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CITY ENGINEER

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

<http://eng.lacity.org>

February 9, 2022

To All Consultants on the Pre-Qualified On-Call Wastewater and Environmental Engineering Services Consultants List

TASK ORDER SOLICITATION (TOS) NO. 054 FOR THE SEPULVEDA BASIN VISION PLAN PROJECT FEASIBILITY/CONCEPTUAL STUDY - WORK ORDER NO. E1908913

INTRODUCTION:

The City of Los Angeles (CITY), Department of Public Works, Bureau of Engineering (BOE) is seeking proposals for comprehensive master planning and design consulting services for the development of a world class Vision Plan for the Sepulveda Basin Project (Project). BOE seeks to engage a qualified team capable of providing the full range of disciplines and professional consulting services needed. The CITY intends to contract with one entity (hereinafter referred to as "Consultant") that shall be responsible for administering the entire Project and managing a team of subconsultants. The Consultant and their team shall be able to provide the services as described below.

The total amount payable to the Consultant shall not exceed \$1,950,000 inclusive of reimbursable expenses of \$50,000, with a performance period not exceeding 22 months from the date of issuance of the Notice to Proceed (NTP) by the CITY for the final Vision Plan. Interim milestone deliverables will be established in consultation with the CITY, with the goal of a 16-month timeframe to fully develop the Draft Vision Plan.

PROJECT BACKGROUND AND DESCRIPTION:

At over 2,000 acres, the Sepulveda Basin (Basin) is the largest open space in the San Fernando Valley and the second largest in the City. The Basin is an important hub for passive and active outdoor recreation, containing many important community facilities including Lake Balboa, active recreational playing fields, walking trails, golf courses, a model airplane facility, a LA River kayaking and fishing area, and the Japanese Garden,



to name a few. It also provides critical habitat for plants and wildlife, and a natural section of the Los Angeles River (River).

The Basin is first and foremost a flood risk management facility owned by the Corps of Engineers, and it is managed by the Corps to fulfill this function. A critical flood control dam sits at the eastern end of the Basin. The Corps has leased areas to the City and other public and private entities for recreation and other uses, which includes a City wastewater treatment plant named the Tillman Water Reclamation Plant. The recreational uses are largely managed by the City's Recreation and Parks Department, and the Los Angeles River Recreation Zone for river kayaking and fishing is managed by the Santa Monica Mountains Recreation and Conservation Authority (Attachment 01).

The Basin is not living up to its full potential. Los Angeles is one of the most park poor large cities in the United States according to the Trust for Public Land. The Basin is directly adjacent to two communities defined as being high, or very high need in the Los Angeles County Parks Needs Assessment. Yet large areas of Basin remain undeveloped, underutilized and challenging to access. This includes approximately 325 acres of land designated as Inactive and/or Future Recreation in the Sepulveda Dam Basin Master Plan and Environmental Assessment (EA) from the U.S. Army Corps of Engineers, dated September 2011 (Attachment 02). In addition, 250 acres of land is designated as being either Environmentally Sensitive or Vegetative Management. These underutilized spaces within the Basin have become locations for negative activity, resulting in several large fires that have broken out over the past several years. However, under the Corps' EA, these underutilized spaces can be turned into amenities with new recreational uses that includes trails and other public facilities. This would further bolster the Basin's appeal as a regional park, which would be one of the most accessible in the City, as it has two adjacent Orange Line stations.

The Basin is and has been the focus of several other important planning and design initiatives. It will serve as the Valley Sports Park for the 2028 Olympics (see LA28.org for details). In addition, it is bisected by the River in a critical location for potential river restoration as has been recognized in various prior planning efforts (LA River Revitalization Master Plan, City of Los Angeles 2007 (Attachment 03), the Santa Monica Mountains Conservancy Upper Los Angeles River and Tributaries Revitalization Plan 2020 (Attachment 04)).

The Vision Plan shall address opportunities to enlarge the footprint of the River and tributaries within the Basin to restore hydrologic function through naturalized restoration. In some locations, this could result in removal of concrete channels sidewalls where stormwater flows permit. Through river and tributary restoration, the Basin can better integrate the River to improve habitat, recreational access, public safety, connectivity, and natural function.

The Vision Plan must account for these prior efforts and integrate the ambitions of each so that they collectively enhance the Basin and leave a legacy for residents of the San

Fernando Valley and the City. Now is a critical moment to improve the Basin as the crown jewel of the San Fernando Valley through the creation of a Vision Plan.

The Vision Plan shall:

- 1) Audit existing land uses, landscape features, habitat values, patterns of use, and user groups within the Basin and identify areas that can be enhanced.
- 2) Provide a framework for how future investments, such as the 2028 Olympic facilities and River restoration, can tie into the overall vision for the Basin.
- 3) Provide a framework for improving mobility, access and wayfinding around and within the Basin for cars, pedestrians, and cyclists.
- 4) Outline a decision-making framework between the different government agencies with purview over the Basin, including the Army Corps, the County of Los Angeles, and the City.
- 5) Increase recreational opportunities for long term use while preserving and enhancing wildlife and habitat areas.
- 6) Through a river-focused planning process, integrate improved riverine habitats, improved recreational river access, improved river public safety and connectivity, and restore natural ecosystem functionality to the River and the tributaries within the Basin.
- 7) Maintain or improve on current flood risk capacity in the Basin.

