

CAPITAL IMPROVEMENT PLANS AND RELATED SERVICES FOR EAST SAN GABRIEL VALLEY AND WEST SAN GABRIEL VALLEY PLANNING AREAS

Request for Proposals
RFP-DRP-53827
Proposers' Conference
September 10, 2025



Welcome

County Project Team

Connie Chung, Deputy Director

Edward Rojas, Assistant Deputy Director

Adrine Arakelian, Principal Regional Planner

Clark Taylor, Senior Regional Planner

Katrina Casteneda, Regional Planner

Evan Sensibile, Regional Planner

Joseph Horvath, Administrative Deputy

Eddie Yip, Contract Analyst

Agenda

- Project Background
- Project Overview
- Scope of Work
- RFP Process
- Questions and Comments
- No minutes will be prepared for this Conference

PROJECT BACKGROUND

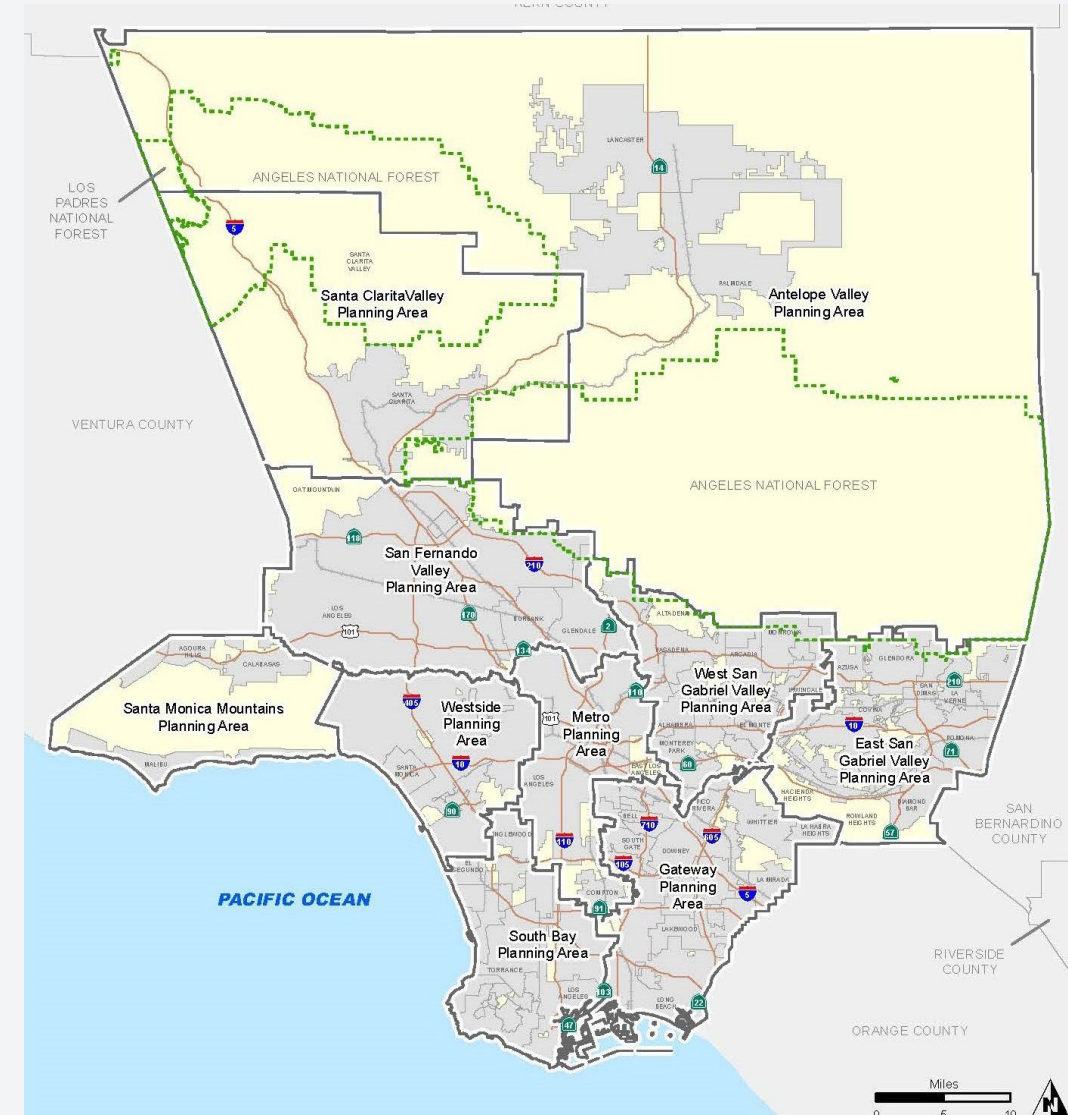
Background

General Plan (GP)

