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April 14, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AWARD CONTRACT FOR
CAPITAL IMPROVEMENT PLANS AND RELATED SERVICES FOR
METRO, SOUTH BAY, AND WESTSIDE PLANNING AREAS
(FISRT, SECOND, THIRD, FORTH AND FIFTH DISTRICTS) (3 VOTES)**

SUBJECT

Award contract to AECOM Technical Services, Inc. (Contractor) to prepare the Capital Improvement Plans and Related Services for Metro, South Bay, and Westside Planning Areas.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and instruct the Chair to sign the attached contract with the Contractor, effective the day after your Board's approval, with two six-month renewal options, at a maximum contract sum (MCS) of \$2,750,000 including \$50,000 contingency; and
2. Delegate Authority to the Director of Regional Planning (Director) or her designee to approve and execute amendments to incorporate necessary changes to the contract that do not significantly affect the scope of work, exceed the MCS of \$2,750,000, or change the term of the contract; and to suspend work if, in the opinion of the Director, it is in the best interest of the County to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County General Plan establishes a Planning Areas Framework for the unincorporated areas of Los Angeles County and calls for the preparation of Capital Improvement Plan (CIPs) to identify infrastructure needs, establish priorities, and support funding strategies for each Planning Areas.

With the recent adoption of the Metro, South Bay, and Westside Area Plans, which implement comprehensive land use and zoning updates to accommodate future growth, the County seeks to advance infrastructure planning efforts to support these communities. Preparation of CIPs for these Planning Areas will help ensure consistency with the General Plan and provide a framework for coordinated infrastructure investment.

Approval of the recommended action will authorize the County to retain a consultant to analyze existing and projected infrastructure needs, evaluate costs and financing options, support community engagement, prepare Capital Improvement Plans for the Metro, South Bay, and Westside Planning Areas, and prepare joint programmatic CEQA/NEPA documentation to inform future capital improvement projects and related policy actions. The recommended action does not approve or authorize any specific construction projects; any future projects will be subject to separate review, environmental compliance, and Board approval, as applicable.

Implementation of Strategic Plan Goals

The approval of this contract supports the Los Angeles County Strategic Plan 2024-2030 by advancing focus area goals under North Star 2: Foster vibrant and resilient communities, including Public Health, Sustainability, Economic Health, and Community Connections, and under North Star 3: Realize tomorrow's government today, including Equity-Centered Policies and Practices, Data-Driven Decision Making, Flexible and Efficient Infrastructure, and Internal Controls and Processes. These align with the County's commitment to sustainable, equitable infrastructure planning and effective, inclusive decision-making.

FISCAL IMPACT/FINANCING

The MCS of the contract is \$2,750,000, which is based on the work outlined in the Statement of Work and the price quote from the Contractor. \$2,700,000 of the project will be funded by a grant provided by the U.S. Department of Housing and Urban Development. The \$50,000 contingency will be funded from DRP's operating budget on an as-needed basis.

This contract does not include provisions for Cost-of-Living Adjustments throughout its term.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract (Attachment I) will become effective the day after Board approval and will continue for the initial term until December 31, 2029. At the end of the initial term, the contract may be extended for two six-month option extension.

The contract contains all the latest applicable Board mandated provisions, including those pertaining to consideration of hiring qualified County employees targeted for layoffs, contractor responsibility and debarment, Child Support program, GAIN/GROW participants, Safely Surrendered Baby Law, and the provisions of Paid Jury Service time for the Contractor's employees.

This contract is a non-Prop A contract because it is highly specialized and cannot be performed by County employees. Consequently, there are no departmental employee relations issues, and the contract will not result in a reduction of County services. The award of this Contract will not result in the displacement of any County employees. Furthermore, DRP evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this Agreement.

The Contractor was selected without regard to race, creed, gender, or color.

DRP will not require the Contractor to perform services that exceed the Board-approved contract sum, scope of work, or contract term.

County Counsel has approved the contract as to form.

ENVIRONMENTAL DOCUMENTATION

The services provided through this contract will not have an effect on the environment and therefore, this contract is exempt from CEQA, pursuant to Section 15378 (b) (4) of the CEQA Guidelines.

CONTRACTING PROCESS

Union Notification

Consistent with the provisions of the Memorandums of Understanding between the County and unions, Service Employees International Union Local 721 and California Association of Professional Employees were consulted prior to the release of the Request for Proposal (RFP) and they had no objections with the solicitation.

Solicitation Outreach

The Department of Regional Planning (DRP) initiated a competitive RFP process to solicit the services from qualified consultants. The RFP was released on August 27, 2025, via the County's WebVen system and posted on DRP website.

Proposal Evaluation

One proposal was received by the October 14, 2025, deadline and it met the minimum requirements. A seven-member evaluation committee was formed to evaluate the proposal. The committee was comprised of representatives from DRP and the County of Los Angeles Department of Public Works, Department of Chief Sustainability Office, and Department of Chief Executive Office.

Using the County approved Informed Averaging Method, the committee evaluated the proposal according to the evaluation criteria outlined in the RFP and took into consideration team qualifications, project management, and methodologies. References and the project cost were factored in calculating the final score.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees. Upon the Board approval of this contract, DRP will commence the project.

The Honorable Board of Supervisors

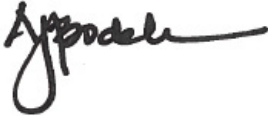
4/14/2026

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CONCLUSION

If you have any questions, please contact Joseph Horvath at (213) 974-6533 or via email at jhorvath@planning.lacounty.gov.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amy Bodek", with a long horizontal flourish extending to the right.

Amy J. Bodek, AICP

Director

AJB:JH:EY:ap

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Office (Christine Frias)
County Counsel



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

AECOM TECHNICAL SERVICES, INC.

FOR

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

APRIL 2026

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STANDARD EXHIBITS

- A** Statement of Work and Attachments
- B** Pricing Schedule
- C** Contractor’s Proposed Schedule
- D** County’s Administration
- E** Contractor’s Administration
- F** Form(s) Required at the Time of Contract Execution
 - F1** Contractor Acknowledgement and Confidentiality Agreement
 - F2** Contractor Non-Employee Acknowledgement and Confidentiality Agreement
- G** Safely Surrendered Baby Law

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
AECOM TECHNICAL SERVICES, INC.**

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

This Contract ("Contract") made and entered into on _____ day of _____, 2026 by and between the County of Los Angeles, hereinafter referred to as "County" and AECOM Technical Services, Inc. , hereinafter referred to as "Contractor". AECOM Technical Services, Inc. is located at 300 South Grand Avenue, 9th Floor, Los Angeles, California 90071.

RECITALS

WHEREAS, the County may contract with private businesses for consultant services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing the services related to the Capital Improvement Plans and Related Services for Metro, South Bay, and Westside Planning Areas; and

WHEREAS, County is authorized by Government Code Section 31000 to contract for such services, including those contemplated herein: and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

WHEREAS, Contractor has submitted a proposal to County for provision of the Capital Improvement Plans and Related Services for Metro, South Bay, and Westside Planning Areas and Contractor has been selected for recommendation for award of this Contract.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A through G are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency will be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

Exhibit A	Statement of Work and Attachments
Exhibit B	Pricing Schedule
Exhibit C	Contractor's Proposed Schedule
Exhibit D	County's Administration
Exhibit E	Contractor's Administration
Exhibit F	Forms Required at the Time of Contract Execution
Exhibit G	Safely Surrendered Baby Law

This Contract constitutes the complete and exclusive statement of understanding between the parties, and supersedes all previous contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract will be valid unless prepared pursuant to Paragraph 8.1 (Amendments) and signed by both parties.

2.0 DEFINITIONS

2.1 Standard Definitions

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein must be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1.1 Board of Supervisors (Board):** The Board of Supervisors of the County acting as governing body.
- 2.1.2 Contract:** This agreement executed between County and Contractor. Included are all supplemental agreements amending or extending the service to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services, and other work.
- 2.1.3 Contractor:** The person or persons, sole proprietor, partnership, joint venture, corporation or other legal entity who has entered into an agreement with the County to perform or execute the work covered by this Contract.

- 2.1.4 **Contractor's Project Manager:** The person designated by the Contractor to administer the Contract operations under this Contract.
- 2.1.5 **County's Project Manager:** Person designated by County's Project Director to manage the operations under this Contract.
- 2.1.6 **County's Contract Monitor:** Person with responsibility to oversee the day-to-day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.1.7 **County's Project Director:** Person designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.
- 2.1.8 **County Observed Holidays:** Days on which County departments are closed for business in observance of significant events. A list of County observed holidays may be found on the County's website <https://lacounty.gov/government/about-la-county/about/>.
- 2.1.9 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.1.10 **Department:** The County of Los Angeles Department of Regional Planning, which is entering into this Contract on behalf of the County of Los Angeles.
- 2.1.11 **Director:** Director of Department.
- 2.1.12 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.1.13 **Statement of Work:** A written description of the work to be performed by Contractor to meet the needs of the County, including special provisions pertaining to the method, frequency, manner, and place of performing the contract services.
- 2.1.14 **Subcontract:** An agreement by the Contractor to employ a subcontractor to provide services to fulfill this Contract.
- 2.1.15 **Subcontractor:** Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of Contractor's performance of this Contract, at any tier, under oral or written agreement.

3.0 WORK

- 3.1 Pursuant to the provisions of this Contract, the Contractor must fully perform, complete and deliver on time, all tasks, deliverables, goods, services and other work as set forth in herein.

- 3.2** If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor must have no claim whatsoever against the County.

4.0 TERM OF CONTRACT

- 4.1** The contract term will commence upon execution by the Board and will expire on December 31, 2029, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

- 4.2** The County will have the sole option to extend this Contract term for two (2) additional six (6) month optional extensions, under which the Contract may be extended through December 31, 2030. Each such extension option may be exercised at the sole discretion of the Director of Regional Planning or his/her designee.

The County maintains a database that track/monitor Contractor performance history. Information entered into the database may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

- 4.3** The Contractor must notify Department when this Contract is within six (6) months of the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor must send written notification to Department at the address herein provided in Exhibit D (County's Administration).

5.0 CONTRACT SUM

5.1 Total Contract Sum

The "Maximum Contract Sum" (MCS) under this Contract will be the total monetary amount that would be payable by the County to the Contractor for providing required work under this Contract for the term. The MCS is \$2,700,000.00, plus \$50,000 contingency for unforeseen additional work.