The world class Vision Plan shall result in a long term design goal for the future of the Basin that builds on the values of the Corps' 2011 Sepulveda Dam Basin Master Plan and Environmental Assessment, proposes creative changes that can be implemented in phases to improve the visitor experience, maximizes opportunities for recreation, improves access throughout the Basin, improves the habitat areas and ecosystem functions, restores natural function to the River and its tributaries, and improves the flood control function of the Basin. The early implementation phases of the Vision Plan shall mark the initial transformation of the Basin into an international destination for Los Angeles during the 2028 Olympics and thereafter.

The Consultant shall work closely with the community and the many stakeholders of the Basin to develop the Vision for the Basin, and to define the innovative projects. This Vision Plan shall also build on other design efforts that have preceded this work. These reference documents are listed in the List of Attachments.

The proposed changes in the Basin to improve connectivity to the surrounding communities and improve movement within the Basin shall be designed as one of the early stand-alone phases of the Vision Plan, as these projects will facilitate the use of the Basin for the 2028 Olympics. The other changes to the Basin, including River changes and new recreational projects, are to be formulated in accordance with the EA guidelines as separate phases, with a serious consideration of which of these could also be completed by the 2028 Olympics. It is the task of the Consultant to logically map how best to achieve the long-term Vision Plan in the most rational and achievable phasing.

Collectively, the phasing plan must incorporate the full buildout of the Project. The full buildout of the Project is approximately 25 years.

The scope of work for the Vision Plan for the Basin anticipates that the Consultant shall identify and define in greater detail approximately twelve (12) new projects that the City has conceptually defined in the attached map (Attachment 05). Three (3) of these projects have already been identified. The three (3) projects are listed below and described in (Attachment 06):

- 1) Balboa Aquatic Center - Construct new aquatic facility
- 2) Hjelte Soccer Field - Construct new athletic fields, lighting, and parking
- 3) LA River Way: San Fernando Valley Completion Project (Balboa to Burbank) – Construct bike path along the River in the Basin from Balboa to Burbank

For the nine (9) other new projects, the Consultant must focus on aligning the projects to increase access to the 2028 Olympic events, to responding to community input on long term community needs, and to describing a River-focused restoration effort that will improve flood risk management and natural River function. For all twelve (12) projects, the scope of the Vision Plan includes defining the scope of each individual project, developing a project budget for each, and developing a project schedule. Also, the Consultant shall be asked to identify potential funding sources for these twelve projects, and to provide a funding schedule to realize these projects.

According to the Olympic Games Cluster Plan, the 2028 Games will take advantage of the Greater Los Angeles' unique geography and iconic locations, creating five (5) clusters all within 30 minutes of the Olympic Village. The Valley Cluster (situated within the Basin) will be the first time in history to play host to a number of venues and events. The design consultant shall coordinate with the Olympic Committee for any revision or update to the Valley Sports Park (Valley Cluster) and make it part of the Vision Plan.

The environmental clearances of the projects in the Final Vision Plan will be a standalone task, and the sequence of the clearances must be part of the Vision Plan phasing schedule.

All the twelve projects identified should be consistent with the guidelines and principles of the Corps of Engineers' EA. If the proposed projects would require an addendum or supplement to the Corps' EA, the Consultant shall identify this, in coordination with the Corps, and include this in the project budget and schedule to describe the path to the required environmental clearances for these projects. The feasibility of the placement and type of projects will be determined during the Vision Plan development process.

Development in the Basin may not impede Corp of Engineers Project Operations. The Sepulveda Dam Basin Proposed Land Use Classification Map (Attachment 02, Page 328) within the EA identifies the land use classifications the Corps has approved. Projects that are identified shall meet the use classifications identified in the EA.

Projects must also demonstrate a need, economic feasibility, and financial capability that takes into account long term maintenance.

The primary constraint on land uses within the Basin is the periodic inundation of portions of the Basin for downstream flood risk management. The frequency, extent, and duration of flood inundation must be considered in the management and appropriate use of the Basin. The Projects should work around this constraint and highlight the importance of the Basin for flood risk management. As part of this EA, the filling frequency curves have been calculated and maps have been developed that illustrate flood stage elevations for the 10-, 50-, and 100-year floods. Areas within the Basin have been identified within the EA according to topographic analysis reflecting the level of flood inundation and activities and structures that may occur within each area of the Basin.

Per the guidelines of the EA, the Vision Plan tasked to the Consultant must reflect the most current advances in restoration ecology and wildlife management in the context of the Corps' mission, regulations, and guidance. Therefore, any proposed addendums or supplements to the EA must be in alignment with the Corps mission, regulations, and guidance.

The Basin is identified by the Corps according to land use classifications, which are dictated by the Corps' policies and guidance. The Corps' 2011 Master Plan (Attachment 02) classifies land at the Basin in six (6) land use classifications: 1) Project Operations; 2) Recreation; 3) Environmentally Sensitive; 4) Multiple Resource Management - Recreation - Low Density; 5) Multiple Resource Management - Vegetative Management; and 6) Multiple Resource Management - Inactive and/or Future Recreation. The Corps' Master Plan provides guidance for balancing flood risk management requirements, recreation opportunities, and preservation of natural resources for current and future generations. In addition, the Corps established the River Recreation Zone (RRZ) in 2014. The RRZ is a Corps approved use in the Basin.