- Guides land use and growth in unincorporated Los Angeles County
- Established the Planning Area Framework

Implementation Program:

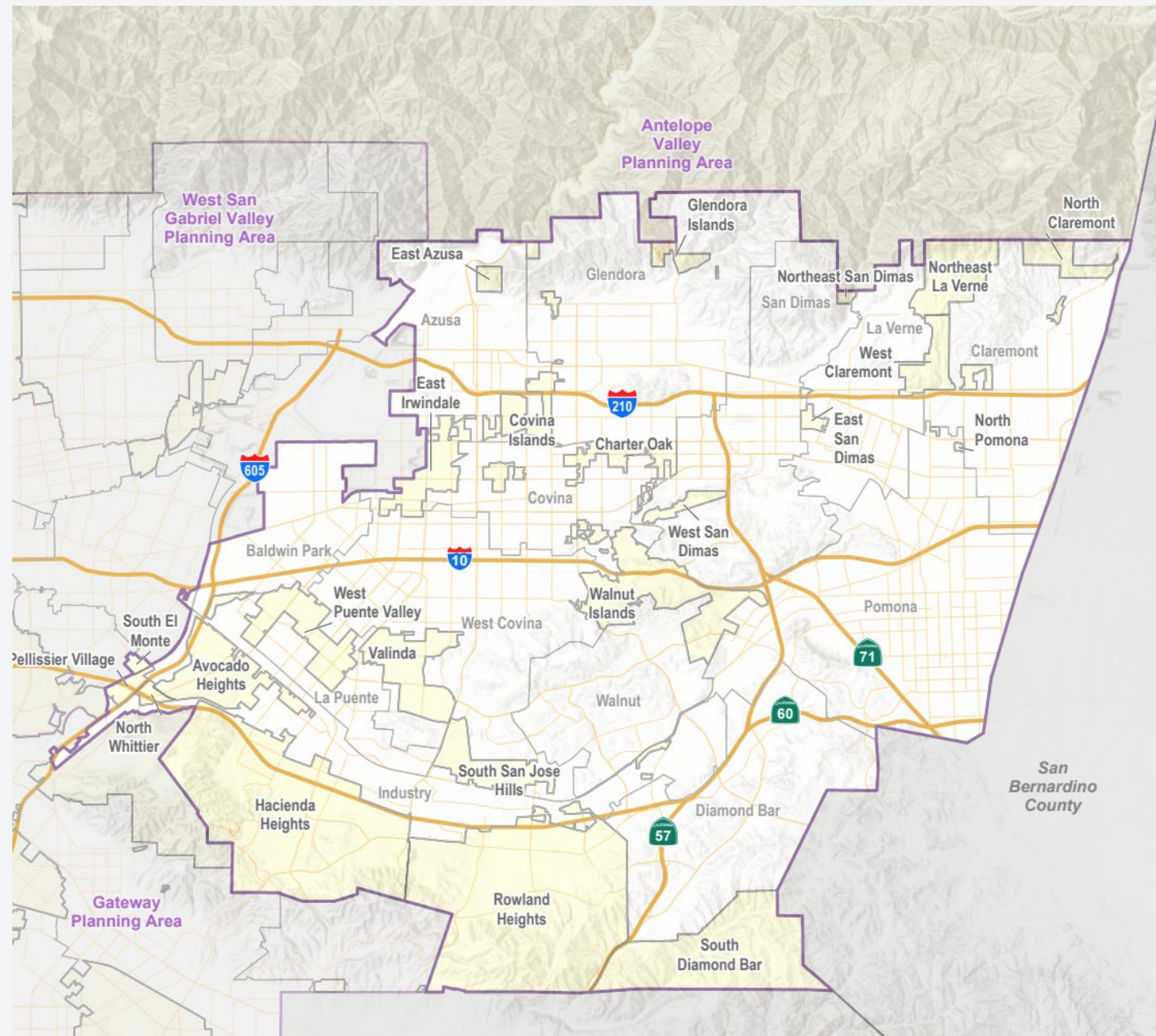
- Directs DRP to prepare an Area Plan and Capital Improvement Plan (CIP) for each Planning Area
- Area Plans respond to community-specific land use, conservation, and public safety issues.
- CIPs support future housing development through infrastructure planning.



