CITY OF LOS ANGELES

CALIFORNIA

DEPARTMENT OF PUBLIC WORKS

BUREAU OF ENGINEERING

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November 20, 2017

TO ALL 20 CONSULTANTS ON THE BUREAU OF ENGINEERING'S 2014 PRE-QUALIFIED ON-CALL (PQOC) ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES CONSULTANTS LIST

LOS ANGELES STREET CIVIC BUILDING (LASCB)

TASK ORDER SOLICITATION (TOS) NO. 37 FOR WORK ORDER NO. E1908208

FOR:

A. DETAILED FACILITIES PROGRAMMING

B. ARCHITECTURAL AND ENGINEERING SYSTEMS - PERFORMANCE SPECIFICATION

C. DRAFT CIVIC CENTER MASTER PLAN DISTRICT DESIGN GUIDELINES

I. INTRODUCTION

The City of Los Angeles (City) intends to construct a new Civic Building or Buildings (LASCB) on the former Parker Center site, located at 150 North Los Angeles Street. The LASCB will become the office space for various City Departments, with approximately 3,100 City employees. It is the first project of the Draft Civic Center Master Plan.

The City completed the certification of the Final Environmental Impact Report (FEIR) for the LASCB on March 24, 2017 (see attached FEIR). The City is seeking a consultant to provide a variety of professional services for the LASCB, using the Preferred Option "B3" as described in detail in the FEIR and in the Findings of Facts and the Statement of Overriding Considerations. The B3 option describes a new structure(s) of up to 753,730

square feet of space in one or two buildings on the site, up to 1,173 parking spaces in a subterranean garage, and a maximum envelop height of 450 feet.

The services as outlined below are initial steps required to execute this facility, and include: detailed facilities programming; an architectural and engineering systems performance specification; and draft Civic Center Master Plan District Design Guidelines.

This TOS does not include the complete architectural design of the Los Angeles Street Civic Building project and/or related facilities. The City has not yet determined the preferred project delivery methodology for the LASCB. The City intends to initiate a separate procurement process for the final design and construction of this proposed project. The City will use the deliverables as outlined for this TOS for the next phase of the project.

The selected consultant for this scope of work as described in this TOS will be precluded from participating in any team proposing for the LASCB design and construction.

II. PROJECT DESCRIPTION

The focus of this TOS is the initial steps required for the design and construction of a new, sophisticated, world-class office building for City staff in the downtown Los Angeles Civic Center. The goal of the project is to create a distinctive urban facility for City functions, with a unique and innovative design, and the most up to date technology. The Project will include office and commercial/retail spaces, and a childcare facility, as described in the FEIR document, with a cultural space with an interactive museum, and other possible spaces such as a City conference center, to be determined as the process evolves.

The analysis presented in the FEIR was based on conceptual designs. Therefore, some flexibility is required in the next steps in order to respond to the analysis and work products that this TOS will develop, and to future needs of the City. The proposed 753,730 square feet for the LASCB could be accommodated in one or two buildings on the site. The new building(s) could take on a variety of configurations, but would generally fill the footprint of the existing Parker Center building site, which includes the auditorium and Parker Center's old detention center. Outdoor open space and a pedestrian connection between City Hall East to the west, and the Little Tokyo neighborhood to the east and south will be provided.

The overall objectives of the LASCB Project are as follows:

1. Build a new City office facility that is distinctive and that captures the spirit of Los Angeles.

2. In building the LASCB, construct the first project of the Draft Civic Center Master Plan, using the District Design Guidelines.

3. Reduce travel time for City employees during the workday by relocating City staff closer to City Hall.

4. Improve customer service by consolidating City services that are dependent upon each other into one building that is in close proximity to other City services.

5. Support the City's sustainability initiatives by constructing a building that meets the City's Green Building Code, that is minimally LEED Silver rated per City Council policy, and pursues higher sustainability objectives of LEED Platinum and Zero-Net-Energy.

6. Re-activate City-owned property that is currently underutilized.

7. Ensure the health and safety of City employees by providing a work environment that meets current environmental, seismic, and fire/life safety regulations.

8. House an interactive cultural resource center/museum. This center should be located for easy public access, and is intended to house displays on the City's urban history, as well as a history of the site.

9. Provide a plaza that permits east-west pedestrian access and makes connections to the Little Tokyo community from the City facilities as shown in the Planning Department's "Little Tokyo Community Design Overlay District" (http://www.planning.lacity.org/complan/othrplan/pdf/Final_LT_CDOChecklist.pdf), and as shown in conceptual renderings prepared for the FEIR.

