



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center & Gardens  
570 West Avenue Twenty-Six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 221-9934

MRCA  
Attachment  
3/13/2014  
VI(f)

November 5, 2013

### **Request for Proposals for Engineering/Construction Plans for the Pacoima Wash Mountain Bikeway project for the Mountains Recreation and Conservation Authority**

The Mountains Recreation Conservation Authority (MRCA) requests proposals from a highly experienced design firm and talented project manager who are familiar with Class 1 Bikeway design and administrative approval process and can cooperatively assist the MRCA with the multi-phase planning, design coordination and the preparation of engineering and construction plans for the Pacoima Wash Mountain Bikeway. The project consists of creating a 3.25-mile bikeway from Haddon Avenue to Lopez Dam along the banks of Pacoima Wash.

**Site Location:** Pacoima Wash Mountain Bikeway project location is along the banks of Pacoima Wash beginning within the City of Los Angeles at Haddon Avenue, traveling through the City of San Fernando, and terminating near Lopez Dam in the City of Los Angeles. The bikeway will need to connect to existing trails within the Angeles National Forest.

**Contact:** Liz Jennings, (323) 221-9944, extension 185; [liz.jennings@mrca.ca.gov](mailto:liz.jennings@mrca.ca.gov); 570 West Avenue 26, Suite 100, Los Angeles, CA 90065.

This RFP consists of this memo and the following attachments:

- 1) Project Information
- 2) Scope of Work
- 3) Submittal Requirements
- 4) Site Photographs
- 5) Site Map

**Site Access:** There will not be a site visit for this RFP. If there is an interest in visiting the project area, consultants may conduct a field trip, however, please consider that access to the wash is limited by L.A. County Flood Control fences and gates. Some vantage points are available at certain street ends, such as Telfair Avenue, El Dorado Avenue, 1st Street, and 7th Street.

**Bidder Questions:** Direct all questions to the contact information listed above before 4:00 p.m. on November 12, 2013. All clarifications will be made by e-mail and provided by November 15, 2013. It is the respondent's responsibility to obtain the clarifications. Please contact Liz Jennings at (323) 221-9944 extension 185 or by email at [liz.jennings@mrca.ca.gov](mailto:liz.jennings@mrca.ca.gov) if you have any questions.

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**Proposal Submittal:** Please provide your narrative, background information, project team, proposed fees, timeline and other items described in Attachment 2 as a single packet or PDF file. Proposals are due by 4:00 p.m. on December 2, 2013 and should be emailed or mailed to the address listed above. Please send the proposals to the attention of Liz Jennings. It is the respondent's responsibility to provide all the necessary information.

**Selection:** Selection will be based on demonstrated competence and qualifications for the services to be performed at fair and reasonable prices to the MRCA. Proposed deviations from the RFP requirements will be noted and taken into consideration. The schedule for review of the packages and interviews has not yet been determined.



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## Attachment 1 – Project Information

**Background:** As part of the Omnibus bill, HR 4818, passed in 2004 under Surface Transportation Projects, funding was designated to the Santa Monica Mountains Conservancy (SMMC) for the Pacoima Wash Mountain Bikeway. The SMMC recommended MRCA to implement the project, and the funding was then obligated in the fall of 2012 via a Master Agreement between the California Department of Transportation and the Mountains Recreation and Conservation Authority.

Federal funding for the construction of the bikeway portion within the City of San Fernando is secured in the amount of \$1,513,000. Funding for the construction of the bikeway portions within the City of Los Angeles is to be determined.

**Reference Documents:** For historical reference on the Pacoima Wash Mountain Bikeway previous efforts, please reference the following two documents:

- The Department of Landscape Architecture of California State Polytechnic University in Pomona as part of the Studio 606 Project in June 2004 prepared a Pacoima Wash Greenway Masterplan for the City of San Fernando.
- The Pacoima Wash Initiative Partners developed a Pacoima Wash Vision Plan released in 2010 which was funded by a Los Angeles County Department of Public Health grant in 2008 and imagined a new multipurpose greenway for the Northeast San Fernando Valley. The plan focuses on the four-mile stretch of the Pacoima Wash running through the Sylmar and Pacoima neighborhoods of the City of Los Angeles.