5.2 Written Approval for Reimbursement

The Contractor will not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, must not occur except with the County's express prior written approval.

5.3 Notification of 75% of Total Contract Sum

The Contractor must maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the

total contract sum under this Contract. Upon occurrence of this event, the Contractor must send written notification to Department at the address herein provided in Exhibit D (County's Administration).

5.4 No Payment for Services Provided Following Expiration-Termination of Contract

The Contractor will have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it must immediately notify County and must immediately repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract will not constitute a waiver of County's right to recover such payment from the Contractor.

5.5 Invoices and Payments

5.5.1 The Contractor must invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A (Statement of Work and Attachments) and elsewhere hereunder. The Contractor must prepare invoices, which will include the charges owed to the Contractor by the County under the terms of this Contract.

5.5.2 The Contractor's invoices must be priced in accordance with Exhibit B (Pricing Schedule). Contractor will be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment will be due to the Contractor for that work.

5.5.3 The Contractor must submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

5.5.4 All invoices under this Contract must be submitted to the following address:

Los Angeles County Department of Regional Planning
320 West Temple Street, 13th Floor
Los Angeles, CA 90012
Attn: LA County Planning Contract
E-mail: contract@planning.lacounty.gov

5.5.5 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event will the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.5.6 Preference Program Enterprises - Prompt Payment Program (if applicable)

Certified Prompt Payment Enterprises (PPEs) will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

5.6 This Section is Intentionally Omitted

5.7 Default Method of Payment: Direct Deposit or Electronic Funds Transfer

- 5.7.1** The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 5.7.2** The Contractor must submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 5.7.3** Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.
- 5.7.4** At any time during the duration of the Contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), will decide whether to approve exemption requests.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

6.1 County's Administration

A listing of all County Administration referenced in the following subparagraphs are designated in Exhibit D (County's Administration). The County will notify the Contractor in writing of any changes as they occur.

6.2 County's Project Director

The role of the County's Project Director may include:

- 6.2.1** Coordinating with Contractor and ensuring Contractor's performance of the Contract; however, in no event will Contractor's obligation to fully

satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and

- 6.2.2** Upon request of the Contractor, providing direction to the Contractor, as appropriate in areas relating to County policy, information requirements, and procedural requirements; however, in no event, will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

6.3 County's Project Manager

The role of the County's Project Manager is authorized to include:

- 6.3.1** Meeting with the Contractor's Project Manager on a regular basis; and
- 6.3.2** Inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

The County's Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

6.4 County's Contract Monitor

The role of the County's Contract Monitor is to oversee the day-to-day administration of this Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby. The County's Contract Monitor reports to the County's Project Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 Contractor's Administration

A listing of all of Contractor's Administration referenced in the following paragraphs is designated in Exhibit E (Contractor's Administration). The Contractor will notify the County in writing of any changes as they occur.

7.2 Contractor's Project Manager

- 7.2.1** The Contractor's Project Manager is designated in Exhibit E (Contractor's Administration). The Contractor must notify the County in writing of any change to Exhibit E (Contractor's Administration), as changes occur.
- 7.2.2** The Contractor's Project Manager will be responsible for the Contractor's day-to-day activities as related to this Contract and will meet and coordinate with County's Project Manager and County's Project Monitor on a regular basis.

7.3 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 This Section is Intentionally Omitted

7.5 Background and Security Investigations

7.5.1 Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, must undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but will not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under the Contract. Contractor must comply with County's request at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.5.2 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.5.3 These terms will also apply to subcontractors of County contractors.

7.5.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.5 will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

7.6.1 Contractor must maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

- 7.6.2** Contractor must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph will be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.
- 7.6.3** Contractor must inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.
- 7.6.4** Contractor must sign and adhere to the provisions of Exhibit F1 (Contractor Acknowledgement and Confidentiality Agreement).

Contractor will cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of Exhibit F2 (Contractor Non-Employee Acknowledgment and Confidentiality Agreement).

8.0 STANDARD TERMS AND CONDITIONS

8.1 Amendments

- 8.1.1** For any change which affects the scope of work, contract term, contract sum, payments, or any term or condition included under this Contract, an amendment to the Contract must be prepared and executed by the Contractor and by the Director of Regional Planning or his/her designee OR it may have to be executed by the Board.
- 8.1.2** The County's Board or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board or Chief Executive Officer. To implement such changes, an Amendment

to the Contract must be prepared and executed by the Contractor and by the Director of Regional Planning.

- 8.1.3** The Director of Regional Planning or his/her designee, may at their sole discretion, authorize extensions of time as defined in Paragraph 4.0 (Term of Contract). The Contractor agrees that such extensions of time will not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract must be prepared and executed by the Contractor and by Board.

8.2 Assignment and Delegation/Mergers or Acquisitions

- 8.2.1** The Contractor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.

- 8.2.2** The Contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this paragraph, County consent will require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.

- 8.2.3** Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County will be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 Authorization Warranty

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and

that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 Budget Reductions

In the event that the County's Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract will also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor must continue to provide all of the services set forth in this Contract.

8.5 Complaints

The Contractor must develop and maintain operating procedures for receiving, investigating and responding to complaints.

8.5.1 Complaint Procedures

- Within five (5) business days after the Contract effective date, the Contractor must provide the County with the Contractor's procedures for receiving, investigating and responding to user complaints.
- The County will review the Contractor's procedures and provide the Contractor with approval of said procedures or with requested changes.
- If the County requests changes in the Contractor's procedures, the Contractor must make such changes and resubmit the procedures within five (5) business days for County approval.
- If, at any time, the Contractor wishes to change the Contractor's procedures, the Contractor must submit proposed changes to the County for approval before implementation.
- The Contractor must preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.
- Copies of all written responses must be sent to the County's Project Manager within five (5) business days of mailing to the complainant.

8.6 Compliance with Applicable Laws

8.6.1 In the performance of this Contract, Contractor must comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 Contractor must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph will be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7 Compliance with Civil Rights Laws

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Additionally, Contractor certifies to the County:

8.7.1 That Contractor has a written policy statement prohibiting discrimination in all phases of employment.

8.7.2 That Contractor periodically conducts a self-analysis or utilization analysis of its work force.

8.7.3 That Contractor has a system for determining if its employment practices are discriminatory against protected groups.

8.7.4 Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

8.8 Compliance with the County's Jury Service Program

8.8.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in [Sections 2.203.010 through 2.203.090 of the Los Angeles County Code](#).

8.8.2 Written Employee Jury Service Policy

- Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program ([Section 2.203.020 of the County Code](#)) or that the Contractor qualifies for an exception to the Jury Service Program ([Section 2.203.070 of the County Code](#)), the Contractor must have and adhere to a written policy that provides that its Employees will receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
- For purposes of this paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor will also be subject to the provisions of this paragraph. The provisions of this paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program must be attached to the Contract.

- If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its “exception status” from the Jury Service Program, and the Contractor must immediately notify the County if the Contractor at any time either comes within the Jury Service Program’s definition of “Contractor” or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County’s satisfaction that the Contractor either continues to remain outside of the Jury Service Program’s definition of “Contractor” and/or that the Contractor continues to qualify for an exception to the Program.
- Contractor’s violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.9 Conflict of Interest

8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing contract, and no spouse or economic dependent of such employee, will be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder will in any way participate in the County’s approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County’s approval or ongoing evaluation of such work.

8.9.2 The Contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it must immediately make full written disclosure of such facts to the County. Full written disclosure must include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph will be a material breach of this Contract.

8.10 Consideration of Hiring County Employees Targeted for Layoffs or are on a County Re-Employment List

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor must give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 Consideration of Hiring GAIN/START Participants

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements to: gainstart@dpss.lacounty.gov and BServices@opportunity.lacounty.gov and DPSS will refer qualified GAIN/START job candidates.

8.11.2 In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

8.12 Contractor Responsibility and Debarment

8.12.1 Responsible Contractor

A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.12.3 Non-responsible Contractor

The County may debar a contractor if the Board finds, in its discretion, that the Contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

- If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
- After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management;

3) material evidence discovered after debarment was imposed; or
4) any other reason that is in the best interests of the County.

- The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) the Contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.5 Subcontractors of Contractor

These terms will also apply to subcontractors of County contractors.

8.13 Contractor's Acknowledgement and Notice to its Employees of the Safely Surrendered Baby Law

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor must notify and provide to its employees, and will require each Subcontractor to notify and provide to its employees, a [Fact Sheet](#) regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and information on where and how to safely surrender a baby. Additionally, the Contractor understands that it is the County's policy to encourage all County contractors to voluntarily post the County's "[Safely Surrendered Baby Law Poster](#)" (available in [English/Spanish/Chinese/Korean](#)) in a prominent position at the Contractor's place of business. The Contractor will also encourage its subcontractors, if any, to post this poster in a prominent position in the subcontractor's place of business.

The Contractor, and its subcontractor(s), can access posters and other program material at babysafela.org.

8.14 Contractor's Warranty of Adherence to County's Child Support Compliance Program

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program ([County Code Chapter 2.200](#)) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and will during the term of this Contract, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 County's Quality Assurance Plan

The County or its agent(s) will monitor the Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 Damage to County Facilities, Buildings or Grounds

8.16.1 The Contractor will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs must be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.16.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs must be repaid by the Contractor by cash payment upon demand.

8.17 Employment Eligibility Verification

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor must obtain from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor must retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor must indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 Counterparts and Electronic Signatures and Representations

This Contract may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same Contract. The facsimile, email or electronic signature of the parties will be deemed to constitute original signatures, and facsimile or electronic copies hereof will be deemed to constitute duplicate originals.

The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Paragraph 8.1 (Amendments) and received via communications facilities (facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

8.19 Fair Labor Standards

The Contractor must comply with all applicable provisions of the Federal Fair Labor Standards Act and must indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 Force Majeure

- 8.20.1** Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this paragraph as "force majeure events").
- 8.20.2** Notwithstanding the foregoing, a default by a subcontractor of Contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor will not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this subparagraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.
- 8.20.3** In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 Governing Law, Jurisdiction, and Venue

This Contract will be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County.

