

# CAPITAL IMPROVEMENT PLANS AND RELATED SERVICES FOR METRO, SOUTH BAY, AND WESTSIDE PLANNING AREAS

Request for Proposals  
RFP-DRP-53828  
Proposers' Conference  
September 11, 2025



# Welcome

## County Project Team

Connie Chung, Deputy Director

Edward Rojas, Assistant Administrator

Patricia Hachiya, Supervising Regional Planner

Julie Yom, Principal Regional Planner

Thomas Dearborn, Senior Regional Planner

Christina Tran, Senior Regional Planner

Arturo Jacobo, Regional Planner

Alejandra Rios, Regional Planner

Joseph Horvath, Administrative Deputy

Eddie Yip, Contract Analyst

# Agenda

- **Project Background**
- **Project Overview**
- **Scope of Work**
- **RFP Process**
  - Business Proposal
  - Project Schedule
  - Cost Proposal
  - RFP Timetable
- **Questions and Comments**
  - No minutes will be prepared for this Conference



# PROJECT BACKGROUND

# Background

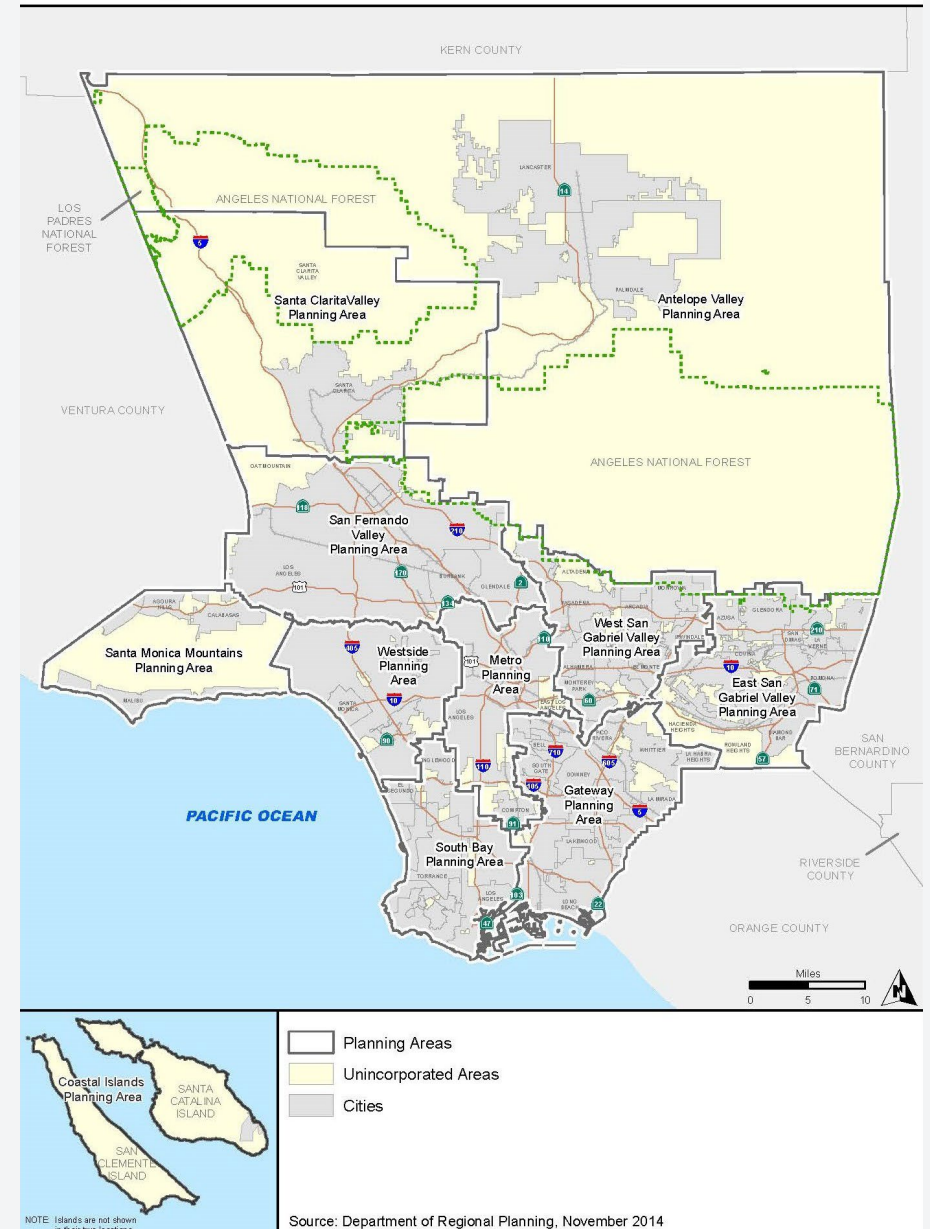
## LA County General Plan

- Guides land use and growth in unincorporated LA County
- Establishes the Planning Areas Framework