**Project Description:** The 3.25-mile Pacoima Wash Mountain Bikeway will weave along the banks of Pacoima Wash as one component of a regional recreational greenway plan. The Class I Bikeway and its staging areas will be located within some of the most densely populated areas of the San Fernando Valley, along the eastern edge of the City of San Fernando (1.6 miles) and the Pacoima area of the City of Los Angeles (1.65 miles). The intention of this new bikeway is to connect these communities to each other, to existing and future parks and amenities, and to Angeles National Forest. The bikeway will provide opportunities for experiencing these natural forests and trails of the foothills. The bikeway will span from Haddon Avenue to Lopez Dam, where it connects to several trails within the Angeles National Forest. The bikeway will pass near to and will connect to neighborhood features including - Ritchie Valens Park and Community Center, San Fernando High School, several Elementary Schools, Eighth Street Park, San Fernando Road bike path, San Fernando Aquatics Center, El Cariso Regional Park, and others. Much of the land for the new bikeway is owned by the Los Angeles County Flood Control District.

The design should consist of a Class I bike path, protective decorative fencing along the wash, signage and striping of some existing service roads, introduction of paved areas in approximately 1.5 miles, striping of street crossings, protected crossing of a rail

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bridge, inclusion of three or more potential bridge crossings over the wash, and native landscape planting and irrigation.

The bikeway should be planned as multi-use as it is expected to be used by pedestrians as well as cyclists and possibly equestrians. Where space allows, a separate and protected path for pedestrians shall be incorporated into the design for maximum safety of users.

**Schedule:** The design phase (from Schematic Design to Plan Check submittal) is expected to last six to eight months. Plans will be permitted through the City of Los Angeles, the City of San Fernando, County of Los Angeles Flood Control District and the Army Corps of Engineers. Construction will go through a public bid process (lowest bidder).

#### **ABOUT THE MRCA**

The Mountains Recreation and Conservation Authority (MRCA) is a local public agency exercising joint powers of [Santa Monica Mountains Conservancy](#), the [Conejo Recreation and Park District](#), and the [Rancho Simi Recreation and Park District](#) pursuant to Section 6500, *et seq.* of the Government Code.

The MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. The MRCA manages and provides ranger services for almost 60,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy or other agencies and provides comprehensive education and interpretation programs for the public. The MRCA works in cooperation with the Conservancy and other local government partners to acquire parkland, participate in vital planning processes, and complete major park improvement projects.



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### Attachment 2 – Scope of Work

**Project Components and Deliverables:** The consultant team will provide full services as are customarily provided in the following phases of work:

- 1) Programming and Site Analysis
- 2) Schematic Plans
- 3) Community Outreach
- 4) Preliminary Environmental Studies
- 5) Preliminary Right of Way engineering and investigations necessary to complete the environmental document
- 6) Topographical Survey
- 7) Develop Engineered Construction Plans, Specifications and Estimate (PS&E) suitable for a public bid process for the construction of the bikeway
- 8) Permit plans through the City of Los Angeles, the City of San Fernando, County of Los Angeles Flood Control District and the Army Corps of Engineers.

The Engineer's scope of work shall include, but not limited to, the following components:

1. Develop a complete Project Description (including project limits, purpose and need, logical termini and independent utility) and prepare project area maps and cross-sections showing existing and proposed project.
2. Incorporate the results of community outreach process into the proposed design.
3. Conduct a preliminary environmental investigation, obtain technical information from resource and regulatory agencies, and assist the MRCA in completing the PES Form in accordance with the instructions provided by Caltrans in the Local Assistance Procedures Manual, coordinating with other agencies outside of Caltrans (such as Los Angeles County, Army Corps of Engineers, City of Los Angeles, City of San Fernando, Los Angeles County Flood Control District) as needed.
4. Prepare a draft Area of Potential Effect (APE) map and identify historic properties.
5. Assist MRCA in development of technical studies and reports consistent with the fully signed PES Form. The format and content of all technical reports and NEPA documents shall be consistent with the guidance set forth in the SER (Standard Environmental Reference).
6. Perform the first Quality Control Review on all Environmental Assessments and Environmental Impact Statements and their supporting technical studies.
7. Complete the External Certifications (Environmental Document Quality Control Review Certification) form for all EAs and EISs.
8. Utilize the NEPA-Only EA and EIS Annotated Outlines or the Joint EIR/EIS, Joint EIR/EA and Joint IS/EA Annotated Outlines.