While the majority of the City's desired projects are not specifically described in the EA, they fall into either the Recreation-Low Density, Recreation, or Vegetative Management use classifications. Some of the projects are in unclassified areas or are within areas where the proposed use may not be consistent with the use classification. Project 4 – a Project related to “Enhancement for Pedestrian and Cycling Experience” in the attached map (Attachment 05) proposes to enhance three (3) boulevards with traffic calming measures to enhance pedestrian and bicycling experience. This is not explicitly mentioned in the Corps' environmental documents, though the Corp's Master Plan does discuss concerns about roadways, bicycles, pedestrian and habitat interaction. The City has prioritized these enhanced pedestrian and cycling facilities for the Vision Plan. The area proposed for Project 11 -Trails and Vegetative Management is in the East Sepulveda Basin on the Proposed Project Map and portion of the project falls under the Environmentally Sensitive land use classification.

The Vision Plan team shall follow the EA. No recreation activities are allowed in the Project Operations areas, though the Corps does allow some uses. Projects within Army Corps-controlled real property are subject to the Corp's Outgrant Policy, which will also determine what environmental documentation is required for the proposed action.

SCOPE OF SERVICES / DELIVERABLES:

The Consultant shall perform the following items of work for the delivery of the Project. BOE is looking for a Vision Plan consultant team with the ability to achieve the following objectives. The detailed scope of work can be seen in Tasks I through VI included below.

- a. Assemble a comprehensive team of expert professionals for the execution of a Sepulveda Basin Vision Plan, as described in this TOS.
- b. Coordinate all sub-consultant services needed to complete the work and allow sufficient time to review and correct the work of subconsultants prior to submission of the deliverables. All meetings that Consultants are required to attend shall also include subconsultants as appropriate.
- c. Provide an experienced Project Manager who will oversee the consultant team on a day-to-day basis for the duration of the task, and who will coordinate closely with the BOE Project Manager.
- d. Coordinate all work activities with the BOE Project Manager, which includes but is not limited to: coordination of all meetings; preparation of meeting materials and meeting minutes; organization of deliverables; identification of issues; providing recommendations on solutions to issues that arise; providing sufficient consultant resources; management of subconsultants; following the BOE Project Manager's direction; providing feedback, and coordination of all other matters related to the development of the Vision Plan and all of the components outlined here.
- e. Attend coordination meetings anticipated to be once every two (2) weeks with the BOE Project Management team, and once every month with the City staff coordination team.
- f. Expert facilitation of the public meeting process.
- g. Coordinate and facilitate Community meetings.
- h. Develop a public engagement program. Work with BOE to update and maintain a project website. Prepare project information sheets, proper public meeting notifications, and other informational public materials as required. Prepare public presentations, renderings, physical models, digital fly-throughs, graphics and presentation materials for community meetings in collaboration with the BOE Project Manager.
- i. Management of the stakeholder and community information and input process, including public meetings, surveys, on-line communications, press releases, and the creation and maintenance of the project website.
- j. Formulation of and completion of appropriate technical studies, and visual and design studies and analyses required to support the Vision Plan process and to support the conclusions that result from the work.

- k. Production of graphs, renderings, site plans, models, fly-throughs and other physical, visual and graphic material that can be used to explain the process and the conclusions to the public and to policy makers.
- l. Authorship of the Vision Plan in draft and final form, with associated visuals and with a final, comprehensive list of reference documents and work products. A final visual Master Plan presentation must also be created. The final Master Plan document should be print ready and formatted to be effectively posted on the Project website.
- m. Submit monthly progress reports (actual work vs. planned work), in accordance with the work plan and schedule. Update the work plan and schedule as needed.
- n. Submit timely invoices, with updated Business Inclusion Program utilization profiles corresponding to each invoice.
- o. Provide all documentation in electronic format.

The Consultant shall complete the following tasks and deliverables for the Vision Plan in addition to the items listed above. The Consultant shall work with BOE to schedule these Tasks, and it is anticipated that there will be overlaps to the Tasks in order to achieve a full Draft Vision Plan in 16 months.

1. Task I: Project Initiation:

- a. Meet with City staff project team to develop and finalize a detailed work plan to complete the Vision Plan, which at a minimum will describe the tasks to be performed, establish required meetings and presentations and clarify roles and responsibilities of both City staff and Consultant team.
- b. Develop and maintain a Microsoft Project work schedule of the Vision Plan process that consists of:
 - tasks to be performed
 - durations
 - start and end dates
 - task relationships
 - all significant tasks such as workshops, reviews, preparation of a Draft Vision Plan, completion of the Final Vision Plan, etc. shall be included in the work schedule.
- c. Deliverables:
 - meeting minutes
 - work plan and project schedule.

2. Task II: Research, Analysis, Agency Input and Input from Organized Stakeholder Groups

- a. Acquire, analyze, validate, and describe all existing information related to the project and the project site. This includes all relevant documents as listed in the attachments, as well as any other past

studies and planning documents related to the Basin that the Consultant identifies.

