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February 28, 2019

**ECHO PARK SUPPORTIVE HOUSING - PRE-DESIGN SERVICES
WORK ORDER NO. E1908504 - TASK ORDER SOLICITATION NO. 51**

INTRODUCTION

The City of Los Angeles is seeking an Architectural Consultant ("the Consultant"), that specializes in Affordable Multi-Family Housing, to provide Pre-Design services and Design Concept Options for a potential new Multi-Family Housing project ("the Project"), located at 1140-1146 Glendale Blvd, Los Angeles, CA 90026 ("the Property"). The Consultant will provide architectural and engineering services, as specified in this Task Order Solicitation (TOS). This TOS provides a background and description of the project, the desired scope, planning considerations, proposed schedule, fees and other pertinent proposal requirements.

BACKGROUND

The 27,424 SF Property currently accommodates two uses; the first is a nine-stall metered parking lot operated by the Los Angeles Department of Transportation (LADOT Lot # 676 at 1146 Glendale Blvd), and the remainder of the property, with addresses on Glendale and Lemoyne, is occupied by a playground and community sports center. Built in 2000 the playground and community sports center is operated on a month-to-month lease by El Centro del Pueblo, a nonprofit organization established in 1974 to help mitigate the effects of gang violence on Los Angeles youth and families.

Comprised of four parcels, the Property is recorded under two parcel numbers, 5404-016-901 and 5404-016-900. Two of the parcels (13,422 SF) are zoned C2-1L-CDO, and the other two parcels (14,003 SF) are zoned R4-1VL-CDO. The property, just south of Sunset, fronts both Glendale Blvd and Lemoyne St and as such is considered a through lot. The entire property has a land use designation of Community Commercial in the Silver Lake-Echo Park- Elysian Valley Community Plan

PROJECT DESCRIPTION – ECHO PARK SUPPORTIVE HOUSING

Although the playground and community sports center will no longer be the central programmatic element of the property, the City desires to provide amenities that will meet existing community needs. Currently the recreation area provides access for participants of a local recreational program to the



following facilities: A full-size basketball court, a full-size volleyball court, two American (three-wall) handball courts, and outdoor open space. A successful design will bridge the intent to provide the maximum allowable number of affordable dwelling units while creating similar but re-envisioned amenities that will be available to both the participants of the local recreational program and also to the public. This design exercise will include replacement public parking spaces for the existing nine spaces on site.

The Planning Department conducted an initial planning analysis to determine the total number of "By Right" units allowed and the possible increased unit count via entitlements. The total area analyzed by Planning was approximately 29,508 SF which included half of the abutting alley for that portion of the site. This area would allow for 74 by-right units, consistent with the C2-1L and R4-1VL zones which both allow one unit per 400 square feet of lot area. Additionally, the C2-1L lots are limited to 75 feet and a 1.5:1 Floor Area Ratio (FAR); while the portions of R4-1VL lots are limited to 45' and 3:1 FAR.

With the use of the entitlement process, there are various pathways to an increased unit count. One such available path is the use of the Transit Oriented Communities Affordable Housing Incentive Guidelines (TOC Guidelines). Per the TOC Guidelines, a preliminary review indicates the property is 750 feet or less from a major transit stop and is considered Tier 3. At Tier 3, the TOC program would allow for a 70% density bonus and a 50% increase in floor area or at least a 3.75 FAR increase in the C2 lots, allowing for an overall total of 126 dwelling units. The TOC Guidelines require a minimum of 10% of the total units be set aside for Extremely Low-Income households, 14% for Very Low-Income or 23% for Low-Income households (13 units, 18 units, and 29 units respectively).

If the development consists of 100% of affordable housing, it could qualify for a tier bump increasing the incentives from a Tier 3 to Tier 4. If such is the case, the density bonus would be of 80% and a 55% increase in floor area or at least a 4.25 FAR increase in the C2 lots. Also, no parking would be required by Planning for the residential units. A Tier 4 development would allow for the overall development of 134 total units.