## Implementation Program: Planning Areas Framework

- Directs DRP to prepare an area plan and Capital Improvement Plan (CIP) for each Planning Area
- Area plans respond to community-specific land use issues and implement the Housing Element
- CIPs support future housing development through infrastructure planning

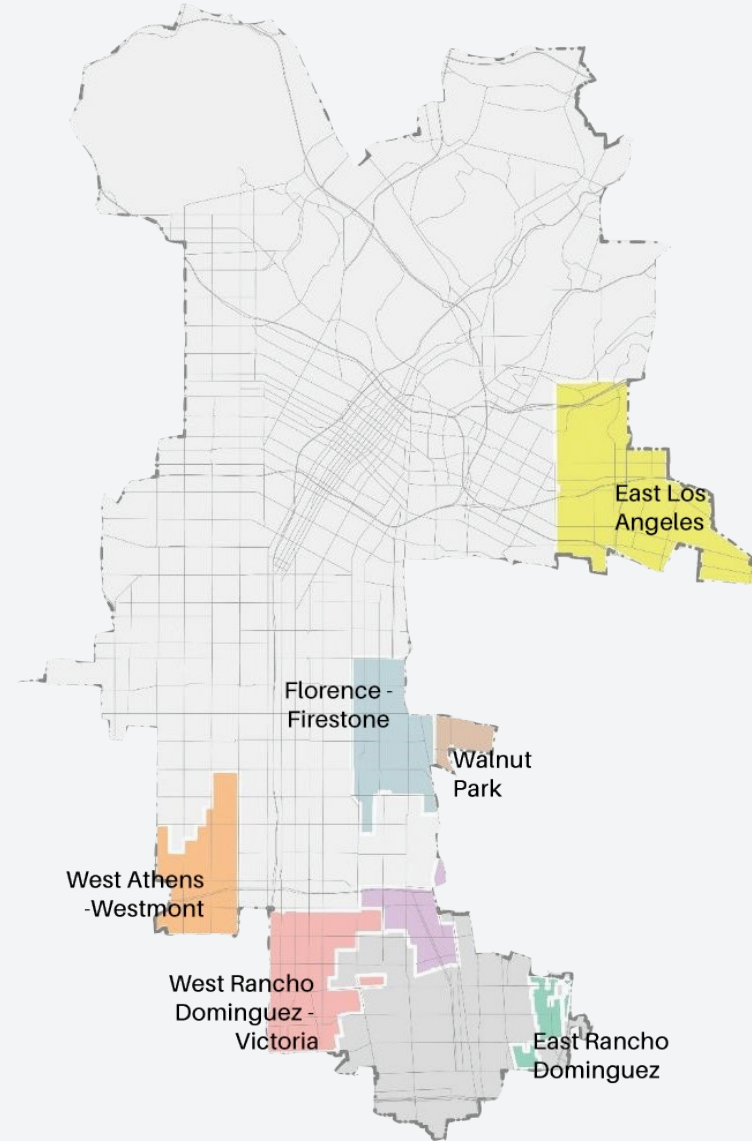
## Planning Areas Framework



# Geographic Scope

## Metro Planning Area

- East Los Angeles
- East Rancho Dominguez
- Florence-Firestone
- Walnut Park
- West Athens-Westmont
- West Rancho Dominguez-Victoria
- Willowbrook

