provide drawings, a site plan, cross-section and five perspectives, illustrating the design concept in greater detail than the approved schematic design phase drawings.
b. Conduct a hydraulic analysis to ensure the required level of flood protection is maintained as per the USACE and the County.

c. Provide drawings that include a site plan and cross-sections, planting plan, and hydraulic and hydrologic design analyses, for the selected street-end BMPs (up to ten (10)).

d. Attend meetings as required with Engineering and other City departments, as required, until the design development plans are approved by Engineering.

e. Provide a colored rendering for the project (multiple sheets lined up in sequence mounted to boards), one (1) site plan on a 36” x 48” board, and one color sample and material board for presentation to the NOC, RCC public meeting, TAC, and other community meetings. Renderings of all the major areas are subject to review and approval.

f. Provide a Class “B” construction cost estimate for the entire project.

g. Provide irrigation specifications in the latest CSI format, indicating construction methods and materials used, including sizes and quantities of the major systems that are proposed for the site.

h. Update and refine the Supplementary Analyses and Envision Review documentation based on the new information and scope determinations.

i. Community /Stakeholder Meetings
   i. One (1) NOC meeting
   ii. Three (3) TAC meeting
   i. NOTE: The NOC must be arranged and conducted by a PR consultant. TAC meetings and additional meetings with the City and County departments, and/or other public agencies, as necessary, are the responsibility of the consultant, at no additional charge to the City, and is not included in the Item “PR Project Meetings” in the “Cost Fee Proposal Spreadsheet”

4. Construction Document Phase:

   a. Provide complete construction documents in accordance with the approved design development phase plans except for any modifications authorized in writing.
b. Submit the construction documents at twenty-five percent (25%), fifty percent (50%), ninety percent (90%), and one hundred percent (100%) percent completion stage to the City for review and comments.

c. Provide complete construction documents per the requirements listed in the Section.

d. Construction Impacts
   i. Identify and discuss traffic control needs during construction (e.g., truck routes and detours.)
   ii. Identify and discuss impacts of construction to access and mobility of adjacent residents and businesses
   iii. Identify Staging Areas

e. Identify all required maintenance activities, maintenance manuals, and associated costs.

f. Once Engineering approves the ninety percent (90%) construction documents, the consultant shall submit 90% construction documents to all agencies having jurisdiction for plan check, and obtain clearances and approvals (obtain “Ready to issue” for all related permits).

g. Attend meetings as required with Engineering and other agencies having jurisdiction until the final Construction documents are approved by Engineering.

h. Provide an independent (third party) constructability review for the entire project at fifty percent (50%), and ninety percent (90%), as well as complete related plan revisions to address all the comments from the constructability review.

i. Submit a Class “A” construction cost estimate for the entire project at ninety percent (90%) completion.

j. Finalize and submit the Supplementary Analyses and Envision Review documentation based on the new information and scope determination. Address all comments provided by the Supplementary Analyses and Envision review documentation, and obtain approval for all the Envision design credits.

k. Provide the Project Manager, at the end of the Construction Document Phase, with 100% construction documents: three (3) sets of full-sized approved, wet-stamped plans Engineering’s project manager, three (3) sets of specifications, a digital copy of the approved construction documents in electronic and PDF formats, the final specifications in Word and PDF formats, and copies of all ready to issue required permits.
I. Stakeholder Meetings
   i. Three (3) Technical Advisory Committee meetings.
   ii. NOTE: TAC meetings and additional meetings with the City and County departments, and/or other public agencies, as necessary, are the responsibility of the consultant, at no additional charge to the City, and is not included in the item “PR Meetings in the “Cost Fee Proposal Spreadsheet”.

5. Bid and Award Phase:
   a. Assist the City in responding to bidders’ questions, preparing clarifications and/or additional bid documents.

   b. Issuing the addenda as necessary.