- b. Perform field site reviews and investigations, including walk-throughs with staff members most knowledgeable about the maintenance, operations, condition and use of the various site components.
- c. Conduct meetings and/or interviews with government, non-profit and public representatives such as the Los Angeles Department of Recreation and Parks, Council District No. 6, the Mayor's office, Army Corps of Engineers, LA Sanitation and Environment, Los Angeles Department of Transportation (LADOT), the Mountains Recreation and Conservation Authority, LA28 Committee, and other organized stakeholder groups that operate in the Basin such as the volunteers who support the Japanese Garden, the model airplane area, the cricket clubs, etc., to identify existing site challenges, environmental constraints, desired improvements, and their preferred future vision – estimated minimum of fifteen (15) meetings. This data should be systematically collected and collated using a standard survey document which could also be distributed digitally for feedback from additional groups not interviewed in person. See Attachment 07 for a partial listing of important stakeholder groups.
- d. After an initial review of background data, existing site conditions, and initial outreach to stakeholders and elected officials, one of the first tasks for the selected Consultant shall be to draft and vet a detailed and topically organized list of Vision Plan objectives, and using this, to refine the detailed Vision Plan scope of work delivery schedule.
- e. Convene additional meetings with public stakeholder groups that will provide more feedback and direction throughout the process. Review, confirm and/or recommend modifications to the Vision Plan design objectives based upon this input. External stakeholders include but are not necessarily limited to: Neighborhood Councils, homeowner associations, residents, nearby businesses, other organized groups in the area, and other interested City residents with an interest in the Project. This should include communities that are immediately adjacent to the Basin, and other community groups in the Valley since this is a regional project. A partial list of community groups is attached (Attachment 07).
- f. Identify governmental agencies which have regulatory jurisdiction over any future alteration within the project boundaries and

understand and document the requirements and procedures of these agencies.

- g. Evaluate the existing site features in terms of condition, need for upgrade, visual quality, environmental quality, and public use value.
- h. Identify potential environmental constraints and describe potential mitigations for the environmental clearances that will be required to execute projects.
- i. Utilities
 - Perform a preliminary utility and infrastructure search. Utilities and infrastructure elements may consist of, but are not limited to, the following: Los Angeles Department of Water and Power (LADWP) Potable Water lines; LADWP Electric lines; LADWP Recycled Water lines; Bureau of Street Lighting (BSL) poles; SoCal Gas lines; SoCal Edison lines; Telecommunication lines; LA Sanitation and Environment's Sewer and Storm Drain lines; and any other utility and infrastructure elements that exist in the Basin.
- j. Drainage
 - Understand and characterize existing drainage patterns in the Basin, including flooding patterns to evaluate proposed project elements and conflicts with proposed scopes of project work.
 - Identify and acquire hydraulic and hydrology information previously produced for the Basin and characterize the constraints this information establishes.
- k. Deliverables:
 - Summary of meeting notes. Rollup of digital survey, and analysis of information received.
 - Draft and final versions of Research and Analysis findings
 - Submit monthly progress reports (actual work vs. planned work), in accordance with the work plan and schedule. Update the work plan and schedule as needed.

3. Task III: Community Outreach and Public Participation

- a. Planning and Design Workshops: Consultants shall prepare and conduct a community design input process that will allow for the maximum public participation through a variety of strategies, including but not limited to: stakeholder design meetings; public design workshops; focus groups; and social media design posts at major milestones and as required throughout the planning process to gain stakeholder and community insight and opinions on the

design work completed to date and to adjust priorities. Estimated minimum of twelve (12) meetings, which include six (6) design meetings, three (3) large community meetings and three (3) smaller, focused meetings.

- b. The Consultant shall prepare presentation materials for these meetings, present at these meetings, prepare ancillary project information sheets and project briefings with maps and renderings, disseminate proper public meeting notifications, and manage public communications, including building on BOE's e-mail list and creating a physical mailing list for outreach and required notifications in coordination with BOE. The Consultant shall make clear input requests of the public, formulate and distribute questionnaires as needed, and prepare and circulate meeting summaries. These public meetings will offer design guidance and local expertise, but final direction will come exclusively from BOE's Project Manager.
- c. Translation: Translate key public information documents into Spanish, with the option of an additional three (3) languages for translation of key documents. Provide Spanish language translators for each large and small community meeting, with the option of adding translators for three (3) other languages.
- d. Surveys: Solicit community input using web surveys and paper surveys that will ask questions on the design and use of the property and how it should be improved. These surveys must be structured to be statistically representative and inclusive and must be in English and Spanish.
- e. Project Website: The Consultant shall develop and maintain a project website that provides information and updates about the project, a feedback section, and opportunities to get involved with the project. The project website will be accessed through the BOE website, and the Consultant shall coordinate with BOE to establish this link. The Consultant shall upload approved project related public information to maintain a current website for visitors. Information must be presented in English and Spanish.
- f. Community Outreach and Public Participation Goals: The community outreach process should seek to achieve the following:
 - Educate the public about the Vision Plan goals and objectives and the results of initial findings including constraints, opportunities and challenges.
 - It is important that the outreach include communities that are immediately neighboring and the greater Valley since this is a

regional project. The Consultant outreach shall be structured to solicit input from a diverse audience from across the Valley, including individuals who may not be able to attend meetings. The Consultant shall propose diverse ways to outreach using social media, surveys, and other means.