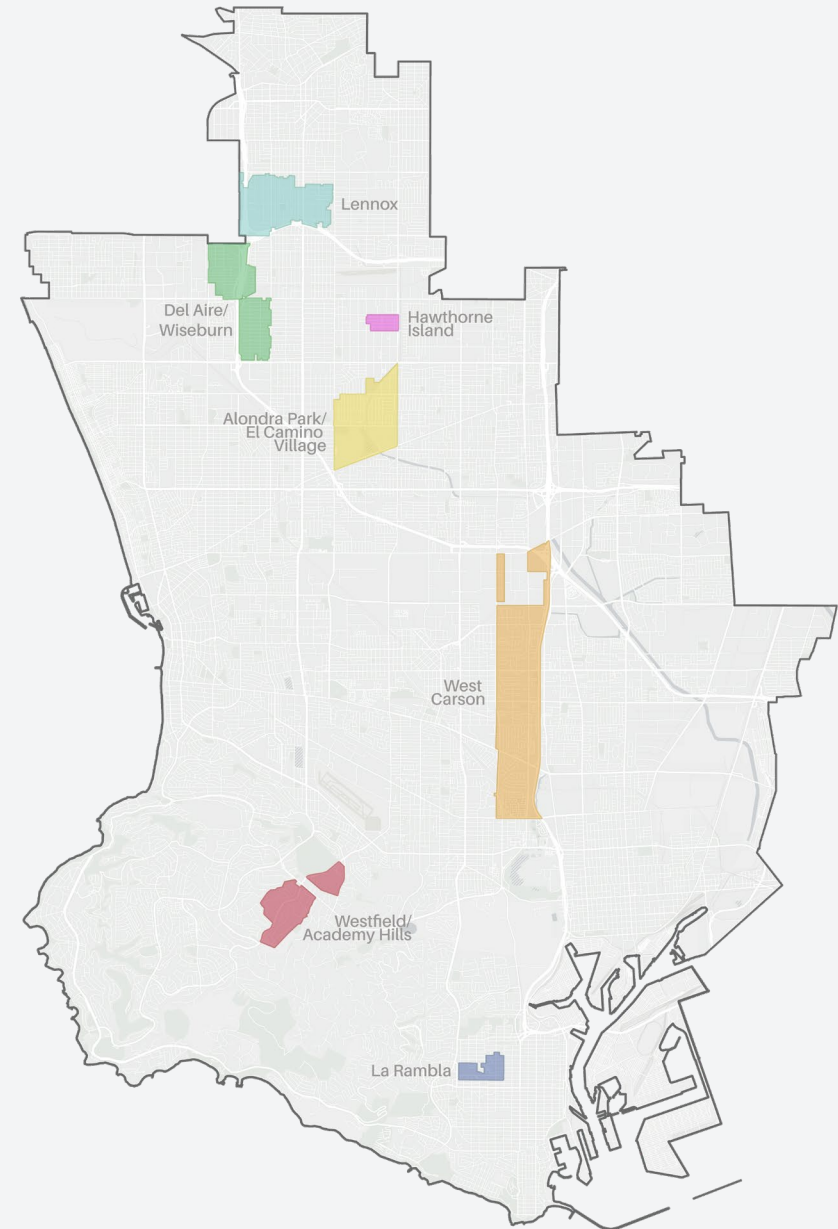




# Geographic Scope

## South Bay Planning Area

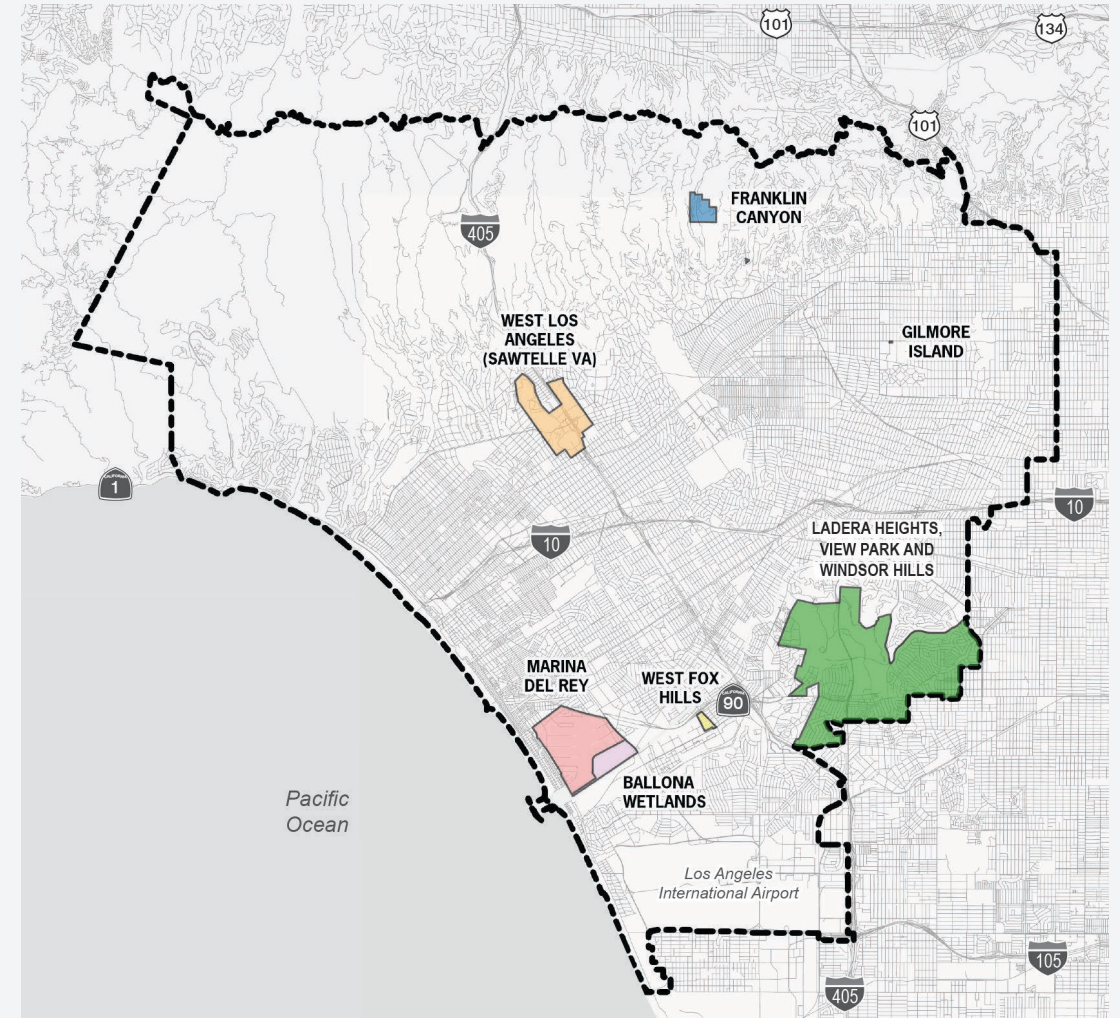
- Alondra Park/El Camino Village
- Del Aire
- Hawthorne Island
- La Rambla
- Lennox
- West Carson
- Westfield/Academy Hills
- Wiseburn