10. Validate and finalize the conceptual stacking plan, as prepared by the IBI Group and provided by the City, in the detailed programming, with the assistance of the various City departments.

11. Develop the technical and performance details that will be the basis of design for an iconic, state-of-the-art, and high technology building, including but not limited to the facility's architectural, sustainability and engineering aspects.

12. Create modern, efficient and cutting-edge office environments that will promote collaboration, high productivity, and strong staff performance, and that will provide future flexibility.

13. Comply with the Justice Department requirements and the Los Angeles Police Department requirements for the buffer zone/clearances from the 911 Metro Dispatch Center and the Metro Detention Center (MDC).

14. Integrate Public Art in the design. The Department of Cultural Affairs and CD14 will be heavily involved with the process of art selection and implementation.

III. SCOPE OF SERVICES

A. DETAILED FACILITIES PROGRAMMING

The Consultant shall perform detailed Facilities Programming for the Los Angeles Street Civic Building, expanding on the conceptual stacking plan, as prepared by the IBI Group and provided by the City.

The detailed building programming shall define all quantitative and qualitative attributes required to design this new facility. In developing the detailed Facilities Program, the Consultant is asked to keep the following issues in mind:

1. The detailed programming must describe a project that promotes the City's General Plan goals, objectives and policies as related to the ongoing revitalization of Downtown Los Angeles as envisioned in the ongoing update to the Downtown Community Plan, www.dtla2040.org.

2. The Consultant shall develop the programming with input from other disciplines as required, including Architectural, Landscape, Civil, Structural, Mechanical, Electrical, Information Technology, Security and Cost Estimating, and with all City departments involved with this project. The City departments who will provide input include but are not limited to: the Mayor's office; the City Administrative Officer's office (CAO); the Chief Legislative Analyst's office (CLA); Council District 14 (CD14); the General Services Department (GSD); the Information Technology Agency (ITA); the Los Angeles Police Department (LAPD); the Department of City Planning (DCP); the Public Works Department (PWD); and all other City departments or agencies who will be housed in the LASCB. Outreach to these various City departments will be facilitated by the Bureau of Engineering (BOE), who is the Project Manager for the LASCB. It is anticipated that the departments who will be moving to the new building will have three iterations of review for the space requirements that they are requesting.

3. The program shall consider and comply with the latest applicable codes and regulations for this site. The Consultant shall provide all the required architectural and engineering programming in accordance with all agencies having jurisdiction, including but not limited to: the Fire Department (LAFD); the Department of Building and Safety (LADBS); the Bureau of Sanitation (BOS); BOE; the Department of Transportation (LADOT); ITA; GSD; the Department of Water and Power (DWP); the Department of City Planning (DCP); County and/or State agencies with authority over childcare facilities; and all other utility companies as needed, to complete the detailed programming.

4. All work shall also comply with the following:
   - Low Impact Development Ordinance (LID)
   - Standard Urban Storm Water Mitigation Plan (SUSMP)

- Standard Specifications for Public Works Construction ("Green Book")
- Green Building Ordinance
- Bureau of Engineering Standard Specifications for Construction

5. The Consultant shall analyze all relevant utility sources and identify points of connection.

6. For good site security, the programming shall consider that the site configuration must have open sight lines for natural surveillance, and should include a consideration for security cameras, as well as other state-of-the art security and anti-terrorism measures.

7. The detailed programming must consider the impact of construction activities and of the final site layout on the adjacent 911 and Metro Detention Center buildings, and abide by the limits established for these facilities.

8. The programming should include publicly accessible commercial space, a childcare facility, a museum space and a lobby, in total about 65,000 square feet. It should also consider the requirements for a City conference center.

9. The detailed programming must include conceptual diagrams, departmental adjacencies, and all other desired space adjacencies, which can be expressed in bubble diagrams or conceptual blocking diagrams. It should include new recommendations on stacking based on the detailed programming analysis, and provide stacking options. It should include individual, detailed room data sheets that provide space definition requirements in terms of square feet, finishes, HVAC, lighting, power, water, sewer, IT, and other specialty requirements.

10. The detailed programming should assume a high percentage of workstations to private offices, in the range of approximately 3% to 5% private offices, to 97% to 95% workstations.