Geographic Scope

East San Gabriel Valley

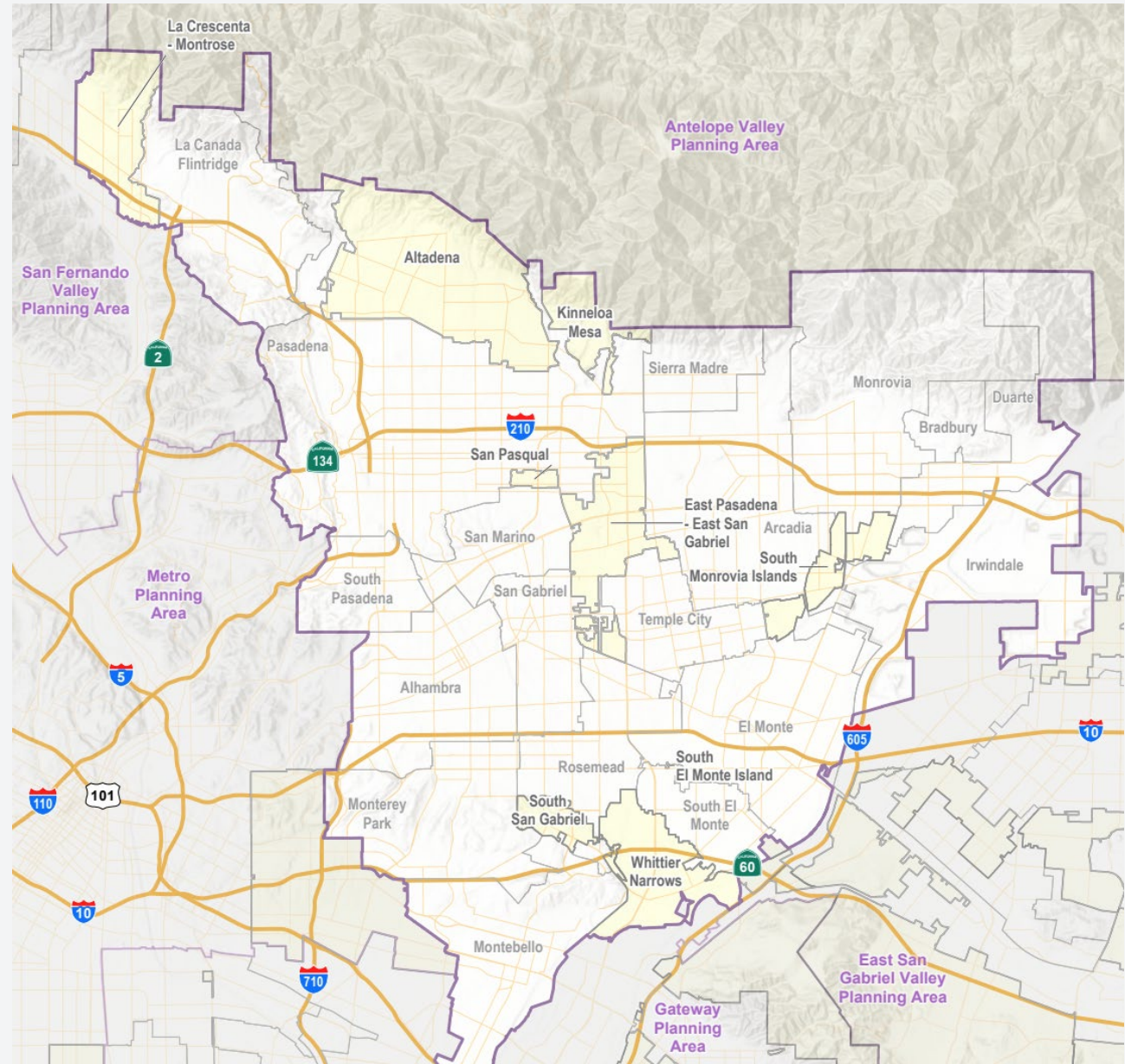
- Rowland Heights
- Hacienda Heights
- Avocado Heights
- West Puente Valley
- Valinda
- West Claremont
- Other Communities and Islands