8.22 Independent Contractor Status

- 8.22.1** This Contract is by and between the County and the Contractor and is not intended, and must not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party must not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.22.2** The Contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other

compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor must adhere to the provisions stated in Paragraph 7.6 (Confidentiality).

8.23 Indemnification

The Contractor must indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (County Indemnitees) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County indemnitees.

8.24 General Provisions for all Insurance Coverage

8.24.1 Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor must provide and maintain at its own expense insurance coverage satisfying the requirements specified in Paragraphs 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.2 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, must be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates must be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any

required contractor and/or sub-contractor insurance policies at any time.

- Certificates must identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate must match the name of the contractor identified as the contracting party in this Contract. Certificates must provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.
- Certificates and copies of any required endorsements must be sent to:

County of Los Angeles
Department of Regional Planning
320 West Temple Street, 13th Floor
Los Angeles, CA 90012
Attention: LA County Planning Contract
E-mail: contract@Planning.lacounty.gov

- Contractor also must promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also must promptly notify County of any third-party claim or suit filed against Contractor or any of its subcontractors which arises from or relates to this Contract and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.3 Additional Insured Status and Scope of Coverage

The County, its Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively County and its Agents) must be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and

its Agents additional insured status will apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also must apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.4 Cancellation of or Changes in Insurance

Contractor must provide County with, or Contractor's insurance policies must contain a provision that County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.5 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.24.6 Insurer Financial Ratings

Coverage must be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.7 Contractor's Insurance Must Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, must be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage must be in excess of and not contribute to any Contractor coverage.

8.24.8 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the

Required Insurance for any loss arising from or relating to this Contract. The Contractor must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.9 Subcontractor Insurance Coverage Requirements

Contractor must include all subcontractors as insureds under Contractor's own policies or must provide County with each subcontractor's separate evidence of insurance coverage. Contractor will be responsible for verifying each subcontractor complies with the Required Insurance provisions herein and must require that each subcontractor name the County and Contractor as additional insureds on the subcontractor's General Liability policy. Contractor must obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

8.24.10 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies will not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond must be executed by a corporate surety licensed to transact business in the State of California.

8.24.11 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date must precede the effective date of this Contract. Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.12 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.13 Separation of Insureds

All liability policies must provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.14 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents must be designated as an Additional Covered Party under any approved program.

8.24.15 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 Insurance Coverage

8.25.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.25.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.25.3 Workers Compensation and Employers' Liability insurance or qualified self- insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also must include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.25.4 Professional Liability-Errors and Omissions

Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million dollars (\$1,000,000) per claim and \$2 million dollars (\$2,000,000) aggregate. Further, Contractor understands and agrees it must maintain such coverage for a period of not less than three (3) years following this Contract's expiration, termination or cancellation.

8.26 Liquidated Damages

8.26.1 If, in the judgment of the Director, or their designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or their designee, at their option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or their designee, in a written notice describing the reasons for said action.

8.26.2 If the Director, or their designee, determines that there are deficiencies in the performance of this Contract that the Director, or their designee, deems are correctable by the Contractor over a certain time span, the Director, or their designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or their designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is one hundred dollars (\$100) per day per infraction, or as specified in Attachment 2 (Performance Requirements Summary (PRS)) Chart of Exhibit A (Statement of Work and Attachments) hereunder, and that the Contractor will be liable to the County for liquidated damages in said amount. Said amount will be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in Paragraph 8.26.2 must not be construed as a penalty, but as adjustment of payment to the Contractor to recover the

County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This Paragraph must not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or Paragraph 8.26.2, and must not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.27 Most Favored Public Entity

If the Contractor's prices decline or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices must be immediately extended to the County.

8.28 Nondiscrimination and Affirmative Action

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti discrimination laws and regulations.

8.28.2 Contractor certifies to the County each of the following:

- That Contractor has a written policy statement prohibiting discrimination in all phases of employment.
- That Contractor periodically conducts a self-analysis or utilization analysis of its work force.
- That Contractor has a system for determining if its employment practices are discriminatory against protected groups.
- Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

8.28.3 The Contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 8.28.4** The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- 8.28.5** The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.28.6** The Contractor will allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by the County.
- 8.28.7** If the County finds that any provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Civil Rights Department or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations will constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.
- 8.28.8** The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 Non Exclusivity

Nothing herein is intended nor will be construed as creating any exclusive arrangement with the Contractor. This Contract will not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party must, within one (1) business

day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.31 Notice of Disputes

The Contractor must bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Director or designee will resolve it.

8.32 Notice to Employees Regarding the Federal Earned Income Credit

The Contractor must notify its employees, and will require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice must be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.33 Notices

All notices or demands required or permitted to be given or made under this Contract must be in writing and will be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits D (County's Administration) and E (Contractor's Administration). Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Director or designee will have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.34 Prohibition Against Inducement or Persuasion

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party will in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.35 Public Records Act

8.35.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Paragraph 8.37 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records except for those documents determined to be non-disclosable or exempt pursuant to [California Government Code sections 7921.000 et seq.](#) and which are marked "trade secret",

“confidential”, or “proprietary”. The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.35.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.36 Publicity

8.36.1 The Contractor must not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County will not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor must develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor will not, and will not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County’s Project Director.

8.36.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County, provided that the requirements of this Paragraph 8.37 (Publicity) will apply.

8.37 Record Retention and Inspection-Audit Settlement

8.37.1 The Contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor must also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by the Contractor and will

be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material must be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside of Los Angeles County, then, at the County's option, the Contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.37.2 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor must file a copy of such audit report with the County's Auditor Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s)

8.37.3 Failure on the part of the Contractor to comply with any of the provisions of this subparagraph will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.37.4 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference must be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference will be paid to the Contractor by the County by cash payment, provided that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.38 Recycled Bond Paper

Consistent with the Board policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.39 Subcontracting

8.39.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt

by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.39.2 If the Contractor desires to subcontract, the Contractor must provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor.
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.39.3 The Contractor must indemnify, defend, and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the Contractor employees.

8.39.4 The Contractor will remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.39.5 The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.

8.39.6 The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor must forward a fully executed subcontract to the County for their files.

8.39.7 The Contractor will be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.39.8 The Contractor must obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. Before any subcontractor employee may perform any work hereunder, Contractor must ensure delivery of all such documents to:

Los Angeles County Department of Regional Planning
320 West Temple Street, 13th Floor
Los Angeles, CA 90012
Attn: Contract Manager

8.40 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of the Contractor to maintain compliance with the requirements set forth in Paragraph 8.14 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice will be grounds upon which the County may terminate this Contract pursuant to Paragraph 8.42 (Termination for Default) and pursue debarment of the Contractor, pursuant to [County Code Chapter 2.202](#).

8.41 Termination for Convenience

8.41.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder will be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than ten (10) days after the notice is sent.

8.41.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor must stop work under this Contract on the date and to the extent specified in such notice.

8.41.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract must be maintained by the Contractor in accordance with Paragraph 8.37 (Record Retention and Inspection-Audit Settlement).

8.42 Termination for Default

8.42.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.42.2 In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.42.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor will be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor will continue the performance of this Contract to the extent not terminated under the provisions of this paragraph.

8.42.3 Except with respect to defaults of any subcontractor, the Contractor will not be liable for any such excess costs of the type identified in Paragraph 8.42.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

8.42.4 If, after the County has given notice of termination under the provisions of Paragraph 8.42 (Termination for Default) it is determined by the County that the Contractor was not in default under the provisions of Paragraph 8.42 (Termination for Default) or that the default was excusable under the provisions of subparagraph 8.42.3, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph 8.41 (Termination for Convenience).

8.42.5 The rights and remedies of the County provided in this Paragraph 8.42 (Termination for Default) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.43 Termination for Improper Consideration

8.43.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County

officer, employee, or agent with the intent of securing the Contract or securing favorable treatment with respect to the award, amendment, or extension of the Contract or the making of any determinations with respect to the Contractor's performance pursuant to the Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.43.2 The Contractor must immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>.

8.43.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8.44 Termination for Insolvency

8.44.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor will be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.44.2 The rights and remedies of the County provided in this Paragraph 8.44 (Termination for Insolvency) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.45 Termination for Non-Adherence of County Lobbyist Ordinance

The Contractor, and each County Lobbyist or County Lobbying firm as defined in [County Code Section 2.160.010](#) retained by the Contractor, must fully comply with the County's Lobbyist Ordinance, [County Code Chapter 2.160](#). Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.46 Termination for Non-Appropriation of Funds

Notwithstanding any other provision of this Contract, the County will not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30 of the last fiscal year for which funds were appropriated. The County will notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.47 Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

8.48 Waiver

No waiver by the County of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver thereof. The rights and remedies set forth in this paragraph 8.49 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.49 Warranty Against Contingent Fees

8.49.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.49.2 For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.50 Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the

term of this contract will maintain compliance, with [Los Angeles County Code Chapter 2.206](#).

8.51 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" will constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within ten (10) days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to [Los Angeles County Code Chapter 2.206](#).

8.52 Time Off for Voting

The Contractor must notify its employees and must require each subcontractor to notify and provide to its employees, information regarding the time off for voting law ([Elections Code Section 14000](#)). Not less than ten (10) days before every statewide election, every contractor and subcontractors must keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of [Section 14000](#).

8.53 Compliance with County's Zero Tolerance Policy on Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County will require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

8.54 This Section is Intentionally Omitted

8.55 Compliance with Fair Chance Employment Hiring Practices

Contractor, and its subcontractors, must comply with fair chance employment hiring practices set forth in [California Government Code Section 12952 and Chapter 8.300 of the Los Angeles County Code \(Fair Chance Ordinance for Employers\)](#). Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

8.56 Compliance with the County Policy of Equity

The Contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The Contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The Contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the Contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the Contractor to termination of contractual agreements as well as civil liability.

8.57 Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract.