9. Assist MRCA in complying with applicable state and local laws, obtaining all necessary permits and ensuring that mitigation commitments are fully incorporated into Final Plans, Specifications and Estimates (PS&E).
10. Provide a list of mitigation commitments required to comply with NEPA.
11. Prepare tentative plan as well as horizontal and vertical alignment sketches and preliminary hydrologic and hydraulic data for review by MRCA, City of San Fernando, County of Los Angeles Flood Control District, Caltrans and the Army Corps of Engineers
12. Assist MRCA in the preparation and conducting of a public hearing (required for certain federal-aid projects: processed with an EA or EIS) which is a culmination of the project and environmental information gathering and development. The public hearing process may be satisfied through either a “formal” or an “open forum” public hearing.
13. Utilize design standards which equal or exceed the minimum of both the approved standards published by Caltrans in the Local Assistance Procedures Manual and approved standards published by the County of Los Angeles.
14. The design must comply with Los Angeles County’s Los Angeles River Master Plan Guidelines for Landscaping and Plant Palettes.
15. Design approvals are expected to include multiple agencies. The consultant team is responsible for incorporating input from all stakeholders and assisting MRCA to reconcile any conflicting comments.



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## **Attachment 3 – Submittal Requirements**

### **Required Proposal Components**

RFP responses should be organized by the following:

#### **Section 1: Project Understanding and Design Approach**

Proposal narrative should be limited to four pages or fewer. Describe the proposed approach to this type of project, including project management and design process.

#### **Section 2: Qualifications and Background**

Submit the following for lead firm and sub-consultants (if available):

- Name, address, and brief history of firm
- Examples of three relevant projects on which the firm has performed during the last five years (include photographs, if possible). For each project, include the client's contact information and the scope of work performed.

Sub-consultants will require MRCA approval.

Provide the following information for lead firm, to the extent these documents already exist:

- List of names and contact information for clients for which services were performed in the last five years
- Samples of the services performed including the scope and cost
- Disclosure of any actions taken against the professional
- A statement of change order(s) to plans or specifications or projects for which services were provided and the reason for the change order(s)

#### **Section 3: Project Team**

Provide project team organization chart and describe background, roles and responsibilities of key team members. Provide information on any MBE/WBE/OBE involvement. Provide resumes of those who will actually work on the project in the Appendix.

#### **Section 4: Fee Proposal**

Submit a fee proposal subdivided by tasks as necessary. Fees should be supported by a detailed spreadsheet showing the number of hours projected for each team member for each task. Proposal should also include schedules of hourly rates for lead firm and all sub-consultants. List any assumptions associated with all cost calculations.

#### **Section 5: Schedule/Timeline**

Submit a project schedule incorporating A/E milestones with the completion of each task required, subdivided as necessary. The start date for the schedule/timeline should be January 6, 2014.

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### **Appendix**

Firms have the option of submitting up to five pages of additional material that would be useful and applicable to this project. Include resumes here.

### **Evaluation**

Proposals will be evaluated for the following criteria:

- Experience and technical competence of the project team members
- Evidence of competent design work planning attractive and functional public spaces
- Value offered considering cost in comparison to capabilities and experience of the project team
- Experience, qualifications and availability of key personnel
- Capability to meet schedule and budget constraints
- Capability of the project team to provide the scope of work
- Specific experience and performance on past projects
- Recommendations of prior clients

The information provided in response to the above requirements will be the basis for evaluation. Failure to provide this information or the inclusion of any conditions, limitations, or misrepresentations may adversely affect the evaluation of your proposal. The Executive Officer of the MRCA reserves the right not to award any contract if no proposal is acceptable.

All respondents will be required to represent and warrant that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the Santa Monica Mountains Conservancy, the Santa Monica Mountains Conservancy Advisory Committee, the Mountains Recreation and Conservation Authority, or any other joint powers authority for which the Santa Monica Mountains Conservancy is a constituent member, or to any officer, director or staff member of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including stepchildren), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Consultant shall be liable for all damages sustained by the MRCA as a result of the breach.