- Provide opportunities for input on current Project conditions, desirable amenities, activity adjacencies, etc. Solicit feedback on at least three (3) alternative concept designs presented to determine the final Vision Plan design direction.
 - Plan for hybrid public meetings – all online or online and in person, depending on COVID restrictions and community preference.
- g. Technical Advisory Committee Meetings: The Consultant shall coordinate and present at up to three (3) Technical Advisory Committee (TAC) meetings. The TAC will be comprised of other technical agencies and organizations having jurisdiction and oversight of this project, as well as local, state and national funding agencies, who will be able to provide guidance and support throughout the planning process.
- h. Deliverables:
- Work plan detailing the community outreach strategy and timeline
 - All presentation, written, graphic and social media materials
 - Detailed written summary of community and public input and survey results and all other records (i.e. sign-in sheets, meetings, notes and/or video recordings).

4. **Task IV: Conceptual Design Options**

- a. The Consultant shall develop a conceptual framework to support the desired activities and provide alternative scenarios on how they could be accommodated.
- b. Based on research and analysis findings, technical advisory input, and community outreach, the Consultant shall prepare concept designs to support the desired activities and provide for review by internal and external stakeholders. This should include at least three (3) Vision Plan alternative scenarios. The three Vision Plan alternatives should:
- Anticipate phased build out of the Vision Plan.
 - Incorporate the twelve (12) projects identified by the City, and alternatives for River restoration.
 - Provide a clear understanding of how to achieve build out of key Vision Plan components in time for the 2028 Olympics.

- c. For each Scenario, the Consultant shall, at a minimum, include:
- An analysis of the opportunities and constraints of the Basin site
 - Order of magnitude project cost estimates for each alternative.
 - Likely phasing of implementation of each scenario
 - New Uses: Analysis of proposed projects that are in response to needs identified and criteria used.
 - The strategy for landscaping, project siting, and for pedestrian and vehicular circulation.
 - The strategy for neighborhood and community interface and connectivity.
 - Design criteria and material palette to be used for all future new onsite projects and project elements, including building materials, landform modifications, lighting, signage, furniture, plant materials, etc.
 - Biology and habitat approach
 - Approach to River restoration and flood control functions
 - Other considerations identified by community members and other interested parties
- d. The Consultant shall consider the use of stormwater design Best Management Practices (BMP's) such as infiltration systems, stormwater capture and reuse, and high efficiency biofiltration and bioretention systems.
- e. The Consultant shall use physical models, renderings, digital models, fly-throughs and other visual tools to adequately represent the three (3) alternatives.
- f. The three (3) Vision Plan alternative scenarios will be presented in public forums and will be posted on the project web site.
- g. Based on overall feedback, a final Vision Plan design will be developed, presented in public forums, and posted on the project web site. Again, appropriate visual tools must be used to adequately explain the design to the public.
- h. Sustainability
- Determine applicable sustainability 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.
 - This project is required to comply with Envision Guidelines and must meet a goal of a Platinum target in compliance with Envision Guidelines, per the latest Edition by the Institute of

Sustainable Infrastructure. The consultant shall compile the anticipated Envision scorecard options for the final Vision Plan and preliminary Envision assessments of the three (3) scenarios to identify elements that need to be considered to satisfy Envision.

- i. Deliverables, at a minimum, include:
 - Context analysis drawings, design logic drawings, site plans, sections, 3-dimensional drawings, renderings or any other graphic materials needed to convey the schematic alternatives to both internal and external audiences.
 - Boundary and topographical drawings.
 - Brief narrative descriptions of any proposed new design features, of potential recreational and environmental improvements, including their purpose and function.
 - Written comments from internal/external reviews
 - Presentations to staff of the City's formal review boards as required to solicit comments and feedback.
 - Presentation of schematic alternatives to stakeholders and documentation of feedback.
 - Identification of permitting requirements for the proposed scenario features
 - Preparation of conceptual project cost estimates and cost benefit analyses for each alternative, as well as summaries of the advantages and disadvantages of each alternative. This must include utilities. Identify and provide cost estimates for utility relocation and identify any new easements that may be required for utility relocations, and drainage areas Perform a drainage concept study for each design alternative in comparison with the existing drainage patterns and facilities, including determination of type and cost of changing drainage patterns.
 - Preliminary estimated project costs should be organized to help secure funding for final design, engineering, construction and project management, and should consider phased funding.
 - All written and graphic materials needed to conduct presentations.
 - Monthly progress reports (actual work vs. planned work), in accordance with the work plan and schedule. Update the work plan and schedule as needed.

5. Task V: Draft Vision Plan Document

Using the materials developed during the process, develop a Draft Vision Plan document with all associated reference documents that explain the process of developing the Vision Plan, including a statement of the

conceptual framework for the Vision Plan, and a clear description of the chosen Vision Plan design.

a. Deliverables:

- Six (6) hard bound copies, one (1) electronic, print ready copy of the Draft Vision Plan Report, and a web version of the Draft Vision Plan, including all site plans, colored renderings, sections and elevation drawings; diagrams; photographs; research and analysis findings; summary of strategies utilized and comments obtained during the Community Outreach and Public Participation process; descriptions of all Vision Plan features; a proposed phasing plan, a draft itemized project construction cost estimate by the phases of development; and itemized maintenance and/or operations costs for any new feature.
- Three (3) presentations by the Consultant of the Draft Vision Plan to combined City entities with representatives from other agencies involved in the project.
- Presentation by the Consultant of the Draft Vision Plan to the public in two separate forums.
- All written, graphic and digital materials needed to conduct presentations of the Draft Vision Plan.
- Any other written, graphic or digital materials needed to explain the Draft Vision Plan.