A secondary entitlement pathway is the "On-Menu" options in the Affordable Housing Incentives Guidelines. The approximately 29,508 SF area would allow a maximum density of 100 units, which includes the 35% density increase allowed per the Density Bonus program. The density bonus base density for the project site is 74 units after rounding up from the by right density number of 73.77. If the project sets aside 11% of the base units as affordable (8 Very Low-Income units), the project qualifies for two incentives from the list of on-menu incentives. If the project sets aside 15% of the base units as affordable (11 Very Low-Income units), then the project qualifies for three incentives from the on-menu incentives list.

The tertiary entitlement pathway is the use of an "Off-Menu" Density Bonus and a Conditional Use to Exceed Density would allow the project to request more than three incentives and/or a request for a waiver of a development standard. A waiver of development standards can be used to exceed a development requirement. For example, a waiver can be an increase in lot coverage beyond what is allowed as an on-menu incentive. A Conditional Use Permit (12.24.U26) allows a project to request a Density Bonus with an increase in density greater than the maximum permitted in Section 12.22.A.25.

SCOPE OF SERVICES

1. The Consultant shall work closely with City representatives to perform the following tasks:
 - a. Assess the physical conditions of the Property, review any available as-built drawings and survey.
 - b. Conduct site visit(s) to understand the surrounding community and adjacent property uses.
 - c. Review notes from meetings and workshops with stakeholders and community members to understand the needs of the population to be served by the housing development and the recreation facilities.
 - d. Create a minimum of three feasibility studies with varying unit totals and configurations, and one conceptual design.
 - e. Each configuration shall meet the criteria established by the City representatives, based on community input.
 - i. All conceptual designs shall adhere and comply with all applicable building codes, and all applicable accessibility requirements, including, but not limited to: the California Building Code (CBC), California Disabled Access Compliance Manual, 2010 Americans with Disabilities Act Standards for Accessible Design (2010 ADA standards), and the Fair Housing Act.
 - ii. All designs shall also provide a minimum of ten percent (10%) of project units with mobility features, and four percent (4%) with sensory communications features.
2. The Consultant may assemble a team of specialty sub-consultants, with California State professional registrations/licenses and expertise in the respective fields, which may include but not limited to:
 - a. Affordable Housing
 - b. Planning and land use
 - c. Environmental
 - d. Recreational open space
 - e. Engineers of applicable disciplines
 - f. Others as necessary

3. Project Deliverables:

The Consultant shall complete the following tasks for the related scope of work as described in the Basic Services above:

- I. Data Collection, Research, and Studies
- II. Site Analysis
- III. Three Feasibility studies
- IV. Concept Option - Site Plan, Building Floor Plans, & Digital Massing Model
- V. Class "C" Cost Estimate

PROJECT SCHEDULE

<u>Phases & Milestones</u>	<u>Duration</u>
• Start	Notice to Proceed
• Research and collection pertinent and relevant information and data	-
• Assessment of recreation facilities and surrounding neighborhood	-
• Presentation of Feasibility studies Concept Option	2 Months
• Incorporate Client Comments	1 Month
• <u>Final Report</u>	<u>2 Weeks</u>
Total	3 ½ Months

PHASES AND FEE PROPOSALS

The total maximum fee shall not exceed Fifty Thousand dollars (\$50,000). This total maximum fee includes all reimbursable expenses and other miscellaneous fees. In addition, your fee quotation is required to be itemized per discipline and sub-consultants, i.e. Civil, Landscape, Architectural, Structural, Mechanical, Plumbing and Electrical Engineering, etc. It shall demonstrate how all hours and fees are to be allocated. In addition, your fee quotation should be itemized per Project Deliverable as listed on Page 5 of this Task Order Solicitation.