8.58 Injury and Illness Prevention Program

Contractor will be required to comply with the State of California's Cal OSHA's regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

8.59 Campaign Contribution Prohibition Following Final Decision in Contract Proceeding

Pursuant to [Government Code Section 84308](#), Contractor and its Subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Contract. Failure to comply with the provisions of [Government Code Section 84308](#) and of this paragraph, may be a material breach of this Contract as determined in the sole discretion of the County.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 This Section is Intentionally Omitted

9.2 Ownership of Materials, Software and Copyright

9.2.1 County will be the sole owner of all right, title and interest, including copyright, in and to all software, plans, diagrams, facilities, and tools (hereafter "materials") which are originated or created through the Contractor's work pursuant to this Contract. The Contractor, for valuable consideration herein provided, must execute all documents necessary to assign and transfer to, and vest in the County all of the Contractor's right, title and interest in and to such original materials, including any copyright, patent and trade secret rights which arise pursuant to the Contractor's work under this Contract.

9.2.2 During the term of this Contract and for five (5) years thereafter, the Contractor must maintain and provide security for all of the Contractor's working papers prepared under this Contract. County will have the right to inspect, copy and use at any time during and subsequent to the term of this Contract, any and all such working papers and all information contained therein.

9.2.3 Any and all materials, software and tools which are developed or were originally acquired by the Contractor outside the scope of this Contract, which the Contractor desires to use hereunder, and which the Contractor considers to be proprietary or confidential, must be specifically identified by the Contractor to the County's Project Manager as proprietary or confidential, and must be plainly and prominently marked by the Contractor as "Proprietary" or "Confidential" on each appropriate page of any document containing such material.

9.2.4 The County will use reasonable means to ensure that the Contractor's proprietary and/or confidential items are safeguarded and held in confidence. The County agrees not to reproduce, distribute or disclose to non-County entities any such proprietary and/or confidential items without the prior written consent of the Contractor.

9.2.5 Notwithstanding any other provision of this Contract, the County will not be obligated to the Contractor in any way under subparagraph 9.2.4 for any of the Contractor's proprietary and/or confidential items which are not plainly and prominently marked with restrictive legends as required by subparagraph 9.2.3 or for any disclosure which the County is required to make under any state or federal law or order of court.

9.3 Patent, Copyright and Trade Secret Indemnification

9.3.1 The Contractor must indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by

reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the Contractor's work under this Contract. County will inform the Contractor as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure, and will support the Contractor's defense and settlement thereof.

9.3.2 In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim, or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, the Contractor, at its sole expense, and providing that County's continued use of the system is not materially impeded, must either:

- Procure for County all rights to continued use of the questioned equipment, part, or software product; or
- Replace the questioned equipment, part, or software product with a non-questioned item; or
- Modify the questioned equipment, part, or software so that it is free of claims.

9.3.3 The Contractor will have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by the Contractor, in a manner for which the questioned product was not designed nor intended.

9.4 Data Destruction

Contractor(s) that have maintained, processed, or stored the County data and/or information, implied or expressed, have the sole responsibility to certify that the data and information have been appropriately destroyed consistent with the National Institute of Standards and Technology (NIST) Special Publication SP 800-88 titled Guidelines for Media Sanitization. Available at:

<http://csrc.nist.gov/publications/PubsDrafts.html#SP-800-88 Rev.%201>

The data and/or information may be stored on purchased, leased, or rented electronic storage equipment (e.g., printers, hard drives) and electronic devices (e.g., servers, workstations) that are geographically located within the County, or external to the County's boundaries. The County must receive within ten (10) business days, a signed document from Contractor(s) that certifies and validates the data and information were placed in one or more of the following stored states: unusable, unreadable, and/or indecipherable.

Contractor(s) must certify that any County data stored on purchased, leased, or rented electronic storage equipment and electronic devices, including, but not limited to printers, hard drives, servers, and/or workstations are destroyed

consistent with the current National Institute of Standard and Technology (NIST) Special Publication SP-800-88, Guidelines for Media Sanitization. Contractor(s) must provide County with written certification, within ten (10) business days of removal of any electronic storage equipment and devices that validates that any and all County data was destroyed and is unusable, unreadable, and/or indecipherable.

9.5 This Section is Intentionally Omitted

9.6 Local Small Business Enterprise (LSBE) Preference Program

9.6.1 This Contract is subject to the provisions of the County's ordinance entitled LSBE Preference Program, as codified in [Chapter 2.204 of the Los Angeles County Code](#).

9.6.2 The Contractor will not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a LSBE.

9.6.3 The Contractor will not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a LSBE.

9.6.4 If the Contractor has obtained certification as a LSBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, will:

- Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
- In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and
- Be subject to the provisions of [Chapter 2.202 of the Los Angeles County Code](#) (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Economic Opportunity of this information prior to responding to a solicitation or accepting a contract award.

9.7 Social Enterprise (SE) Preference Program

9.7.1 This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in [Chapter 2.205 of the Los Angeles County Code](#).

9.7.2 Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.

9.7.3 Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.

9.7.4 If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor will:

- Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
- In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the contract; and
- Be subject to the provisions of [Chapter 2.202 of the Los Angeles County Code](#) (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties will also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Economic Opportunity of this information prior to responding to a solicitation or accepting a contract award.

9.8 Disabled Veteran Business Enterprise (DVBE) Preference Program

9.8.1 This Contract is subject to the provisions of the County's ordinance entitled DVBE Preference Program, as codified in [Chapter 2.211 of the Los Angeles County Code](#).

9.8.2 Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in

fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.

9.8.3 Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.

9.8.4 If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor will:

- Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
- In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
- Be subject to the provisions of [Chapter 2.202 of the Los Angeles County Code](#) (Determinations of Contractor Non-responsibility and Contractor Debarment).

Notwithstanding any other remedies in this Contract, the above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Economic Opportunity of this information prior to responding to a solicitation or accepting a contract award.

10.0 Survival

In addition to any terms and conditions of this Contract that expressly survive expiration or termination of this Contract by their terms, the following provisions will survive the expiration or termination of this Contract for any reason:

Paragraph 1.0	Applicable Documents
Paragraph 2.0	Definitions
Paragraph 3.0	Work
Paragraph 5.4	No Payment for Services Provided Following Expiration-Termination of Contract

Paragraph 7.6	Confidentiality
Paragraph 8.1	Amendments
Paragraph 8.2	Assignment and Delegation/Mergers or Acquisitions
Paragraph 8.6	Compliance with Applicable Law
Paragraph 8.19	Fair Labor Standards
Paragraph 8.20	Force Majeure
Paragraph 8.21	Governing Law, Jurisdiction, and Venue
Paragraph 8.23	Indemnification
Paragraph 8.24	General Provisions for all Insurance Coverage
Paragraph 8.25	Insurance Coverage
Paragraph 8.26	Liquidated Damages
Paragraph 8.33	Notices
Paragraph 8.37	Record Retention and Inspection-Audit Settlement
Paragraph 8.41	Termination for Convenience
Paragraph 8.42	Termination for Default
Paragraph 8.47	Validity
Paragraph 8.48	Waiver
Paragraph 8.57	Prohibition from Participation in Future Solicitation
Paragraph 8.59	Campaign Contribution Prohibition Following Final Decision in Contract Proceeding
Paragraph 9.2	Ownership of Materials, Software and Copyright
Paragraph 9.3	Patent, Copyright and Trade Secret Indemnification
Paragraph 10.0	Survival

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR

AECOM TECHNICAL SERVICES, INC.

By *D. Weber* Deanna Weber

Name

Authorized Signatory, Vice President

Title

COUNTY OF LOS ANGELES

By _____

Chair, Board of Supervisors

ATTEST:

EDWARD YEN

Executive Officer of the
Board of Supervisors of the
County of Los Angeles

By _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By *Kathy Park*

Deputy County Counsel

STATEMENT OF WORK AND ATTACHMENTS

EXHIBIT A

STATEMENT OF WORK

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1.0 STATEMENT OF WORK

- 1.1 Objectives:** The County of Los Angeles (County) seeks a qualified consultant or team of consultants (“Consultant”) to provide the following services related to the unincorporated communities within the **Metro Planning Area, South Bay Planning Area, and Westside Planning Area** as described in the County General Plan (Project): 1) prepare an analysis of existing and projected infrastructure needs; 2) prepare an analysis of costs and identify financing options based on existing and projected needs; 3) support County staff and community based organizations-led community engagement and produce public information materials for the Project; 4) prepare a Capital Improvement Plan (CIP) for each Planning Area, informed by the aforementioned analyses, County staff and agency/service provider input, and community engagement; and 5) prepare a joint programmatic California Environmental Quality Act (“CEQA”)/National Environmental Policy Act (“NEPA”) document for each CIP and any concurrent amendments to the General Plan and the County Zoning Code prepared by County staff.

Background: The General Plan is the foundational document for land use and growth for the unincorporated areas of Los Angeles County. It includes the Planning Areas Framework, which divides Los Angeles County into 11 Planning Areas. One goal of the General Plan is to prepare a CIP for each of the 11 Planning Areas to secure funding and set priorities for addressing infrastructure needs. With the recent completion of the Metro Area Plan, South Bay Area Plan, and the Westside Area Plan, which are components of the General Plan, there is an opportunity for the County to plan for the infrastructure needs of these areas. All three area plans implement an ambitious rezoning program to accommodate over 28,644 by-right units (17,755 in the Metro Planning Area, 5,361 in the South Bay Planning Area, and 5,548 in the Westside Planning Area). The CIPs shall be consistent with the General Plan.

- 1.2** The County of Los Angeles (LA County Planning, Chief Executive Office, Department of Economic Opportunity, Chief Sustainability Office, and Public Works) seeks to develop CIPs to plan for public infrastructure for each of the Planning Areas. Public infrastructure must be designed to mitigate future risk conditions (i.e., increasing temperatures and extreme heat, inland and coastal flooding and sea level rise, wildfires, and drought). The CIPs should, at a minimum, plan for the following types of **public infrastructure** to be implemented over **5-10 years: sewer; mobility/transportation; water systems; stormwater management; and energy (power).**

The Project will cover the following unincorporated communities (as identified in the attached maps (Appendix A – Exhibit A-1, Exhibit A-2, and Exhibit A-3).

Note that while the Planning Areas include both incorporated and unincorporated communities, the Project is primarily focused on unincorporated communities. The Project will include coordination with adjacent cities as needed for the purposes of study and to promote continuity/connectivity of infrastructure and services.

Metro

The **Metro Planning Area (Exhibit A-1)**, located at the geographic center of Los Angeles County, comprises seven unincorporated communities: East Los Angeles, East Rancho Dominguez, Florence-Firestone, Walnut Park, West Athens-Westmont, West Rancho Dominguez-Victoria, and Willowbrook. Covering 21.34 square miles and home to over 310,000 residents, this Planning Area is known for its rich cultural heritage. The Metro Area's proximity to Downtown Los Angeles shapes its diverse character, blending industrial, commercial, and residential land uses. Additionally, the area has extensive public transit options, including a robust network of bus services and rail lines.