11. The detailed programming should provide an analysis of office cubicle layouts and cubicle sizes that reflect up-to-date office floor configurations. These new office environments allocate work areas between assigned cubicle work spaces, shared work areas, hoteling work areas, informal work/meeting areas, enclosed conference rooms, private offices, and other types of work-supporting spaces. The consultant will provide this analysis to the City so that the City can consider an update to its current space allocation standards. This analysis will confirm the correct gross per square foot allocation for City staff in a new office environment. Currently, the four options for net square foot space allocations per employee, as developed by IBI in the preliminary stacking, are 198 square feet per employee, 176 square feet per employee, 165 square feet per employee, and 162 square feet per employee.

12. The detailed programming should include definition of the desired site elements, and proposed square feet, finishes, lighting, power, water, sewer, IT and other specialty requirements.

13. The detailed programming should consider flexibility for long term interior space reconfiguration, for the easy incorporation of new technologies, and for growth or shrinkage of the staff and the individual groups who will be in the building, as the LASCB is anticipated to be a 50+ year facility.

14. The detailed programming should consider the ease of long term maintenance, the ease of the replacement of components as they reach the end of their usable life span, and the accessibility of elements that require regular maintenance and servicing.

15. The detailed programming should define all required and recommended vertical circulation elements and equipment, considering the variety of building occupants, and the areas of the building that will be publicly accessible versus the areas that will be for building occupants only.

16. The detailed programming must prepare an analysis of the recommended number of parking spaces, and consider equipment for electric vehicle charging, bicycle storage, fleet vehicles, visitor parking, and shower facilities. It should also consider the use of the parking for public events when the City occupants do not need the parking. It should also consider the flexibility of these areas for future reconfiguration for other uses.

17. In order to build the most energy-efficient and cost-effective facility, the programming should assume the lighting will be LED and digitally controlled, and that the mechanical systems will have Variable Frequency Drives (VFD) and be controlled by a Building Mechanical System (BMS). Consideration must be given for localized control of building systems, so that areas can be occupied when the majority of the building is not in use. The programming should also study the options for natural lighting, natural ventilation, night venting, low velocity air supply, and other sustainability design features of a high-performance office building. All of these considerations are focused on achieving the highest possible environmental performance for the LASCB, within the available funding.

18. The detailed programming shall target a LEED Silver building as a minimum, with an analysis of measures required for a Platinum building, and shall also explore the potential to build a Zero-Net-Energy structure.

19. The detailed programming should consider that the delivery of the project will be either design/build or a public/private partnership.

20. The construction budget is about $420 Million. The detailed programming must include a related Class C budgetary level construction cost estimate that verifies that the program components can be built within the available construction budget.

21. A comprehensive Programming Report must be prepared by the consultant, and include an Executive Summary, with the programming tables and diagrams included. Appendices can be used to deliver all supporting documents including user surveys, interim work products, cubicle and space configuration options, construction cost estimates and related materials.

B. ARCHITECTURAL AND ENGINEERING SYSTEMS - PERFORMANCE SPECIFICATION

The Consultant shall write an Architectural and Engineering Systems Performance Specification for the LASCB that describes the primary desired building elements, systems, and finishes, and details the desired building performance, in order to have codified decisions about the building with enough specificity to competitively bid the design and construction of the LASCB and its site on an even playing field. The Performance Specification will align with the decisions codified in the programming, and provide more detailed quantified and qualitative attributes that the City requires for the LASCB, and for the long-term maintenance of the facility. This document will enable the City to proceed with either a design/build delivery process or with a public/private partnership delivery process.

In developing the Architectural and Engineering Systems Performance Specification for the LASCB, the Consultant is asked to keep the following issues in mind:

1. All of the issues noted under the Detailed Facilities Program apply to the Architectural and Engineering Systems Performance Specification.

2. The performance specification should cover the quality of materials, equipment and workmanship, and the desired maintenance protocols required by the City.

3. The performance specification may include areas of prescriptive specifications, as identified in working with the City.

4. The performance specification should address the desired warranty and the desired life span for the materials and products for construction.

5. The individual performance specification items will be tied to budgetary line items as part of the Class C construction cost estimate, and to an overall maximum construction cost for the project. This cost of construction form developed for the performance specification will also be used in the procurement process for the building, in order to compare the design and construction proposals against the performance specification, and to

compare the tradeoffs the proposers may recommend for the building components.