This Task Order Solicitation is not an authorization to start work. A Notice to Proceed (NTP) will be issued to authorize start of work when your firm has been selected and your fee proposal has been accepted.

The requested fee proposal shall be prepared in accordance with the terms and conditions of your executed Architectural Services Agreement. Submit the names and resumes of your firm's and proposed sub-consultants including Schedule B – Task Work Order List of Sub-Consultants for all proposed sub-consultants per contract Article 17 Business Inclusion Program.

The Consultant Compensation Schedule shall be as follows:

• Start	-
• Draft Report	\$20,000.00
• Presentation of Concept Option & Class "C" Cost Estimate	\$20,000.00
• <u>Final Report</u>	<u>\$10,000.00</u>
Total	\$50,000.00

BUSINESS INCLUSION PROGRAM (BIP)

For this Contract, the City has set anticipated sub-consultant participation levels of 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Consultants are encouraged, to the extent possible, to maintain these percentages throughout the invoicing for each of the task orders issued under the Contract. As part of the contract requirements, you submitted a List of Potential MBE/WBE/SBE/EBE/DVBE Subconsultants (Exhibit C – Schedule A). Your TO Proposal shall include a completed Task Work Order List of Subconsultants Form (Exhibit C - Schedule B).

NON-COLLUSION AFFIDAVIT

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

PAYMENT MILESTONES

The Consultant shall be compensated based on the satisfactory completion of each report indicated below. A final payment schedule will be issued to the selected Consultant based on the final approved fee proposal.

Consultant Payment Schedule:

Payment 1: Due upon receipt of draft reports and review/approval by City staff

Payment 2: Due upon Presentation of Concept Option and Class "C" Cost Estimate

Payment 3: Due upon receipt of Final Report and review/approval by City staff

SELECTION CRITERIA

Proposals shall be evaluated according to the following criteria:

- 30% Demonstrated ability in the professional services required for scope of work as outlined in TOS.
- 30% Proposals must include detailed information concerning previous experience of the team in preparing similar studies, and provide a client list.
- 30% Value of the services.
- 10% Other qualifications presented in the proposal.

A scoring of proposals by the criteria listed above will be made by project staff to determine the most responsive proposer. The City may ask the most qualified proposers to make a presentation of their project design approach and delivery methodology to the selection committee to better distinguish the most qualified candidate.

The City reserves the right to reject any and all proposals.

CONTACT INFORMATION

All questions and written notices shall be directed by email to the Project Manager shown below. Use email to send questions. Answers will be sent by email to all firms.

Steven Lane, Architect, Project Manager
Bureau of Engineering, Architectural Division
1149 South Broadway, Suite 830
Los Angeles, CA 90015
Tel: (213) 485-4532
Fax: (213) 485-4836
E-mail: steven.lane@lacity.org

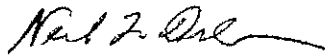
SITE INVESTIGATION AND FURNISHED DOCUMENTS

A MANDATORY pre-proposal job walk will be conducted on (Thursday), March 14, 2019, 10:00am.
The Job Walk will begin in front of the parking lot at 1146 Glendale Blvd, Los Angeles, CA 90026. Street metered parking is available adjacent to the facility.

Three (3) identical hard copies of your proposal, along with an electronic version in Adobe PDF format on either a CD or flash drive shall be delivered by (Friday), March 29, 2019, 3:00pm and addressed to:

Neil L. Drucker, Interim Division Head/Program Manager
Bureau of Engineering, Architectural Division
1149 South Broadway, Suite 830
Los Angeles, CA 90015
Attention: Steven Lane, Architect, Project Manager

Sincerely,



Neil L. Drucker
Interim Division Head/Program Manager
Architectural Division

Attachments:

- Schedule B
- Non-Collusion Affidavit Form

cc: Council District 13 – Christine Peters
CAO – Jacqueline Wagner
CAO – Blair Miller
BOE – Steven Lane