The Metro Area Plan (MAP), which was adopted by the County of Los Angeles Board of Supervisors (BOS) on May 21, 2024, is a long-range planning document that provides a policy framework for how and where the seven unincorporated communities within the Metro Area will grow over the next 15 years, while celebrating the culture and history of these communities. It streamlines and updates existing County regulations in these communities to encourage more housing development and multi-modal transportation.

South Bay

The **South Bay Planning Area (Exhibit A-2)** is located in the southwest corner of Los Angeles County and consists of the unincorporated communities of Alondra Pak/El Camino Village, Del Aire, Hawthorne Island, La Rambla, Lennox, West Carson, Westfield/Academy Hills, and Wiseburn. The unincorporated communities in the Planning Area total approximately 6.84 square miles, with a population of approximately 68,025 residents according to the 2020 Census data. Each community has a distinct character and identity, with several sharing common socioeconomic features influenced by broader political, planning, and demographic factors. The Planning Area consists of mostly urbanized land anchored by a diverse mix of industries, including aerospace, technology, and the movement of goods, all of which impact the Planning Area's communities. The area exhibits the characteristics of typical urban/suburban auto-oriented development, including single-family residences, commercial centers that create "islands" with large surface parking, and commercial strips that run along major transportation arterials. The proximity to major transport hubs like the Los Angeles International Airport (LAX) and the ports of Long Beach and Los Angeles

contributes to the local economy while presenting environmental and planning obstacles for the Planning Area.

The SBAP, which was adopted by the BOS on March 11, 2025, focuses on the unique needs and characteristics of the Planning Area's eight unincorporated communities. The purpose of the Area Plan is to enhance, guide, and support the long-term growth, development, and maintenance of these communities. The Area Plan consists of areawide goals and policies on land use, mobility, open space, public services, economic development, and historic preservation. Community-specific goals and policies for each community are also established in the Area Plan. As part of the SBAP Project, changes were made to the General Plan Land Use Policy Map to accommodate growth near major transit stops and along major corridors.

Westside

The **Westside Planning Area (Exhibit A-3)** is located in the western portion of the County and covers the coastal communities, including Marina del Rey. With a population of approximately 32,000, the Planning Area includes seven unincorporated communities totaling approximately 7.4 square miles, which encompasses the eastern extension of the Santa Monica Mountains to the north and is bounded by the Pacific Ocean to the west, Los Angeles International Airport to the south, and an irregularly shaped boundary generally running along Eastern Avenue, Centinela Boulevard, Crenshaw Boulevard, and the 405 freeway to the east. The communities are predominantly residential neighborhoods and commercial corridors and centers, civic and educational facilities, parks, and open spaces. The seven unincorporated communities within the Planning Area are: Ladera Heights, View Park and Windsor Hills; Marina del Rey; Ballona Wetlands; and Westside Islands, which includes West Los Angeles (Sawtelle Veterans Affairs [VA]), Unincorporated Del Rey, Franklin Canyon, and Gilmore Island.

The WSAP, which was adopted by the BOS on March 11, 2025, directs future development and land use decisions to achieve a shared vision for the built environment within the Planning Area. It promotes active, healthy, and safe intergenerational neighborhoods where residents are well connected to great places to live, work, shop, recreate, and gather; fosters economic vitality while serving local needs; protects and preserves natural resources and open spaces; and supports sustainable mobility options in an enhanced built environment. The WSAP includes amendments to the General Plan Land Use Policy Map to implement the Area Plan's and General Plan's goals to increase housing diversity, increase commercial and mixed-use options along major corridors and near transit, bring diverse land uses in proximity to residential neighborhoods, promote transit use and active transportation for walkable communities, and focus growth in areas with existing infrastructure while preserving the community's character and culture.

During background research and community engagement for the MAP, SBAP, and WSAP, the communities expressed a general concern over the lack of infrastructure to support the recent rezonings to increase residential densities. Also, highlighted was the need for enhancements to active transportation infrastructure to ensure improved access and safety for pedestrians, cyclists, and other non-motorized travelers. Also highlighted were the need for road maintenance for deteriorating sidewalks and streets, and a need for infrastructure to help ease traffic congestion and address the limited availability of parking.

For the environmental analyses, this project will require a joint CEQA and NEPA document for each CIP. NEPA is required due to federal funding (HUD PRO-Housing). The analyses may be tiered based on prior Program Environmental Impact Reports, as applicable.

1.3 Scope of Work: The Consultant shall assist the County in the following six primary areas:

- Project Management
- Infrastructure Analysis for each Planning Area
- Cost Analysis for each Planning Area
- Community Engagement/Public Information Assistance for each Planning Area
- CIPs for each Planning Area
- Environmental Analysis/CEQA and NEPA Compliance for each CIP, and any concurrent amendments to the General Plan, Area Plan, Land Use Policy Map, Zoning Code, and Zoning Map prepared by County staff.

With the exception of the hardcopies described in Section F., the County anticipates that all deliverables listed in this Scope of Work will be submitted in digital format (MS Word and pdf).

A. Project Management

Project management shall be an ongoing task for the Consultant during the term of the Project. The Consultant shall work with the County Project Manager from LA County Planning on Project Management. The Consultant shall use standardized and proven accounting methods of tracking the Project's progress and budget, ensuring that the schedule is maintained, the budget is adhered to, and appropriate staff is assigned. The Consultant shall attend weekly coordination meetings and participate in conference calls with the County. The Consultant will maintain regular communication with the County Project Manager and others through email, Microsoft Teams, telephone, and an update/coordination method such as monthly or bi-monthly conference calls, agendas, meeting notes, etc.

Task A.1 Kick-off Meeting

Attend an initial meeting with the County for an overview of the County process and expectations, and to discuss the tasks and schedule. The County shall provide a list of key policy and plan documents and available data that shall be considered in developing the Project.

Task A.2 Project Timeline

Develop a detailed project milestones timeline for the Project, with an overall target Board adoption date for all CIPs by July 2029. The County anticipates the following schedule:

Date	Metro	South Bay	Westside
March 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 FEIR/EIS		
June-October 2028	Public Review Draft CIPs/Public Hearing Draft CIPs		
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

Note: Community engagement activities of varying types and scales will occur throughout project timeline.

Task A.3 Quality Control of Reports and Documents

Establish a quality control process for the review of draft and final deliverables to ensure consistency and high-quality work products. **Task A.4 Weekly Coordination Meetings**

Attend weekly coordination meetings and maintain regular communication with the County Project Manager through email, Microsoft Teams, telephone, and an update/coordination method such as monthly or bi-monthly conference calls, agenda, meeting notes, etc.

Deliverables:

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

B. Infrastructure Analysis

Task B.1 Metro

The Consultant shall prepare an Infrastructure Analysis for the Metro Planning Area that evaluates sewer, mobility/transportation, water systems, stormwater management, and energy (power) infrastructure, with considerations for community hazard risks and mitigation needs; and consist of the following:

- Inventory of applicable plans and planned projects
- Inventory of existing infrastructure and providers
- Overview of related or complementary public infrastructure that is not within the scope of the Project, such as parks, libraries, telecommunications, etc.
- Analysis of existing infrastructure needs
Analysis of projected infrastructure needs

Deliverables:

Draft and Final versions of the Infrastructure Analysis. Note: The Analysis will be included as an appendix to the CIP for the Metro Planning Area.

Task B.2 South Bay

The Consultant shall prepare an Infrastructure Analysis for the South Bay Planning Area, which should analyze sewer, mobility/transportation, water systems, stormwater management, and energy (power) infrastructure, with considerations for community hazard risks and mitigation needs; and consist of the following:

- Inventory of applicable plans and planned projects
- Inventory of existing infrastructure and providers
- Overview of related or complementary public infrastructure that is not within the scope of the Project, such as parks, libraries, telecommunications, etc.
- Analysis of existing infrastructure needs
- Analysis of projected infrastructure needs

Deliverables:

Draft and Final versions of the Infrastructure Analysis. Note: The Analysis will be included as an appendix to the CIP for the South Bay Planning Area.

Task B.3 Westside

The Consultant shall prepare an Infrastructure Analysis for the Westside Planning Area, which should analyze sewer, mobility/transportation, water systems, stormwater management, and energy (power) infrastructure, with considerations for community hazard risks and mitigation needs; and consist of the following:

- Inventory of applicable plans and planned projects
- Inventory of existing infrastructure and providers
- Overview of related or complementary public infrastructure that is not within the scope of the Project, such as parks, libraries, telecommunications, etc.
- Analysis of existing infrastructure needs
- Analysis of projected infrastructure needs

Deliverables:

Draft and Final versions of the Infrastructure Analysis. Note: The Analysis will be included as an appendix to the CIP for the Westside Planning Area.

Cost Analysis

Task C.1 Metro

The Consultant shall prepare a Cost Analysis for the Metro Planning Area, which should consist of the following:

- Identification of cost estimating methodology and assumptions
- Analysis of rough order of magnitude (ROM) costs, based on existing and projected needs identified in the Infrastructure Analysis (Task B.1)
- Analysis of costs and identification of financing options based on existing and projected needs
- Inventory of applicable financing tools and funding sources

Deliverables:

Draft and Final versions of the Cost Analysis. Note: The Analysis will be included as an appendix to the CIP for the Metro Planning Area.

Task C.2 South Bay

The Consultant shall prepare a Cost Analysis for the WSGV Planning Area, which should consist of the following:

- Identification of cost estimating methodology and assumptions
- Analysis of rough order of magnitude (ROM) costs, based on existing and projected needs identified in the Infrastructure Analysis (Task B.2)
- Analysis of costs and identification of financing options based on existing and projected needs
- Inventory of applicable financing tools and funding sources

Deliverables:

Draft and Final versions of the Cost Analysis. Note: The Analysis will be included as an appendix to the CIP for the South Bay Planning Area.