As an architectural and engineering systems performance specification can be completed to various levels of detail, and may be different if the delivery mechanism is design/build versus a public/private partnership, BOE requests that the consultant provides two prices, one for a design/build project delivery process, and one for a public/private partnership project delivery process. BOE also requests that the consultant provides samples of architectural and engineering systems performance specifications that represent the level of effort and definition for both of the two delivery scenarios. At the time of the Notice to Proceed (NTP) for this TOS, it is anticipated that the City will have decided on which delivery mechanism is preferred, and the NTP for the work of this TOS will choose one of the two levels of effort for the architectural and engineering systems performance specification.

C. DRAFT CIVIC CENTER MASTER PLAN (CCMP) DISTRICT DESIGN GUIDELINES

The Consultant is asked to develop District Design Guidelines for the Civic Center Master Plan area, building on the previously developed Draft CCMP the City completed in 2017. The City of Los Angeles completed the Draft CCMP, a facilities management plan, that laid out a timeline and a path forward for how to better use City properties located within the CCMP area, and used an axial framework that connects the Civic Center, the Little Tokyo community, Grand Avenue Park, the Dorothy Chandler Pavilion and Disney Hall.

The CCMP consists of 6 phases, and involves the methodical reconstruction of the Civic Center into a world class, international hub of activity located within Downtown Los Angeles. While the CCMP identified a phasing plan and general massing and open space areas for the CCMP project area, it did not take the next step of determining what the appropriate aesthetic and spatial characteristics of the district should be under a cohesive set of District Design Guidelines, or in recommending environmental targets for the CCMP.

The goal of the work in this TOS is to solicit feedback from the community and to establish District Design Guidelines which will include conceptual urban design principles to be applied to the new LASCB and to other future buildings in the CCMP area, and to the public/open spaces within the CCMP area. The intent is to ensure that all phases of the CCMP are designed consistent with one over-arching and cohesive vision for the district, and with environmental performance targets.

The consultant should review case studies from other major national or international metropolitan contexts, such as London, Toronto, Vancouver and San Francisco, and discuss with the City which approach to the District Design Guidelines is best suited to the CCMP area.

The City would like to create a document that establishes clear objectives for the CCMP area, focusing on the pedestrian realm and on building design components, in order to codify design elements that will contribute to a cohesive district in look and feel, and in environmental performance, as the CCMP is built out. This scope of work will provide District Design Guidelines providing general aesthetic principals and environmental performance principals, but not prescriptive space layouts. This work should be consolidated in to a single report that can be posted digitally on the City Planning website. It is anticipated this will be a 50-page document including graphics. This work should consider the following:

1. **Community Outreach:** The CCMP had a Community Advisory Committee (CAC) that was made up of stakeholders from neighborhoods immediately adjacent to the CCMP project area. The CAC advised the City on the concepts and principles of the CCMP, and will need to continue to be engaged. However, additional outreach and public engagement may be necessary in order to ensure that the District Design Guidelines has public support.

    a. **CAC Meetings:** The Consultant will attend three (3) CAC meetings to solicit feedback from the CAC and incorporate their feedback into the District Design Guidelines. Responsibilities shall include:
        - Preparation of handouts and PowerPoint presentations.
        - Development of a meeting agenda to be reviewed and approved by the BOE.
        - Presentation of project status and findings.
        - Solicitation of feedback from the CAC and recording of the feedback.

    b. **Community Meetings:** In addition to the CAC meetings, the Consultant will be required to attend and facilitate at least three (3) general community meetings on the District Design Guidelines. These can be combined community meetings for all issues related to the TOS. The team will be responsible for the following items as well:
        - Design and development of a flyer and e-blast language, to be reviewed and approved by BOE.
        - Distribution of flyer to local community organizations, businesses, apartment complexes, and government offices.
        - Translation services (verbal translation of presentations as well as written translations of handouts as necessary).
        - Assist the City with securing a venue (time and date) and ensure that tables, chairs, AV access for projector is available.
        - Meeting notes and summary.
        - Documentation of the event (maintaining an electronic record of all meeting materials, taking photos, etc.).