6. Construction Administration Phase:
   a. Attend the pre-construction meeting

   b. Attend all weekly project site construction meetings, to ascertain progress and compliance of the project for meeting the contract requirements for the duration of construction.

   c. Perform periodic visits to the project site to ascertain progress and compliance of the project.

   d. Review and respond to requests for information (RFIs), submittals, and shop drawings prior to and during the construction of the project in a timely manner.

   e. Prepare any required plan clarifications in conjunction with the response to the RFI’s.

   f. Review change order proposals and provide estimates for each change order when requested.

   g. Attend field construction meetings to resolve design-related construction problems as related to all disciplines. Attend all meetings per phase during construction held at the job site or as required to address plan discrepancies.

   h. Review acceptability of substitutions proposed by the Contractor.
i. Participate in periodic and, or scheduled inspections of the project, and the job walk inspection for final acceptance.

j. Coordinate the necessary Envision and Supplementary Analyses construction documentation.

7. **Post-Construction Administration:**

Incorporate as-built information into the final record drawings in Civil 3D or Revit 2014, or latest Edition, after completion of construction, indicating all changes made during construction based on the information provided by the Contractor. As-built shall include, but not be limited to, change orders, clarifications, RFI responses and addenda. Each drawing sheet shall be prominently marked “AS-BUILT” and dated. The final “AS-BUILT” drawings shall be submitted to Engineering on bond paper and the record drawings and specifications shall also be submitted in electronic media properly formatted for viewing and printing. All sheets shall be “bound” in their original digital format when submitted to the City.

The following scope of services will be performed by Engineering and provided to the Consultant after the Issuance of a Notice to Proceed (NTP):

a. Geotechnical Services
b. Surveying Services

NOTE: The Surveying Documents for some of the proposed sections can be seen in the Attachment Section for reference. The Surveying Documents for the remaining sections will be available at a later date.

**REVIEWS/ PERMITS:**

The Consultant shall submit all required items to obtain approval and applicable permits from all agencies having jurisdiction over the project, including but not limited to:

- Engineering
- The Bureau of Street Services
- LA Sanitation
- County of Los Angeles Flood Control District

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
At the discretion of Engineering, the Consultant shall pay for all the plan checks and permit fees and submit to Engineering for reimbursement. The Consultant is responsible for printing and submitting the design plans and specifications to all agencies having jurisdiction over the projects for plan check and permits, ensuring that all of their requirements are met. The Consultant is further responsible for ensuring that all the plan check comments/corrections, including clearances are complete, and the design plans are ready for the permits to be issued, and ready to be issued as bid sets.

The civil engineer/architect will be responsible for securing approved architectural landscape architectural, civil, structural, transportation, electrical, and demolition construction documents

**DESIGN MEETINGS:**

Design work includes necessary meetings during each phase of the project, which are independent of the meetings specified in the “Scope of Services / Deliverables” section. These meetings will involve Engineering, the client, and all agencies having jurisdiction over the project. Once the initial design concepts are reviewed by Engineering, the comments will be forwarded to the Consultant prior to start of the next phase of design. Engineering shall review all of the documents at the completion of each design phase. The review periods to be done by Engineering, the client, or by other agencies having jurisdiction over the project, are included in the Schedule section. Design review will also include bi-weekly update meetings to Engineering’s Project Manager throughout the duration of the project.

Additionally, throughout the design lifecycle of the project, one or more NOC and TAC meetings may be established and periodically convened to receive briefings and give input to the project scoping and design. Throughout the construction lifecycle of the project, one or more TAC meetings may be established and periodically convened to receive briefings and give input to the project construction.

As outlined elsewhere in this TOS, the Consultant shall attend these meetings, prepare project briefings with maps and renderings, make clear input requests of the committees, solicit questionnaires as needed, and prepare and circulate meeting summaries. These committees
will offer design guidance and local expertise, but final direction will come exclusively from Engineering’s Project Manager.