Task C.3 Westside

The Consultant shall prepare a Cost Analysis for the Westside Planning Area, which should consist of the following:

- Identification of cost estimating methodology and assumptions
- Analysis of rough order of magnitude (ROM) costs, based on existing and projected needs identified in the Infrastructure Analysis (Task B.1)
- Analysis of costs and identification of financing options based on existing and projected needs
- Inventory of applicable financing tools and funding sources

Deliverables:

Draft and Final versions of the Cost Analysis. Note: The Analysis will be included as an appendix to the CIP for the Westside Planning Area.

C. Community Engagement/Public Information Assistance

Task D.1: Metro

Community engagement for the Project is a separate and concurrent effort led by LA County Planning in partnership with selected community-based organizations. The community engagement team will provide regular feedback to the Consultant to ensure that community input informs the Project. The Consultant shall develop a graphic identity and provide graphic design support in compliance with LA County Planning branding guidelines, and prepare templates for public presentations, web site and social media posts, fact sheets, etc. In addition, the Consultant shall attend/participate in and support up to five in person and/or virtual community engagement meetings in the Metro Planning Area.

Deliverables:

- PowerPoint template for public meetings
- Social media/web site template
- Fact sheet template
- Other graphic design support deliverables, as needed

Task D.2: South Bay

Community engagement for the Project is a separate and concurrent effort led by LA County Planning in partnership with selected community-based organizations. The community engagement team will provide regular feedback to the Consultant to ensure that community input informs the Project. The Consultant shall develop a graphic identity and provide graphic design support in compliance with LA County Planning branding guidelines, and prepare templates for public presentations, web site and social media posts, fact sheets, etc. In addition, the Consultant shall attend/participate in and support up to five in person and/or virtual community engagement meetings in the South Bay Planning Area.

Deliverables:

- PowerPoint template for public meetings
- Social media/web site template
- Fact sheet template
- Other graphic design support deliverables, as needed.

Task D.1: Westside

Community engagement for the Project is a separate and concurrent effort led by LA County Planning in partnership with selected community-based organizations. The community engagement team will provide regular feedback to the Consultant to ensure that community input informs the Project. The Consultant shall develop a graphic identity and provide graphic design support in compliance with LA County Planning branding guidelines, and prepare templates for public presentations, web site and social media posts, fact sheets, etc. In addition, the Consultant shall attend/participate in and support up to five in person and/or virtual community engagement meetings in the Westside Planning Area.

Deliverables:

- PowerPoint template for public meetings
- Social media/web site template
- Fact sheet template
- Other graphic design support deliverables, as needed.

D. CIPs

Task E.1 Metro

The Consultant shall develop a Capital Improvement Plan (CIP) for the Metro Planning Area that is consistent with the County General Plan, and which should consist of the following:

- Prioritization methodology and criteria, developed in conjunction with the County.
- Summaries:
 - Infrastructure Analysis (Task B.1)
 - ROM Cost Analysis (Task C.1)
 - Community Engagement (Task D.1)
- List of priority infrastructure projects
 - County-led projects
 - Partnership with non-County service providers
- 5-10-year implementation schedule
- Financing strategy, based on the costs and financing options identified in the ROM Cost Analysis (Task C.1)
- Appendices:
 - Infrastructure Analysis (Task B.1)
 - ROM Cost Analysis (Task C.1)
 - Community Engagement (Task D.1) Notes

Deliverables:

Screencheck Draft, Public Review Draft, and Public Hearing Draft, and Final versions of the CIP.

Task E.2 South Bay

The Consultant shall develop a CIP for the South Bay Planning Area that is consistent with the County General Plan, and which should consist of the following:

- Prioritization methodology and criteria, developed in conjunction with the County.
- Summaries:
 - Infrastructure Analysis (Task B.2)
 - ROM Cost Analysis (Task C.2)
 - Community Engagement (Task D.2)
- List of priority infrastructure projects
 - County-led projects
 - Partnership with non-County service providers
- 5-10-year implementation schedule
- Financing strategy, based on the costs and financing options identified in the ROM Cost Analysis (Task C.2)
- Appendices:
 - Infrastructure Analysis (Task B.2)
 - ROM Cost Analysis (Task C.2)
 - Community Engagement (Task D.2) Notes

Deliverables:

Screencheck Draft, Public Review Draft, Public Hearing Draft, and Final versions of the CIP.

Task E.3 Westside

The Consultant shall develop a Capital Improvement Plan (CIP) for the Westside Planning Area that is consistent with the County General Plan, and which should consist of the following:

- Prioritization methodology and criteria, developed in conjunction with the County.
- Summaries:
 - Infrastructure Analysis (Task B.1)
 - ROM Cost Analysis (Task C.1)
 - Community Engagement (Task D.1)
- List of priority infrastructure projects
 - County-led projects
 - Partnership with non-County service providers

- 5-10-year implementation schedule
- Financing strategy, based on the costs and financing options identified in the ROM Cost Analysis (Task C.1)
- Appendices:
 - Infrastructure Analysis (Task B.1)
 - ROM Cost Analysis (Task C.1)
 - Community Engagement (Task D.1) Notes

Deliverables:

Screencheck Draft, Public Review Draft, and Public Hearing Draft, and Final versions of the CIP.

E. Environmental Analysis/CEQA and NEPA Compliance

Develop environmental documents that evaluate the environmental impacts of the CIPs, and any concurrent amendments to the General Plan, Area Plan, Land Use Policy Map, Zoning Code, and Zoning Map prepared by LA County Planning. The environmental document produced shall meet all the requirements set forth in CEQA (Public Resources Code, Section 21000 et seq.) and the State CEQA Guidelines (California Code of Regulations, Section 15000 et seq.) and NEPA (Title 42 of the United States Code (USC), Chapter 55, Section 4321 et seq.), and be internally consistent.

The environmental documents shall be finalized in compliance with all applicable state laws, federal laws, regulations, and executive orders, including but not limited to:

- AB 52 (in conjunction with SB 18)
- Wetlands Only Practicable Alternative Finding
- Section 106 Process
- Section 7 Consultation
- NEPA/404 Concurrence through Final ED Stage
- Section 4(f) Evaluation
- Compliance with all Executive Orders
- Air Conformity Statement

Task F.1 Metro

Task F.1.1: Approach/Project Description

- Develop an approach to preparing the environmental analysis and associated environmental documents in compliance with CEQA/NEPA. This approach should describe how previous CEQA analyses will be integrated or tiered, where applicable.

- o Develop a project description for use in CEQA/NEPA environmental review processes.

Deliverables:

- o Project approach document
- o Draft and Final project description for CEQA/NEPA review processes

Task F.1.2: Notice of Preparation/Notice of Intent and Scoping Meeting(s)

- o Prepare a Notice of Preparation (NOP)/Notice of Intent (NOI), and plan a scoping meeting.
- o Prepare and file the NOP and NOI as necessary with the County Clerk, the State Clearinghouse, and publish the NOI in the Federal Register. The Consultant shall also be responsible for the printing of hardcopies and mailings of notices using the distribution list. LA County Planning will prepare the distribution list, post newspaper ads and on the Department website, and send out email notifications.
- o Prepare a Coordination Plan to garner public and agency participation to comment on the NEPA review process. Agency coordination shall include coordination with EPA, U.S. Army Corps, National Park Service, State Historic Preservation Officer, and other federal agencies as appropriate.
- o Work with LA County Planning to plan for and produce materials for the scoping meeting.
- o Conduct tribal consultation as required by CEQA/NEPA.
- o Host scoping meeting as required by CEQA/NEPA. Language access services will be provided by LA County Planning.

Deliverables:

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

Task F.1.3: Technical Studies

Prepare technical studies and reports as needed to support the PEIR/EIS.

Deliverables:

- o Draft and Final technical studies

Task F.1.4: Screencheck PEIR/EIS

- o Prepare a Screencheck Draft PEIR/EIS for review by LA County Planning and other County agencies. The Screencheck Draft PEIR/EIS will include all technical appendices and reports, and information considered in the analysis.
- o LA County Planning will conduct a review prior to the circulation of the Screencheck Draft PEIR/EIS to other County and federal agencies. The Consultant will revise the Screencheck Draft PEIR/EIS to the satisfaction of LA County Planning regardless of review cycles.

Deliverables:

Screencheck Draft PEIR/EIS (Draft and Final)

Task F.1.5: Draft PEIR/EIS

- o Preparation of the distribution list, email notifications, newspaper ads, and Department website postings will be handled by LA County Planning.
- o Prepare the Notice of Completion (NOC) and submit with the Draft PEIR/EIS package to the State Clearinghouse. Post and distribute the Notice of Availability (NOA), per County guidelines, and file it with the County Clerk and in the Federal Register. The Consultant will also be responsible for the printing of hardcopies and mailing. Please note that the comment period starts when the Federal Register notice is published, not when the document is mailed.
- o Host an NOA meeting during the public comment period. Language access services will be provided by LA County Planning.

Deliverables:

- o Draft and Final NOC
- o Draft and Final NOA
- o Draft PEIR/EIS (Draft and Final)
- o PowerPoint presentation to be used for the NOA meeting
- o NOA meeting agenda and minutes

Task F.1.6: Final PEIR/EIS

- o Prepare Response to Comments to both oral testimony and written responses received during the Draft PEIR/EIS public review period.
- o Upon the completion of the Response to Comments, prepare the Final PEIR/EIS. The Final PEIR/EIS shall include, but is not limited to, all corrections, additions, and clarifications to the Draft PEIR/EIS, Response to Comments, and the Mitigation Monitoring and Reporting Program (MMRP). Additionally, CEQA Findings of Facts and Statement of Overriding Considerations, if applicable, will be prepared. The Consultant will prepare the Final PEIR/EIS to the satisfaction of LA County Planning regardless of review cycles.
- o If applicable, design an MMRP, which shall be circulated to County departments for review and approval.

Deliverables:

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

Task F.1.7: Notice of Determination (NOD) and Record of Decision (ROD)

Within five business days of certification of the Final PEIR/EIS, the prepare and file an NOD with the County Clerk and the State Clearinghouse. In addition, publish the ROD in the Federal Register. Please note the Final EIS requires a minimum 30-day waiting period before issuing the ROD. The filing fee(s) is/are included in the cost.

Deliverables:

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

Task F.2 South Bay

Task F.2.1: Approach/Project Description

Develop an approach to preparing the environmental analysis and associated environmental documents in compliance with CEQA/NEPA.

This approach should describe how previous CEQA analyses will be integrated or tiered, where applicable.