2. **Public Right of Way Guidelines:** In 2015, the City adopted its Mobility Plan, the transportation element of the General Plan. The Mobility Plan established new street width standards and also included a Complete Streets Guide that provided recommendations for how to implement the Mobility Plan along various street typologies. The Consultant will be required to develop streetscape Design Guidelines and requirements for the CCMP and the LASCB project area. Elements will include, but not be limited to:

   - Street lighting (including pedestrian lighting)
   - Sidewalk widths and street widths
   - Sidewalk and street paving materials
   - Wayfinding signage requirements and standards
   - Landscaping, tree requirements and trash receptacles
   - Street furniture and trash receptacles including bus benches, bus shelters, and more
   - Bus stop/public transit locations/layout
   - Ride/bike share stop locations
   - Stormwater capture and retention for public right of way run off
   - Curb extension locations
   - Traffic signals, bike facilities (bike racks and shower facilities), crosswalks and other transportation related infrastructure

3. **Circulation Plan:** How people would move throughout the CCMP project area is crucial to its success. The City chose an "Axis" design that has City Hall as the focal point, and considers paseos that are not part of the public right of way, that lead to City Hall. A comprehensive set of guidelines must be established that provide a framework for the CCMP area. Elements shall include:

   - Identify various types of paseos/walkways and their appropriate range of width
   - Lighting (primarily pedestrian)
   - Landscaping and tree requirements
   - Street furniture and Trash receptacles
   - Public safety and maintenance network access throughout the open space.
   - Bus stop/public transit locations/layout
   - Ride/bike share stop locations
   - Stormwater capture and retention
   - Conceptual layout of Main Street and Los Angeles Street as shared streets, i.e. street that can be effectively closed to vehicular traffic to accommodate pedestrian events
   - Consideration of vacating Judge Aliso's Street to as a Pedestrian Hub.
   - Location of public art

4. **Public Open Space Plan:** A major component of the CCMP is increasing the amount of open space in the Civic Center. By consolidating City facilities and moving the location of buildings, more space can be made available for public space. The public space plan shall consider the Planning Department's "Downtown Streets Standards" (http://planning.lacity.org/urbandesign/resources/DowntownStreetStandards.php).

   - Regulation of all public spaces within the CCMP area and a hierarchy of their importance
   - Landscaping and tree requirements
   - Locations for public gathering spaces designed to accommodate a wide array of activities (from farmers markets to concerts)
   - Placement and location of public art
   - Necessary infrastructure to facilitate multiple open space uses
   - Location of proposed cultural spaces
   - Study of recycled water and/or storm water for irrigation
   - Studies and analysis of shade, air movement, human comfort, micro-climate and sky view

5. **District Building and Environmental Design Guidelines:** It is vital that all buildings within the CCMP area fit together cohesively and position the district as an environmentally oriented development. The Consultant should develop Design Guidelines for the buildings within the project area, that take in to account the potential to certify the district as an eco-district. All buildings should be architecturally significant, but do not need to be of the same architectural style. The Guidelines shall include:

   - The relationship between internal space and open space, such as the views from inside to outside and visa-versa
   - Orientation of entryway locations throughout the CCMP
   - Facade lighting
   - Ground floor retail placement and sidewalk dining
   - Study setback standards as discussed in the CCMP
   - Study FAR in relation to the public space
   - Preferred building materials, and perhaps building components that are identified to make the district read as a coherent whole as the pieces are designed and constructed over time. For example, a coherent approach to the form and shape of the building tops could be explored and recommended.
   - Environmental features for the buildings and for the open space that will position the district for certification as an eco-district.

6. **Parking Analysis:** Due to its proximity to many forms of public transit, parking requirements will be different for the CCMP versus other areas. However, with the need to include parking for thousands of City employees, City fleet

vehicles, and the general public, a comprehensive strategy must be employed that balances parking needs with open space and building needs. This work overlaps the LASCB Programming which will need to define the parking required for the LASCB project (Item III, A, 16 as noted above). The analysis shall include:

- Recommended parking spaces needed for each phase of the CCMP project
- Placement and location of parking and integration of commercial space frontages with parking facilities
- Emphasis on below-ground parking - minimizing parking podiums
- Recommended entrances/exits and curb cut locations
- Consolidation of parking facilities
- Balancing the parking needs with existing and future private/public transportation, which is anticipated to be the trend

7. **Conceptual Plans and Renderings:** The Design Guidelines process will include the development of conceptual plans and renderings throughout the process. The team will be required to provide:

   - Up to three (3) stages of conceptual Guidelines (plans, elevations, and section views) for the elements listed above
   - Up to three (3) stages of cross sections of each street, block by block, within the project area, that include recommended heights and widths of public realm elements suggested
   - Up to three (3) stages of conceptual design plans (plan, elevations, and section views) for the various open spaces and the paseos
   - Three sets of draft hard copies and draft digital copies of renderings in the latest Revit format, which will be presented on 24 x 36 boards in the community engagement process
   - Three sets of final hard copies and final digital copies of renderings in the latest Revit format, which will be presented on 24 x 36 boards in the community engagement process
   - Renderings will be done from different viewpoints designed to demonstrate various elements of the CCMP

8. **Environmental Review for the California Environmental Quality Act (CEQA):** The City would like the Consultant to provide an opinion of the type of CEQA documentation that would be best to pursue for the Civic Center Master Plan District Design Guidelines.