**SOLICITATION RESPONSE REQUIREMENTS:**

Solicitation Responses shall be submitted as follows:

- Six (6) originals of the Fee Proposal to be bound and not exceed twenty-five (25) pages in which no more than five (5) pages are 11” x 17” and the remaining pages shall be 8 ½” x 11”. The pages are exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to:

  Mahmood Karimzadeh, AIA, Principal Architect  
  Bureau of Engineering, Architectural Division  
  1149 South Broadway, Suite 830  
  Los Angeles, CA  90015  
  Attention: Mr. Nur Malhis, Project Manager

- A digital/electronic copy shall be submitted digitally as a PDF transmittal by e-mail to Nur Malhis, Nur.Malhis@lacity.org, Mahmood Karimzadeh, Mahmood.Karimzadeh@lacity.org, and Carol Armstrong Carol.Armstrong@lacity.org.

Bound Solicitation Responses shall include:

Section 1 – Project Understanding: Explain your firm’s overall approach to the work; the City will focus on the Consultants' proposal, namely, how their approach will be in designing the most efficient and cost-effective bikepath, which includes under crossings, at-grade crossings, and over crossings

Section 2 – Related Experience: Describe similar projects your firm has recently completed;

Section 3 – Project Team: Provide project team organization chart and describe background, roles and responsibilities of key team members. Provide information on MBE/WBE/SBE/EBE/DVBE/OBE sub-consultant involvement. Provide resumes of those who will actually work on the project in the Appendix.
Section 4 – Detailed Scope of Work and Schedule: Expand and Develop the City’s Scope of Work and Schedule contained herein.

Section 5 – See Section “Phases and Fee Proposal”

The Solicitation Responses shall be transmitted no later than March 4, 2016 at 3:00pm.

SELECTION CRITERIA:

Engineering staff will numerically score the proposals based on the criteria and weighting below.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th></th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Capability of the Project Team to provide the deliverables as demonstrated by their approach, solicitation response, and interview</td>
<td>30</td>
</tr>
<tr>
<td>B</td>
<td>Value of the services as demonstrated in the Cost Fee Proposal</td>
<td>25</td>
</tr>
<tr>
<td>C</td>
<td>Ability of the team to deliver the professional services required to design the project according to the schedule</td>
<td>25</td>
</tr>
<tr>
<td>D</td>
<td>Experience in delivering similar services and projects to other clients</td>
<td>10</td>
</tr>
<tr>
<td>E</td>
<td>Other qualifications (i.e. Business Inclusion Program compliance, project schedule) presented in the proposal</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

ESTIMATED PROJECT SCHEDULE:

Milestones (Per Section/ Phase)                                                                 Duration
- Issue TOS                                                                                  January 7, 2016
- Pre-Proposal Meeting/Job Walk                                                             January 27, 2016
- Last Day to receive Questions Regarding the Proposal                                      February 11, 2016
- Receive Solicitation Responses                                                            March 4, 2016
- Notify Qualifying Candidates for an Interview                                             March 30, 2016
- Interviews                                                                               April 1 -30, 2016
- Negotiate Scope of Services and Fees                                                     May 1 -15, 2016
- Issue Notice to Proceed                                                                   July 1, 2016
- Feasibility Study / As-Built Update Completion                                           6 Mos.
- Environmental Review and Documentation* 2 Yrs. and 3 Mos.
- Schematic Design Completion 6 Mos.
- Design Development Completion 4 Mos.
- Construction Documents - 25% Completion 4 Mos.
- Construction Documents – 50% Completion 4 Mos.
- Construction Documents – 90% Completion 6 Mos.
- Securing Clearances and Approvals / Ready to Issue Permits** 6 Mos.
- Construction Documents – 100% Completion 1 Mo.
- Bid and Award Phase 6 Mos.
- Construction Completion 48 Mos.
- Post Construction 6 Mos.

*The Environmental Review and Documentation shall be done throughout Phases 1-4
** Clearances and Approvals shall be done throughout the Construction Document Phase

NOTE: The Consultant shall validate the Estimated Project Schedule after completion of the Feasibility/Conceptual Study

SERVICES AND FEE PROPOSALS

The Consultant shall submit the fee proposal for each of the project phases noted under the Scope of Services / Deliverables section and itemize your fees accordingly, in the "Cost Fee Proposal" included in the attachments. Your fee quotation shall include, but not be limited to, the following disciplines:

- Architectural / Coordination Services / Feasibility/ As Built Drawing Development/
- Environmental Documentation Services
- Land Use and Entitlement Services
- Civil Engineering Design /Utility Engineering Services / Utility Services
- Structural Engineering Services
- Architectural Design Services
- Landscape Architecture Services
- Electrical Engineering Services
- Transportation Engineering Services
- Envision / Supplementary Analyses Services
- Specification Development Services
- Cost Estimating Services
- Third Party Constructability Review
- Public Relations / Public Participation Consultant Services
- Project Meetings
- Project Management/ Construction Management Services (T&M up to 3000 hours, limited @ $115/hr.)