- o Develop a project description for use in CEQA/NEPA environmental review processes.

Deliverables:

- o Project approach document
- o Draft and Final project description for CEQA/NEPA review processes

Task F.2.2: Notice of Preparation/Notice of Intent and Scoping Meeting(s)

- o Prepare a Notice of Preparation (NOP)/Notice of Intent (NOI), and plan a scoping meeting.
- o Prepare and file the NOP and NOI as necessary with the County Clerk, the State Clearinghouse, and publish the NOI in the Federal Register. The Consultant shall also be responsible for the printing of hardcopies and mailings of notices using the distribution list. LA County Planning will prepare the distribution list, post newspaper ads and on the Department website, and send out email notifications.
- o Prepare a Coordination Plan to garner public and agency participation to comment on the NEPA review process. Agency coordination shall include coordination with EPA, U.S. Army Corps, National Park Service, State Historic Preservation Officer, and other federal agencies as appropriate.
- o Work with LA County Planning to plan for and produce materials for the scoping meeting.
- o Conduct tribal consultation as required by CEQA/NEPA.
- o Host scoping meeting as required by CEQA/NEPA. Language access services will be provided by LA County Planning.

Deliverables:

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

Task F.2.3: Technical Studies

Prepare technical studies and reports as needed to support the PEIR/EIS.

Deliverables:

- o Draft and Final technical studies

Task F.2.4: Screencheck PEIR/EIS

- o Prepare a Screencheck Draft PEIR/EIS for review by LA County Planning and other County agencies. The Screencheck Draft PEIR/EIS will include all technical appendices and reports, and information considered in the analysis.
- o LA County Planning will conduct a review prior to the circulation of the Screencheck Draft PEIR/EIS to other County and federal agencies. The Consultant will revise the Screencheck Draft PEIR/EIS to the satisfaction of LA County Planning regardless of review cycles.

Deliverables:

Screencheck Draft PEIR/EIS (Draft and Final)

Task F.2.5: Draft PEIR/EIS

- o Preparation of the distribution list, email notifications, newspaper ads, and Department website postings will be handled by LA County Planning.
- o Prepare the Notice of Completion (NOC) and submit with the Draft PEIR/EIS package to the State Clearinghouse. Post and distribute the Notice of Availability (NOA), per County guidelines, and file it with the County Clerk and in the Federal Register. The Consultant will also be responsible for the printing of hardcopies and mailing. Please note that the comment period starts when the Federal Register notice is published, not when the document is mailed.
- o Host an NOA meeting during the public comment period. Language access services will be provided by LA County Planning.

Deliverables:

- o Draft and Final NOC
- o Draft and Final NOA
- o Draft PEIR/EIS (Draft and Final)
- o PowerPoint presentation to be used for the NOA meeting
- o NOA meeting agenda and minutes

Task F.2.6: Final PEIR/EIS

- o Prepare Response to Comments to both oral testimony and written responses received during the Draft PEIR/EIS public review period.
- o Upon the completion of the Response to Comments, prepare the Final PEIR/EIS. The Final PEIR/EIS shall include, but is not limited to, all corrections, additions, and clarifications to the Draft PEIR/EIS, Response to Comments, and the Mitigation Monitoring and Reporting Program (MMRP). Additionally, CEQA Findings of Facts and Statement of Overriding Considerations, if applicable, will be prepared. The Consultant will prepare the Final PEIR/EIS to the satisfaction of LA County Planning regardless of review cycles.
- o If applicable, design an MMRP, which shall be circulated to County departments for review and approval.

Deliverables:

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

Task F.2.7: Notice of Determination (NOD) and Record of Decision (ROD)

Within five business days of certification of the Final PEIR/EIS, the prepare and file an NOD with the County Clerk and the State Clearinghouse. In addition, publish the ROD in the Federal Register. Please note the Final EIS requires a minimum 30-day waiting period before issuing the ROD. The filing fee(s) is/are included in the cost.

Deliverables:

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

Task F.3 Westside

Task F.3.1: Approach/Project Description

- o Develop an approach to preparing the environmental analysis and associated environmental documents in compliance with CEQA/NEPA. This approach should describe how previous CEQA analyses will be integrated or tiered, where applicable.
- o Develop a project description for use in CEQA/NEPA environmental review processes.

Deliverables:

- o Project approach document
- o Draft and Final project description for CEQA/NEPA review processes

Task F.3.2: Notice of Preparation/Notice of Intent and Scoping Meeting(s)

- o Prepare a Notice of Preparation (NOP)/Notice of Intent (NOI), and plan a scoping meeting.
- o Prepare and file the NOP and NOI as necessary with the County Clerk, the State Clearinghouse, and publish the NOI in the Federal Register. The Consultant shall also be responsible for the printing of hardcopies and mailings of notices using the distribution list. LA County Planning will prepare the distribution list, post newspaper ads and on the Department website, and send out email notifications.
- o Prepare a Coordination Plan to garner public and agency participation to comment on the NEPA review process. Agency coordination shall include coordination with EPA, U.S. Army Corps, National Park Service, State Historic Preservation Officer, and other federal agencies as appropriate.
- o Work with LA County Planning to plan for and produce materials for the scoping meeting.
- o Conduct tribal consultation as required by CEQA/NEPA.
- o Host scoping meeting as required by CEQA/NEPA. Language access services will be provided by LA County Planning.

Deliverables:

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

Task F.3.3: Technical Studies

Prepare technical studies and reports as needed to support the PEIR/EIS.

Deliverables:

- o Draft and Final technical studies

Task F.3.4: Screencheck PEIR/EIS

- o Prepare a Screencheck Draft PEIR/EIS for review by LA County Planning and other County agencies. The Screencheck Draft PEIR/EIS will include all technical appendices and reports, and information considered in the analysis.
- o LA County Planning will conduct a review prior to the circulation of the Screencheck Draft PEIR/EIS to other County and federal agencies. The Consultant will revise the Screencheck Draft PEIR/EIS to the satisfaction of LA County Planning regardless of review cycles.

Deliverables:

Screencheck Draft PEIR/EIS (Draft and Final)

Task F.3.5: Draft PEIR/EIS

- o Preparation of the distribution list, email notifications, newspaper ads, and Department website postings will be handled by LA County Planning.
- o Prepare the Notice of Completion (NOC) and submit with the Draft PEIR/EIS package to the State Clearinghouse. Post and distribute the Notice of Availability (NOA), per County guidelines, and file it with the County Clerk and in the Federal Register. The Consultant will also be responsible for the printing of hardcopies and mailing. Please note that the comment period starts when the Federal Register notice is published, not when the document is mailed.
- o Host an NOA meeting during the public comment period. Language access services will be provided by LA County Planning.

Deliverables:

- o Draft and Final NOC
- o Draft and Final NOA
- o Draft PEIR/EIS (Draft and Final)

- o PowerPoint presentation to be used for the NOA meeting
- o NOA meeting agenda and minutes

Task F.3.6: Final PEIR/EIS

- o Prepare Response to Comments to both oral testimony and written responses received during the Draft PEIR/EIS public review period.
- o Upon the completion of the Response to Comments, prepare the Final PEIR/EIS. The Final PEIR/EIS shall include, but is not limited to, all corrections, additions, and clarifications to the Draft PEIR/EIS, Response to Comments, and the Mitigation Monitoring and Reporting Program (MMRP). Additionally, CEQA Findings of Facts and Statement of Overriding Considerations, if applicable, will be prepared. The Consultant will prepare the Final PEIR/EIS to the satisfaction of LA County Planning regardless of review cycles.
- o If applicable, design an MMRP, which shall be circulated to County departments for review and approval.

Deliverables:

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

Task F.3.7: Notice of Determination (NOD) and Record of Decision (ROD)

Within five business days of certification of the Final PEIR/EIS, the prepare and file an NOD with the County Clerk and the State Clearinghouse. In addition, publish the ROD in the Federal Register. Please note the Final EIS requires a minimum 30-day waiting period before issuing the ROD. The filing fee(s) is/are included in the cost.

Deliverables:

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

2.0 ADDITION AND/OR DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS

2.1 This scope of work may require modifications to accommodate special tasks that may arise during the course of the Contract, including adding/deleting specific tasks, work products, meetings, and/or work hours. At any time during the Contract, the Consultant may be notified in writing of desired scope changes by the County. Any desired changes must be mutually agreed upon, in writing, between the Consultant and the County.

2.2 The Consultant shall report directly to the County Project Manager.

- The Consultant shall keep the County Project Manager apprised of the progress of project on an ongoing basis, including providing the County with a monthly report describing work progress.
- The County shall provide the Consultant with all in-house documents and information related to the project.
- The Consultant has no authority to require work from the County staff. If the need arises where the Consultant needs assistance from the County, Consultant shall make a request to be routed through the County Project Manager for action.

2.3 All changes must be made in accordance with sub-paragraph 8.1 Amendments of the Contract.

3.0 QUALITY CONTROL

The Consultant shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall include, but may not be limited to the following:

3.1 Method of monitoring to ensure that Contract requirements are being met;

3.2 A record of all inspections conducted by the Consultant, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Consultant's performance under this Contract using the quality assurance procedures as defined in the Contract, Paragraph 8, Standard Terms and Conditions, Sub-paragraph 8.15, County's Quality Assurance Plan.

4.1 Contract Discrepancy Report (Exhibit A-4)

Verbal notification of a contract discrepancy will be made to the Contract Monitor as soon as possible whenever a contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Consultant.

The County Contract Monitor will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the Consultant is required to respond in writing to the County Contract Monitor within five (5) workdays, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the County Contract Monitor within five (5) workdays.

4.2 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Consultant's performance.

5.0 RESPONSIBILITIES

The County's and the Consultant's responsibilities are as follows:

COUNTY

5.1 Personnel

The County will administer the Contract according to the Contract, Paragraph 6.0, Administration of Contract - County. Specific duties will include:

- 5.1.1 Monitoring the Consultant's performance in the daily operation of this Contract.
- 5.1.2 Providing direction to the Consultant in areas relating to policy, information, and procedural requirements. Should instances arise where the Project Consultant or sub-Consultant determine that impacts to the project schedule are imminent, the Project Consultant or sub-Consultant may elevate concerns directly to the Deputy Director of Advance Planning.
- 5.1.3 Preparing Amendments in accordance with the Contract, Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.1 Amendments.