IV. GENERAL TASK ORDER REQUIRMENTS

A. MEETINGS:

1. The consultant should assume at lease forty (40) coordination meetings with the City for the scope of this TOS.

2. The consultant should anticipate at least three (3) Community meetings for the work outlined in this TOS, in order to ensure that the needs of the community are included. The community focus will be on land use layout and site elements, building occupant paths of travel, public facilities, public circulation, adjacencies to other public facilities and to neighboring communities, and the elements of the draft CCMP District Design Guidelines.

B. WORK PRODUCTS

1. Any full-scale drawings produced for this TOS shall be drawn in BIM/Autodesk Revit 2017 or the latest version of Revit, and on 24 by 36-inch sheets with BOE's title block. An electronic copy of the title block and sheet layout will be provided by BOE. The electronic files of the drawings in BIM/Autodesk Revit shall be made available to BOE upon request, and will become the property of the City.

2. All interim and final reports shall be provided in draft and final form in Word, and in a PDF that can be distributed digitally. The work products should be in a format that can easily be posted on the project website.

PROJECT SCHEDULE

The goal is to complete the three work products enumerated in this TOS eight (8) months after the Notice to Proceed (NTP) to the Consultant.

Milestones	Complete By
• TOS Work Initiated	Notice to Proceed
• Community Meeting	1/2 Month after NTP
• 30% Work Products Delivered	3rd Month after NTP
• City Review	3.5 Months after NTP
• Community Meeting	4 Month after NTP
• 60% Work Products	5 Month after NTP
• City Review	5.5 Months after NTP
• 90% Work Products	7.5 Months after NTP
• Final Work Products & Community Meeting	8 Months after NTP
TOTAL DURATION	**8 Months after NTP**

V. FEE PROPOSAL

Please submit your fee proposal for each of the project components noted in the attached spreadsheet. Do not alter the categories, but do add the individual firm names and requested information, totaling the Business Inclusion Program projected dollar values for this TOS, and the projected percentages.

The Consultant shall be compensated based on the satisfactory completion of each of the project milestones as determined by the BOE Project Manager. A final payment will be issued to the selected consultant based on the final approved fee proposal.

The City reserves the right to award none, some, or all scopes of work included in this Task Order Solicitation, including the option to combine elements of each phase and refine elements. In addition, the City reserves the right to reject any and all proposals.

This Task Order Solicitation is not an authorization to start work. A Notice to Proceed (NTP) will be issued to authorize the start of work when a Consultant has been selected and the fee proposal accepted. NTP's will be issued for specific scopes of work, and for the authority to proceed to the next phase of the work.

The Consultant will only be compensated for the scopes that have been accepted by the BOE as having been successfully completed.

VI. BUSINESS INCLUSION PROGRAM (MBE, WBE SBE, DVBE, OBE)

It is the long-standing policy of the Board of Public Works that personal services contracts should, to the maximum extent reasonably feasible, include the utilization of sub-consultants who are 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.

BOE has established anticipated participation levels for 18% MBE and 4% WBE, and participation goals of 25% SBE, 8% EBE, and 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 their contract, the Consultant shall first conduct outreach in accordance with the contract's Article 17 – Business Inclusion Program.

Documentation supporting the Consultant's outreach efforts to potential new sub-consultants, and the evaluation of selected sub-consultants, must be included as an attachment with the fee proposal. After reviewing the documentation, BOE staff may

approve these sub-consultants as additions to the prime consultant's Schedule A list of proposed sub-consultants per the Contract's Article 9: Sub-consultant Approval.

Submit the names and resumes of your proposed sub-consultants including Schedule B – Task Work Order List of Sub-consultants for all proposed sub-consultants. The fee proposal should outline the costs per phase for each service, as well as an estimated cost for reimbursable expenses.