This TOS is not an authorization to start work. An NTP will be issued to authorize the start of work when the Consultant has been selected and their fee proposal has been accepted.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
In addition, an Authorization to Proceed (ATP) will be issued to the Consultant for each of the subsequent project phases before you may proceed with the work.

The requested fee proposal shall be prepared in accordance with the terms and conditions of your executed Architectural Services Agreement.

The Consultant shall submit the names and resumes of their proposed sub-consultants including the Business Inclusion Program’s Schedule B Task Work Order List of Sub-consultants (Exhibit “C” of the Architectural Services Agreement).

The Consultant shall pay for all the plan checks and permit fees and submit to Engineering for reimbursement, under the Category “Reimbursables” in the “Cost Fee Proposal Spreadsheet”. Please note that no Mark-up is allowed.

The fee proposal should outline the costs per phase for each design service, as well as an estimated cost for reimbursable expenses.

The Consultant will be required to submit the required invoices for the project on Engineering’s standard Pay Request forms. A sample will be provided when the NTP is issued.

At this time, the Consultant shall only fill out the costs associated with the Feasibility /Conceptual Study in their "Cost Fee Proposal Spreadsheet” included as an Attachment.

**COMPENSATION SCHEDULE AND PAYMENT MILESTONES**

The Consultant shall be compensated based on the satisfactory completion of each of the project milestones indicated below. A final payment schedule will be issued to the selected consultant based on the final approved fee proposal.

Consultant Payment Schedule:

1. 25% completion of Feasibility / Conceptual Study Phase
2. 50% completion of Feasibility / Conceptual Study Phase
3. 75% completion of Feasibility / Conceptual Study Phase
4. 100% completion of Feasibility / Conceptual Study Phase
5. 25% completion of Schematic Design Phase
6. 50% completion of Schematic Design Phase
7. 75% completion of Schematic Design Phase
8. 100% completion of Schematic Design Phase
9. 25% completion of Design Development Phase
10. 50% completion of Design Development Phase
11. 75% completion of Design Development Phase
12. 100% completion of Design Development Phase

13. 25% completion of Construction Document Phase
14. 50% completion of Construction Document Phase
15. 90% completion of Construction Document Phase/ Ready To Issue Permit

16. 100% completion of Construction Document Phase

17. 100% completion of the Bid & Award Phase

18. 25% completion of Construction Phase
19. 50% completion of Construction Phase
20. 75% completion of Construction Phase
21. 100% completion of Construction Phase

22. 100% completion of As-Built Documents

BUSINESS INCLUSION PROGRAM (MBE, WBE, SBE, EBE, DVBE, OBE) REQUIREMENTS

It is the long standing policy of Engineering that personal services contracts should, to the maximum extent reasonably feasible, include the utilization of sub-consultants - Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Emerging Business Enterprises, Disabled Veteran Business Enterprises, and Other Business Enterprises (MBE/WBE/SBE/EBE/DVBE/OBE). A Good Faith Outreach is required of prime consultants to outreach to their Schedule A listed sub consultants on all task orders over $100,000.

Engineering has set anticipated participation levels of 18% MBE, 4% WBE, 25% SBE, 8% EBE, 3% DVBE for Task Orders exceeding $100,000.

In the event that the consultant is including in the proposal new sub-consultants not previously listed on the Schedule A of the contract, the consultant shall first conduct outreach in accordance with the contract's Article 17 – Business Inclusion Program.