Geographic Scope

West San Gabriel Valley

- La Crescenta-Montrose
- Altadena
- Kinneloa Mesa
- East Pasadena / East San Gabriel
- South San Gabriel
- San Pasqual
- South Monrovia Islands
- South El Monte Island
- Whittier Narrows



Partner Agencies

Los Angeles County:

- Department of Public Works
- Department of Economic Opportunity
- Chief Executive Office
- Chief Sustainability Office



Project Overview

Infrastructure Analyses



Cost Analyses



Environmental
Analyses



Community
Engagement/Public
Information Assistance



Capital Improvement
Plans



Project Goals

**Provide
Accessible
Infrastructure for
all Communities**

**Build Sustainable
and Resilient
Infrastructure
Systems**

**Prioritize Multi-
Benefit Projects**

**Align Priority
Projects with the
General Plan**

SCOPE OF WORK

Consultant Scope of Work

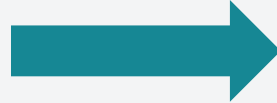
LA County Planning requires the services of the Consultant to assist the County in six primary areas:

- Project Management
- Infrastructure Analysis
- Cost Analysis
- Community Engagement/Public Information Assistance
- Capital Improvement Plans
- Environmental Analysis/CEQA and NEPA Compliance

Project Management

Tasks:

- Kick-off meeting
- Project milestone timeline
- Quality control
- Weekly coordination meetings



Deliverables:

- Project timeline
- Monthly invoices
- Monthly progress reports
- Meeting agendas
- Meeting notes

Infrastructure Analysis for Each Planning Area

Tasks:

- Inventory of applicable plans and planned projects
- Inventory of existing infrastructure and providers
- Overview of related or complementary public infrastructure not within project scope
- Analysis of existing and projected infrastructure needs



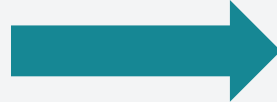
Deliverables:

- Draft and Final versions of Infrastructure Analysis Reports

Cost Analysis for Each Planning Area

Tasks:

- Identification of cost estimating methodology and assumptions
- Analysis of rough order of magnitude (ROM) costs
- Analysis of costs and identification of financing options
- Inventory of applicable financing tools and funding sources



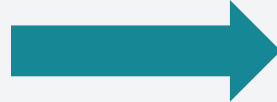
Deliverables:

- Draft and Final versions of Cost Analysis Reports

Community Engagement / Public Information for Each Planning Area

Tasks:

- Develop graphic design identity and engagement materials
- Attend and support in-person and / or virtual community engagement meetings



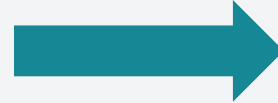
Deliverables:

- PowerPoint template for public meetings
- Social media / website templates
- Fact sheet template
- Other graphic design materials, as needed

Capital Improvement Plans for Each Planning Area

Tasks:

- Project prioritization methodology and criteria
- Summaries of Infrastructure Analysis, ROM Cost Analysis, and Community Engagement
- List of priority infrastructure projects
- 5-10-year implementation schedule
- Financing strategy
- Appendices will include Infrastructure Analysis, ROM Cost Analysis, and community engagement notes



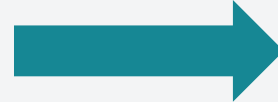
Deliverables:

- Screencheck Draft CIP
- Public Review Draft CIP
- Public Hearing Draft CIP, and
- Final Version of the CIP

Environmental Analysis / CEQA and NEPA For Each Project

Tasks:

- Approach/Project Description
- Prepare Notice of Preparation (NOP)/Notice of Intent (NOI) and host Scoping Meeting(s)
- Supporting technical studies
- Screencheck and Draft PEIR/EIS
- Final PEIR/EIS
- Notice of Determination and Record of Decision



Deliverables:

- Project approach and review process documents
- Scoping Meeting materials and attendance
- Draft and Final Coordination Plan, NOP, NOI
- Draft and Final Technical Studies
- Screencheck, Draft, and Final PEIR / EIS
- Draft and Final NOC and NOA
- NOA meeting materials and attendance
- Draft and Final responses to comments
- Draft and Final CEQA Findings of Facts and Statements of Overriding Considerations, as applicable
- Draft and Final MMRP
- Draft and Final NOD, ROD
- Receipts of Fee Payment