6. Task VI: Final Vision Plan Document and Collateral Materials

Based upon comments and feedback on the Draft Vision Plan, develop the Final Vision Plan document and collateral materials, which must at minimum include the information noted below.

- a. A written, print-ready and web-ready report that addresses the objectives outlined in this TOS and objectives identified during the Vision Plan process. Appropriate plans, drawings, diagrams and graphics must be included to adequately represent the final Vision Plan design, the underlying analytic work, and the implementation strategy.
- b. Create a physical model to illustrate the Final Vision Plan design.
- c. Deliverables:
- Six (6) hard bound copies, one (1) electronic, print ready copy and a web ready version of the Final Vision Plan Report, including all site plans, colored renderings, sections and elevations drawings; diagrams; photographs; research and analysis findings; summary of strategies utilized and comments

obtained during the Community Outreach and Public Participation processes; descriptions of all Vision Plan features; a final itemized project cost estimate by phases of development; itemized maintenance and/or operations costs for any new feature; and recommendations for phased development.

- Colored renderings and diagrams of the final Vision Plan for in-person presentation purposes or displays in a large, hard copy and digital format, that can be printed on multiple sheets lined up in sequence mounted to boards.
- Digital presentation materials to be used for the City's formal review committees, various City Boards, appropriate City policy committees, Council offices, Mayor's office, and others as required.
- Presentation by the Consultant of the Final Vision Plan to the Mayor's Office, City Council District 6, the Board of Public Works, the Board of Recreation and Parks, the Army Corps of Engineers, the Santa Monica Mountains Recreation and Conservation Authority Board, LA 28, full City Council and appropriate City Council Committees, for review and/or approval. BOE will work with the Consultant to combine these presentations where feasible.
- Presentation by the Consultant of the Final Vision Plan to the public in two separate forums.
- Any other written, graphic and digital materials needed to conduct presentations.

NOTE:

The conceptual design work will be reviewed in the bi-weekly meetings with Engineering, the clients, 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.

TASK ORDER RESPONSE REQUIREMENTS:

The format for the TOS response must be bound copies on vertically oriented 8 ½" x 11" size sheets, with fold out sheets that are 11" x 17" permitted. The responses shall not exceed 40 pages of text (excluding the appendix).

TOS Responses shall be submitted as follows:

- Six (6) originals of the TOS Response to be bound and be submitted to:

Steven Fierce, AIA, Principal Architect
Bureau of Engineering, Architectural Division
1149 South Broadway, Suite 830

- A digital/electronic copy of the TOS Response shall be submitted digitally as a PDF transmittal by e-mail to Shun Yu Zhang, Shun.Yu.Zhang@lacity.org, and to Steven Fierce, Steven.Fierce@lacity.org

Bound TOS Responses shall include the following organized as noted below:

Section 1 **Cover Letter:** One-page general statement on team composition and qualifications, and name, address, email, and telephone number for the Consultant's single point of contact

Section 2 **Project Understanding:** Explain your team's overall approach to the work. The City will focus 1) on the Consultant's demonstrated understanding of the task and the challenges, 2) on creative and innovative suggestions for an inclusive process of design and planning based on the City's stated goals, 3) on the approach to enhancing the Basin for current and new users and for the 2028 Olympics, 4) on the approach to improving access to and movement through the Basin, 5) on the approach to enhancing the habitat value of the Basin, 6) on the approach to enhancing the flood risk management role of the Basin, and 7) on the approach to enhancing the natural functioning of the River and the tributaries in the Basin, amongst other goals articulated above.

Section 3 **Related Experience:** Describe three (3) similar projects that key members of your team have recently completed where the team members were personally involved, and how it relates to the Vision Plan. Projects by the offices in which the team members work or previously worked where the staff proposed for this TOS were not personally involved will not be considered. Include the project name; a brief project description including explanatory visuals; the project location; the scope of work done on the referenced project by the team member(s) who worked on the referenced project and who is (are) proposed for this TOS; the total project consulting fee and if applicable, total project construction cost; the year or years of completion of the project elements (conceptual design, design and construction); and client references with name, phone number, and email address for an individual or individuals who personally worked with the team member on the

referenced project.

Section 4

Project Team, Project Schedule and Fee Proposal:

Provide a project team organization chart and describe background, roles and responsibilities of key team members. Provide information on MBE/WBE/SBE/EBE/DVBE/OBE subconsultant involvement. Resumes of those who will work on the project should be included in the Appendix.

Provide a detailed scope of work and an associated schedule which expands and develops the scope of work described in this TOS. The schedule should indicate the Consultant's approach to completing the Vision Plan as efficiently as possible, including milestones that could facilitate the implementation of changes to the Basin by the 2028 Olympics. Indicate how the Consultant proposes to complete the Draft Vision Plan in 16 months.