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### Attachment 4 – Site Photographs



View north through Pacoima Wash spreading grounds to Lopez Dam



View of Pacoima Wash from 5th Street looking southwest



View of Pacoima Wash (on the right) from El Dorado Parcel looking north



View of Wash near Paxton Park looking north towards Angeles National Forest



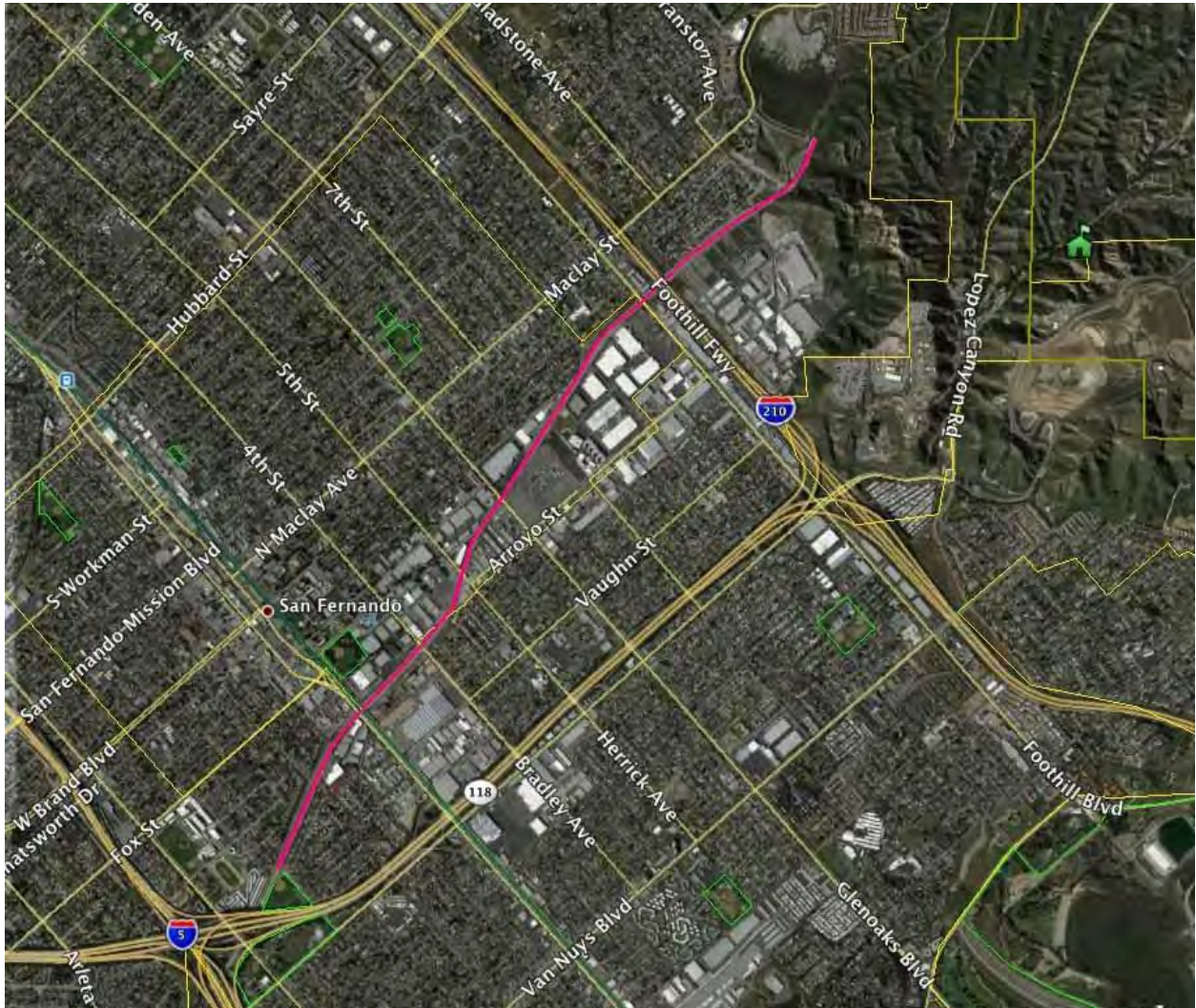


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**Attachment 5 – Site Map**



*A local public agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation & Park District, and the Rancho Simi Recreation & Park District pursuant to Section 6500 et seq. of the Government Code.*