Prior to negotiation of this Task Order, the selected consultant may be asked to submit documentation supporting any outreach efforts undertaken to potential sub-consultants and evaluation of selected sub-consultants, for all proposed sub-consultants, for the Project not listed in the Schedule A of the Consultant's contract.

INSURANCE REQUIREMENTS:

Insurance policies must be current and on file with the City Administrative Office (CAO)-Risk Management when the Task Order is awarded to the selected Pre-Qualified On Call Consultant.
Work cannot commence or continue if the proper proof of insurance forms are not on file with the CAO. Also, invoices will not be paid if the proper proofs of insurance forms are not on file with the CAO.

**NON-COLLUSION AFFIDAVIT:**

A Non-Collusion Affidavit (attached) must be signed and submitted with your proposal.

**PROGRAM AND PROJECT MANAGER**

All questions and written notices shall be forwarded to the Project Manager:

Mahmood Karimzadeh, AIA, Principal Architect  
Bureau of Engineering, Architectural Division  
1149 South Broadway, Suite 830  
Los Angeles, CA  90015  
Attention: Mr. Nur Malhis, Project Manager

**DISCLAIMER:**

Note that all improvements to be made will be located within the LACFD and USACE right of way. The City is currently negotiating a land use agreement with the County for the maintenance and use of the County right of way as a public multi-use path/park.

Engineering may or may not decide to award any or part of this Task Order in one or multiple Notice to Proceeds based on its sole convenience and shall not be responsible for any solicitation response costs. Furthermore, schedule of any or part of this Task Order is dependent on the availability of funding and can be postponed at any time.

Engineering reserves the right to award none, some or all parts of the proposal to the selected Consultant, as well as reserves the right to reject any and all proposals.

Furthermore, Engineering reserves the right to issue additional TOS’, if necessary, to complete the remainder of the scope of work.
SITE INVESTIGATION:

A MANDATORY pre-proposal meeting / job walk will be conducted at the intersection of Lindley Avenue and the Los Angeles River, Los Angeles, CA 91316, on Wednesday, January 27, 2016 at 9:30 a.m.

Sincerely,

Mahmood Karimzadeh, AIA
Principal Architect
Architectural Division

MK/NM/MA:nm
Attachments
Q: \Admin\Typed Documents\2016\ TOS LA River01-07-2016
cc: Reza Bagherzadeh, BOE
    Bill Lee, BOE
    Mark Nakata, BOE
ATTACHMENTS:

1. Consultant Fee Proposal spreadsheet
2. Mayor Eric Garcetti’s Directive No. 7 (the Sustainable City pLAN)
3. One Page Summary-Design Gaps (32 Miles) (December 2015)
4. Project Map- Design Gaps (11-12 miles)
5. LA River Revitalization Master Plan
6. The County of Los Angeles Department of Public Works (LADPW) Los Angeles River Regional Bike Path Project from Whitsett Avenue to Riverside Drive Preliminary Scoping Report (November 2014)
7. LA River Greenway 2020 Pre-Design/ Pre-Planning Supplementary Report (June 2013)
8. Bridging the Gaps: Los Angeles River Greenway Linkages Study
9. LA River Greenway: Ideas and Resources for Project Designers (July 2011)
10. LA River Greenway Maps (August 2010)
11. LA River Bikeway Maps (October 16, 2013)
12. LA River Bike Path in the San Fernando Valley: Parcel Maps with APNs (August 2011)
14. LA River Valley Greenway: Council District 2
15. LA River Valley Greenway: Council District 3
16. LA River Valley Greenway: Council District 4
17. LA River Valley Greenway: Council District 5
18. LA River Valley Greenway: Council District 6
19. Key River and Road Crossings in San Fernando Valley
20. LA River Bicycle Path Existing Segments
21. LA River Surveying Documents
   a. Vanalden to Reseda (West Valley)
   b. Reseda to White Oak (West Valley)
   c. Kester to Van Nuys (Mid Valley)
   d. Hazeltine to Coldwater (Mid Valley)
   e. Coldwater to Whitsett (Mid Valley)
   f. Radford to Vineland (East Valley)
22. Non-Collusion Affidavit
23. Schedule B - List of Sub-Consultants