Provide a Detailed Fee Proposal in the format the City has requested (Attachment 08). The total fee cannot exceed the Not to Exceed amount noted above. Reimbursable expenses shall include costs for travel, printing, and reproduction, and fixed cost will be pre-printed indicated within the Fee Proposal.

Appendix

Team member resumes for each member of the Consultant team, and a Non-Collusion Affidavit.

The TOS Responses shall be transmitted no later than **March 25, 2022 at 3:00pm.**

SELECTION CRITERIA:

Engineering staff will numerically score the proposals based on the criteria noted below. If interviews are held, a combined final score for the proposals and the interviews for the teams who interview will also be based on the criteria noted below.

	Evaluation Criteria	
A	Demonstrated expertise and experience of the team members on similar master plan projects or related projects.	25
B	Demonstrated design excellence on projects of a similar nature and scope by the key team design members.	25
C	Demonstrated expertise in urban habitat and wildlife/human interface in the Southern California ecosystem, and expertise in River engineering and flood management.	15
D	Qualifications and abilities of the Project Manager.	10

E	Qualifications of the individual(s) identified as the lead for public meeting facilitation.	10
F	Project schedule and value to the City of the proposal.	10
G	Work plan approach as described in the proposal.	5
	Total	100

ESTIMATED PROJECT SCHEDULE:

Milestones (Per Section/Phase)

Durations

- Issue TOS 02/09/2022
- Pre-Submission Meeting 02/22/2022
- Last Day to receive Questions Regarding the Proposal 03/09/2022
- Receive Solicitation Responses 03/25/2022
- Notify Qualifying Candidates for an Interview 04/18/2022
- Interviews 04/25/2022 to 04/29/2022
- Consultant Selection and Negotiation 05/02/2022 to 05/06/2022
- Issue NTP 06/30/2022
- Draft Vision Plan Completion 16 Months
- Final Adopted Vision Plan Completion 22 Months

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 Attachment 08. Your fee quotation shall include, but not be limited to, the disciplines noted below:

At a minimum, the Consultant and their team shall be able to provide the following services as part of the prime Consultant’s staff or using specialty subconsultants, with the anticipation that an individual team member can fulfill multiple disciplinary services.

1. Experienced Project Management
2. Open Space Master Planning
3. Urban Planning and Design
4. Civil Engineering/Utility Engineering
5. Landscape Architecture
6. Traffic Engineering
7. Active and Passive Recreation Facility Planning and Design
8. Biologist/Ecologist with expertise in restoration ecology and wildlife management for wildlife and ecosystem health in urban environments with human interface
Biologist/Ecologist
9. Expert Meeting Facilitation
10. Community Engagement and Public Relations

11. Written and Spoken Language Translation from English to Spanish and Access to Translation for Three (3) Other Languages as An Optional Task
12. Familiarity with City of Los Angeles Neighborhood Councils, Community Groups and Interested Non-Profit Organizations
13. Project Web Site Development and Maintenance (within duration of the project)
14. Fluvial Geomorphology, River Hydraulics and River Hydrology
15. Urban Lake Engineering
16. Flood Management and Flood Protection Engineering
17. Architecture
18. Structural Engineering
19. Mechanical Engineering
20. Electrical Engineering
21. Geotechnical Engineering
22. Project Level Cost Estimating
23. Sustainability Consulting for Envision
24. Project Phasing, Scheduling and Construction Sequencing
25. Recommendations on future California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Clearances
26. Corps of Engineers Flood Management Engineering and Corps of Engineers Ecosystem Restoration Engineering
27. Expertise in assembling a comprehensive Vision Plan document and all supporting materials.

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

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

The Consultant shall submit the names and resumes of their proposed subconsultants including the Business Inclusion Program's Schedule B Task Work Order List of Subconsultants (Attachment 09).

The fee proposal shall outline the costs per phase for each design service and each discipline, as well as an estimated cost for reimbursable expenses (Attachment 08).

The Consultant shall 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.

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 Vision Plan Work Products
2. 50% completion of Vision Plan Work Products
3. 75% completion of Vision Plan Work Products
4. 100% completion of Vision Plan Work Products

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

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) an equal opportunity to participate in the performance of City Contracts as subconsultants. To maximize this participation, the City implemented the Business Inclusion Program (BIP).

The BIP requires City departments to set anticipated participation levels based on the opportunities presented in their advertised TOS, and each Consultant shall assist the City in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBE, WBE, SBE, EBE, DVBE, and OBE have an equal opportunity to compete for and participate in City contracts.

The anticipated participation levels for this project for subconsultants are **18%** percent MBE, **4%** percent WBE, **25%** percent SBE, **8%** percent EBE and **3%** percent DVBE. Only firms certified with certifying agencies acceptable to the City will be recognized and counted toward the pledged participation levels. Note that it is the City policy that a firm can be counted in all eligible certification categories, except a firm can only be counted as either MBE or WBE, but not both.

As the prime Consultants responding to this TOS have established Schedule A's in their contracts, in the event that the Consultant is including in the proposal new subconsultants not previously listed on the Schedule A of their contract, the Consultant shall first conduct outreach in accordance with the contract's PSC-37 – Business Inclusion Program.