Project Timeline

Date	East San Gabriel Valley	West San Gabriel Valley
Early 2026	Project Kick-Off	
January-June 2026	Draft Infrastructure Studies Draft Cost Analysis Reports	Community Engagement Draft Infrastructure Studies Draft Cost Analysis Reports
July-December 2026	Final Infrastructure Studies Final Cost Analyses Reports Community Engagement	Community Engagement Final Infrastructure Studies Final Cost Analysis Reports
January-June 2027	Community Engagement Draft CIP	Draft CIP Community Engagement NOP/Scoping Meeting/Tribal Consultation
July-December 2027	Draft CIP Community Engagement NOP/Scoping Meeting/Tribal Consultation	Community Engagement Draft CIP
January-May 2028	Screencheck DEIRs/EISs / Preparation of Final CIP	
June-October 2028	DEIR/EIS and FEIR/EIS / Preparation of Final CIP	
Winter 2028	Regional Planning Commission Hearings	
Spring 2029	Board of Supervisor Hearings	
July 2029	Board of Supervisor Adoptions	
August 2029	Final CIPs, NODs and RODs	

RFP PROCESS

RFP Process

- Prepare the Business Proposal
- Prepare the Project Schedule
- Prepare the Cost Proposal
- RFP Timetable

Prepare Business Proposal

- RFP Section 4.0 Minimum Qualifications / Requirements
- RFP Section 8.5.3.1 Desirable Qualifications
- RFP Section 8.5 Proposal Format
- Demonstrate your capacity to manage and complete project within the project timeframe
- Explain which team member is in charge of what component
- Includes resumes for key staff
- RFP Section 8.5.6 Business Proposal Required Forms (Exhibit 1-12)

Prepare Project Schedule

- **Project Schedule (Appendix A, Exhibit A SOW Section 1.5 Task A.2)**
- **Contract Term (RFP Section 3.0) - 2 Years + 2 X 6-month extensions**
- **Demonstrate your understanding of the County process when preparing Project Schedule**
- **Gantt chart is effective**

Prepare Cost Proposal

- **By Tasks**
- **Correspond to Project Schedule**
- **RFP Section 7.0, 15% LSBE/DVBE/SE preference**
(Primary Consultant must have and claim the appropriate status at the time of submitting the proposal)
Complete Appendix B – Exhibit 3 with Certification Letter

Proposal Evaluation

- **Business Proposal – 95% (RFP Section 8.5)**
 - **Proposer's Qualification (30%)**
 - **Proposer's Approach (60%)**
 - **Contract & SOW Exception/Acceptance (5%)**
- **Cost Proposal – 5% (RFP Section 8.6)**
 - **Fixed price throughout contract term**

Proposer Interview

- Tentative (to be determined by the Evaluation Committee)
- Non-Structural
- Not graded independently
- Project Manager

Questions and Answers

- This Conference highlights some written questions received
- Only written questions received by 09/09/2025 will be provided with written responses
- Questions and Answers to be released on 09/16/2025

RFP Timetable (RFP Section 1.0)

- Q&As Released 09/16/2025
- **Proposals Due** ~~09/30/2025, 1PM (PST)~~
Extended to 10/14/2025, 1PM (PST)

Evaluation Process and Contract Approval (tentative)

- Proposal Evaluation Oct/Nov 2025
- Contract Negotiation Nov/Dec 2025
- Contract Approval Feb/March 2025

RFP Contact & Upload Instructions

Proposals Due – ~~09/30/2025, 1PM (PST)~~ Extended to 10/14/2025, 1PM (PST)

Eddie Yip, Contract Analyst

eyip@planning.lacounty.gov

LA County Planning Contract

contract@planning.lacounty.gov

Please send us an email in advance to create the FTP account if you plan to submit the proposals. Create the FTP account require an email address for Multi-Factor Authentication, also known as two-step verification.

Los Angeles County webVEN

Register at <https://camisvr.co.la.ca.us/webven/>

County of Los Angeles **webVEN** [Home](#) [Login](#) [Contact Us](#) [Privacy](#) [Help Guides](#)

Vendor Registration

Doing business with the County of Los Angeles starts with registering as a County vendor.

[NEW REGISTRATION](#) [LOGIN / UPDATE](#) [RE-REGISTRATION](#)

Your Registration Starts Here

▼ **Getting Started**

Registering as a vendor only takes a few minutes. Once you enter the registration page, you will be led through the registration process using easy-to-follow instructions.

🔍 **Vendor Search**

Already registered?

Before registering as a new vendor, you can search our directory of vendors to

Q & A