# Geographic Scope

## Westside Planning Area

- Ladera Heights and View Park-Windsor Hills
- Marina del Rey
- Ballona Wetlands
- Westside Islands (West LA/Sawtelle VA, Unincorporated Del Rey/West Fox Hills, Franklin Canyon, and Gilmore Island)





# 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  
County 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 Milestones Timeline
- Quality Control of Reports and Documents
- 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

# 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 the Cost Analysis

# Community Engagement/Public Information Assistance

## 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/web site template
- 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, Public Review Draft, Public Hearing Draft, and Final Versions of the CIP

# Environmental Analysis/ CEQA and NEPA

## 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 document
- Draft and Final project description for CEQA/NEPA review processes

# Environmental Analysis/ CEQA and NEPA

## Tasks:

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

## Deliverables:

- PowerPoint presentation to be used for the scoping meeting
- Scoping meeting agenda and minutes
- Draft and Final Coordination Plan
- Draft and Final NOP
- Draft and Final NOI

# Environmental Analysis/ CEQA and NEPA

## 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:

- Draft and Final technical studies



# Environmental Analysis/ CEQA and NEPA

## 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:

- Screencheck Draft PEIR/EIS
- Draft and Final Notice of Completion (NOC)
- Draft and Final Notice of Availability (NOA)
- Draft PEIR/EIS (Draft and Final)
- PowerPoint presentation to be used for the NOA meeting
- NOA meeting agenda and minutes

# Environmental Analysis/ CEQA and NEPA

## 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:

- Draft and Final Response to Comments
- Draft and Final CEQA Findings of Facts and Statement of Overriding Considerations, if applicable
- Draft and Final Mitigation Monitoring and Reporting Program (MMRP), if applicable
- Final PEIR/EIS (Draft and Final)

# Environmental Analysis/ CEQA and NEPA

## 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:

- Draft and Final NOD
- Draft and Final ROD
- Evidence of payment of the County and federal filing fees

## Project Timeline

Date	Metro	South Bay	Westside
Early 2026	Project Kick-Off		
March-June 2026	Draft Infrastructure Studies/Cost Analyses		
July-December 2026	Final Infrastructure Studies/Cost Analyses		
January-June 2027	Community Engagement Events	Draft CIP NOP/Scoping Meeting/Tribal Consultation	Draft CIP NOP/Scoping Meeting/Tribal Consultation
July-December 2027	Draft CIP NOP/Scoping Meeting/Tribal Consultation	Community Engagement Events	Community Engagement Events
January-May 2028	Screencheck DEIRs/EISs		
June-October 2028	DEIR/EIS and FEIR/EIS		
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 1.3 Task A.2)**
- **Contract Term (RFP Section 3.0)**  
**Expire on 12/31/2029 + 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 09/10/2025 will be provided with written responses
- Questions and Answers to be released on 09/17/2025



# RFP Timetable (RFP Section 1.0)

- Q&As Released 09/17/2025
- **Proposals Due ~~09/30/2025, 1PM (PST)~~ Extended to 10/14/2025, 1PM (PST)**
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## Evaluation Process and Contract Approval (tentative)

- Proposal Evaluation Oct/Nov 2025
- Contract Negotiation Nov/Dec 2025
- Contract Approval Feb/March 2026

# 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](mailto:eyip@planning.lacounty.gov)

LA County Planning Contract  
[contract@planning.lacounty.gov](mailto: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**

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## 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