Prior to the final negotiation of this Task Order, the selected consultant shall be asked to submit documentation supporting outreach efforts undertaken to potential subconsultants and evaluation of selected subconsultants, for all proposed subconsultants for the Project not previously listed in the established Schedule A of the Consultant's contract.

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 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 (Attachment 10) must be signed and submitted with your proposal.

COVID-19 VACCINATION REQUIREMENTS:

Employees of Contractor and/or persons working on its behalf, including, but not limited to, subcontractors (collectively, “Contractor Personnel”) must be fully vaccinated against the novel coronavirus 2019 (“COVID-19”) prior to (1) interacting in person with City employees, contractors, or volunteers, (2) working on City property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, “In-Person Services”). “Fully vaccinated” means that 14 or more days have passed since Contractor Personnel has received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel has been fully vaccinated. The contractor shall retain such proof for the document retention period set forth in this Agreement. The contractor shall grant medical or religious exemptions to Contractor Personnel as required by law.

PROJECT MANAGER

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

Shun Yu Zhang, Civil Engineer
Bureau of Engineering, Architectural Division
1149 South Broadway, Suite 830
Los Angeles, CA 90015
E-mail: Shun.Yu.Zhang@lacity.org

DISCLAIMER:

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

The BOE 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, The BOE reserves the right to issue additional TOSs, if necessary, to complete parts of the scope of work, and work that may logically follow the work of this TOS.

PRE-SUBMISSION MEETING:

The City will conduct a Non-Mandatory pre-submission virtual meeting for this TOS at the following date and time:

- Pre-Submission Meeting: **February 22, 2022** at 9:30 a.m.

Participants shall make reservations no later than 12:00 PM February 21, 2022 by emailing shun.yu.zhang@lacity.org with the following information:

- 1) Participant Name
- 2) Participant Position
- 3) Company Name
- 4) Phone Number
- 5) Email Address

A link to the virtual meeting will be replied back to the email address provided along with the meeting reservation confirmation.

Sincerely,



Steven Fierce, AIA
Principal Architect
Architectural Division

SF/NM:sz

Q: \Admin\Typed Documents\2022\ XX

cc: Nur Malhis, Engineering
Shun Yu Zhang, Engineering

LIST OF ATTACHMENTS:

1. Santa Monica Mountains Recreation and Conservation Authority--the Los Angeles River Recreation Zone, 2022. Source: <http://lariverrecreation.org>

2. Sepulveda Dam Basin Master Plan and Environmental Assessment, United States Army Corps of Engineers, 2011.
3. City of Los Angeles Los Angeles River Revitalization Master Plan, 2007.
4. Santa Monica Mountains Conservancy Upper Los Angeles River and Tributaries Revitalization Plan, 2020. Source: <https://www.upperlariver.org>
5. Proposed Project Map, Bureau of Engineering, 2022.
6. Scope Description of the Identified Projects, Bureau of Engineering, 2022.
7. List of Community Groups, Bureau of Engineering, 2022.
8. Consultant Fee Proposal Spreadsheet, Bureau of Engineering, 2022.
9. Schedule B, Bureau of Engineering, 2022.
10. Non-Collusion Affidavit, Bureau of Engineering, 2022.



Project Identification/Scope Legend

- P1: Additional Amenities to the Sepulveda Basin Sports Complex
- P2: Enhance Existing Location for Sepulveda Basin Sports Complex
- P3: Potential site for the Aquatics Center
- P4: Enhancement for pedestrian and cycling experience
- P5: Design Bull Creek and Ox Bow to be functional
- P6: Additional amenities and playground around the lake
- P7: Consolidate and maximize recreation and remove the golf course
- P8: Evaluate this site for Hjelte Project as it will displace Tapia Farms. Increase recreation paths and site security in this area
- P9: RAP playground and bathroom
- P10: Prospective Locations for the 2028 Olympic - Valley Sports Park (to be confirmed)
- P11: Trails and Vegetative Management per Army Corp Guidance
- P12: LA River Way-San Fernando Valley Completion Project (Balboa to Burbank)
- P13: Proposal for this area of golf course to be a concessions area (RAP)

Scope Description of the Identified Projects

1) Balboa Aquatic Center - Construct new aquatic facility

Scope:

Construct a new aquatic facility that includes the pool and bathhouse in accordance with the Proposition K project scope at the current prospective location near the corner of the Victory Blvd and Woodley Ave. The project may execute in phases.

Project Budget and Schedule:

To be determined.

2) Hjelte Soccer Field - Construct new athletic fields, lighting, and parking

Scope:

The scope of work of the Hjelte Soccer Field shall include the following but not limited to: assessment of the existing facility conditions and the expansion of the sports fields including the new athletic fields, lighting, and parking.

Project Budget and Schedule:

To be determined.

3) LA River Way: San Fernando Valley Completion Project (Balboa to Burbank)

Scope:

Construct a bicycle path and pedestrian path (as feasible) along the north side of the LA River in the Sepulveda Basin from Balboa Blvd. to Burbank Ave.

Project Budget:

\$7.5 million

Project Schedule:

Project timeline to be determined. The anticipated construction completion date is June 2028.

Pacoima Beautiful								
San Fernando Valley Audubon Society								
Sepulveda Basin Wildlife Area Steering Committee								