VII. NON-COLLUSION AFFIDAVIT

A Non-Collusion Affidavit (Attachment 7) must be signed and submitted with your proposal.

VIII. TOS SUBMISSION REQUIREMENTS AND TOS TIMELINE

Solicitation Responses shall be bound, and shall include:

- Section 1: Project Understanding: Explain your firm's overall approach to the work.
- Section 2: Related Experience: Describe similar projects your firm and, in particular, the Project lead, has recently completed.
- Section 3: Project Team: Provide project team organization chart and describe background, roles, and responsibilities of key team members, including team members' experience in similar projects, and any prior collaborations by members proposed for this team. Provide information on team member availability for the duration of the work anticipated in the TOS. Provide information on MBE/WBE/OBE and other Business Inclusion Program targets.
- Section 4: Detailed Scope of Work and Schedule: Expand and develop the City's Scope of Work and Schedule contained herein.
- Section 5: Fee Estimates: Complete the attached fee estimate Excel spreadsheet. Under the Comments column, please list assumptions associated with all cost calculations.
- Appendices: Include all resumes for those who will actually be working on the project, and a signed Non-Collusion Affidavit.

Submit six (6) identical hard copies of your proposal, along with an electronic version in Adobe PDF format, to the address of the Program Manager noted below, no later than **1:00 pm on January 17th, 2018**. Each submitted proposal must not exceed 40 double-sided sheets, excluding covers, dividers and appendices. The requested fee proposal shall be prepared in accordance with the terms and conditions of your executed Contract, and the hourly rates noted therein.

The schedule for the TOS process is as follows:

Issue Task Order Solicitation	November 20, 2017
Pre-Proposal Meeting and Site Walk	December 5, 2017, 9:30 am – Noon *
Receive Solicitation Responses	January 17, 2018
Conduct Interviews if Necessary	Week of February 5, 2018
Issue Notice to Proceed	March 2018

* **200 N. Spring Street, Los Angeles, CA 90012 Edward R. Roybal Hearing Room 350**

IX. SELECTION CRITERIA

Proposals shall be evaluated according to the following criteria.

A. Demonstrated ability and approach of the Project Manager to successfully deliver the scope of work as outlined in the TOS.	10%
B. Demonstrated ability and the approach of the team members proposed for the detailed facilities programming.	35%
C. Demonstrated ability and the approach of the team members proposed for the architectural and engineering systems performance specification.	35%
D. Demonstrated ability and the approach of the team members proposed for the draft civic center master plan District Design Guidelines.	20%
Total:	**100%**

The City reserves the right to select the Consultant based on the written proposal and also to short list and interview a select number of Consultants in order to identify the highest ranking team. If a negotiation with the highest ranking team is not successful, then the City reserves the right to negotiate with the next highest ranking team.

X. CONTACT INFORMATION

All questions and written notices shall be directed to the Principal Civil Engineer/Program Manager for the LASCB, as shown below. Please send all questions via e-mail. Answers to all questions will be posted for all potential Consultants, as addendums to this TOS.

Reza Bagherzadeh
Principal Civil Engineer
Civic Administration Building Group
1149 South Broadway, Suite 830
Los Angeles, California 90015
T: 213-485-4773
F: 213-485-4836

E-Mail: reza.bagherzadeh@lacity.org
and
paul.young@lacity.org

Sincerely,

M. R. B

Reza Bagherzadeh
Principal Civil Engineer
Civic Administration Building

MK/RB/PY:bh
Q:/Admin/Typed Documents/2017/ Civic Administration Building Program

Attachments:
Attachment 1 FEIR and Findings of Fact and Statement of Over Writing Considerations
Attachment 2 Civic Center Master Plan Report
Attachment 3 Department of City Planning Design Guidelines
Attachment 4 Draft Stacking Plan
Attachment 5 Preliminary Survey of the Site
Attachment 6 Schedule B Listing of Sub-consultants
Attachment 7 Non-Collusion Affidavit Form
Attachment 8 LASCB Fee Proposal Spreadsheet
Attachment 9 Illustration of the Boundary for the District Design Guidelines

cc:
Deborah Weintraub, AIA, LEED AP, Bureau of Engineering, Chief Deputy City Engineer
Mahmood Karimzadeh, AIA, Bureau of Engineering, Principal Architect
Paul Young, Architect, Bureau of Engineering
Mark Nakata, Bureau of Engineering