5.2 Furnished Items

5.2.1 County Holiday Calendar

CONSULTANT

5.3 Project Manager

5.3.1 Consultant shall provide a full-time Project Manager or designated alternate. County must have access to the Project Manager during all work-week days (Monday through Thursday), between 7:00am and 6:00pm, for the duration of the Contract. Consultant shall provide a telephone number where the Project Manager may be reached.

5.3.2 Project Manager shall act as a central point of contact with the County.

5.3.3 Project Manager shall have full authority to act for Consultant on all matters relating to the daily operation of the Contract. Project Manager shall be able to effectively communicate, in English, both orally and in writing.

5.4 Personnel

5.4.1 Consultant shall assign a sufficient number of employees to perform the required work.

5.4.2 Consultant shall assign personnel that will be equipped to provide the County with best practices and other strategic direction to the County.

5.4.3 Consultant must notify LA County Planning if any sub-consultants will be used for the Project, specifying the individual or firm to be utilized.

5.5 Materials and Equipment

The purchase of all materials/equipment to provide the needed services is the responsibility of the Consultant. Consultant shall use materials and equipment that are safe for the environment and safe for use by the employees.

5.6 Training

Consultant shall provide training programs for all its employees.

5.7 Consultant's Office

Consultant shall maintain an office with a telephone in the company's name where Consultant conducts business. The office shall be staffed during the hours of 7 a.m. to 6 p.m., Monday through Thursday, by at least one employee who can

respond to inquiries that may be received about the Consultant's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. The Consultant shall answer calls received by the answering service within twenty-four (24) hours of receipt of the call; or by 3 p.m. of the following business day.

6.0 WORK SCHEDULES

6.1 Consultant shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the County Project Manager for review and approval within three (3) working days prior to scheduled time for work.

7.0 UNSCHEDULED WORK

7.1 The County Project Manager or their designee may authorize the Consultant to perform unscheduled work, including but not limited to, repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, acts of God, and third party negligence; or to add to, modify or refurbish existing facilities.

7.2 Prior to performing any unscheduled work, the Consultant shall prepare and submit a written description of the work with an estimate of labor and materials. If the unscheduled work exceeds the Consultant's estimate, the County Project Manager or their designee must approve the excess cost. In any case, no unscheduled work shall commence without written authorization.

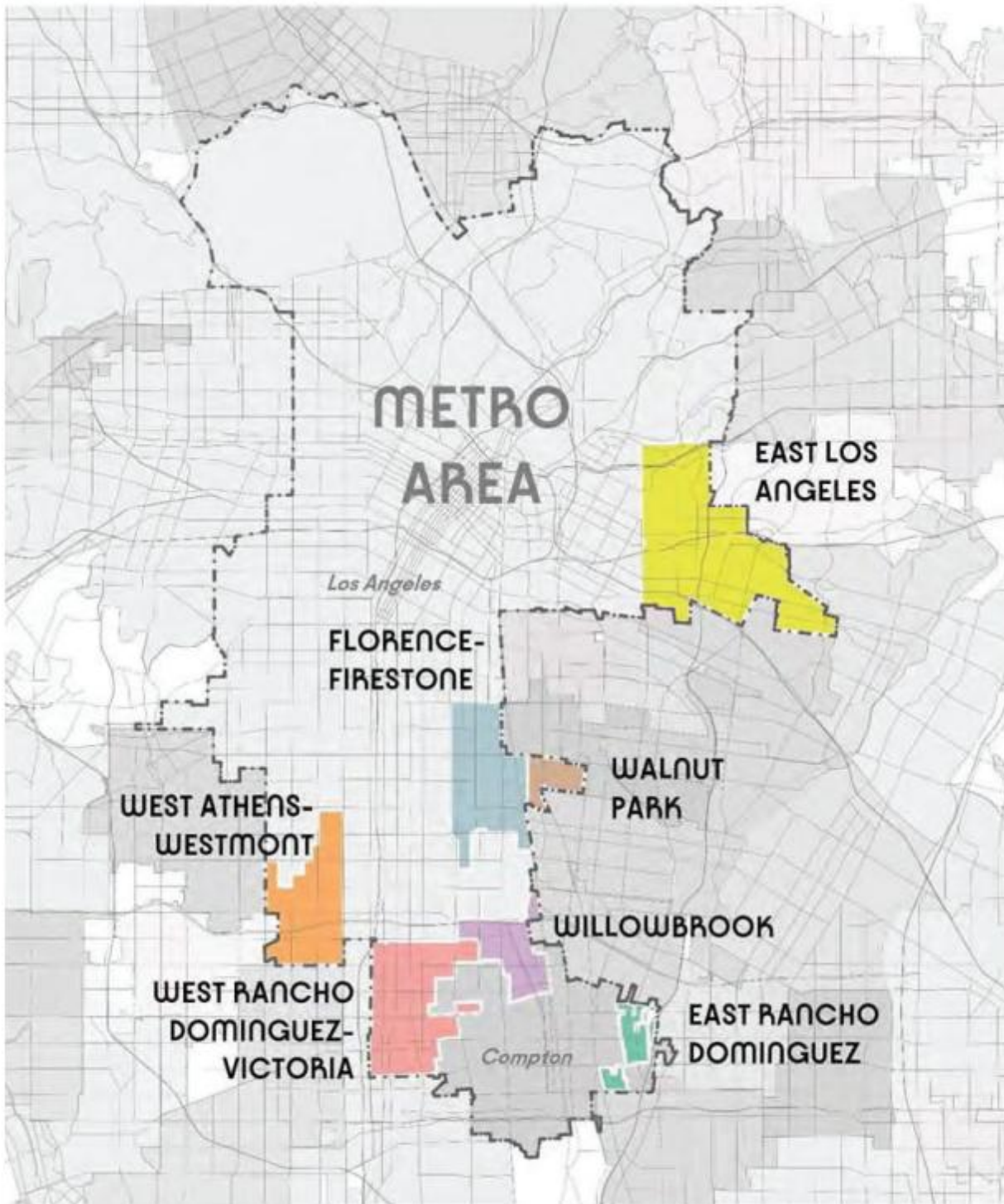
7.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Consultant shall contact County Project Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Consultant shall submit an invoice to County Project Manager within five (5) working days after completion of the work.

7.4 All unscheduled work shall commence on the established specified date. Consultant shall proceed diligently to complete said work within the time allotted.

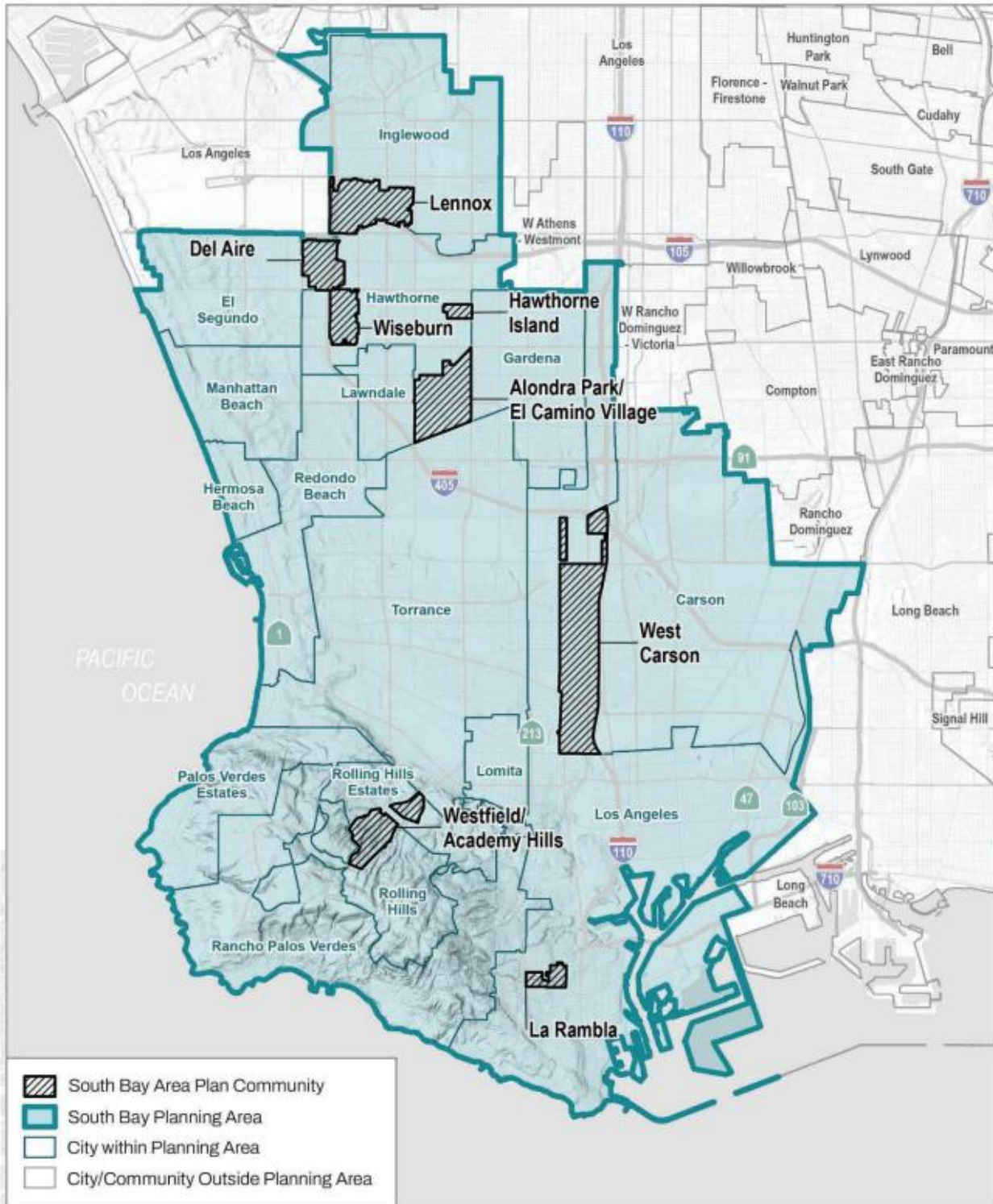
7.5 The County reserves the right to perform unscheduled work itself or assign the work to another Consultant.

8.0 GREEN INITIATIVES

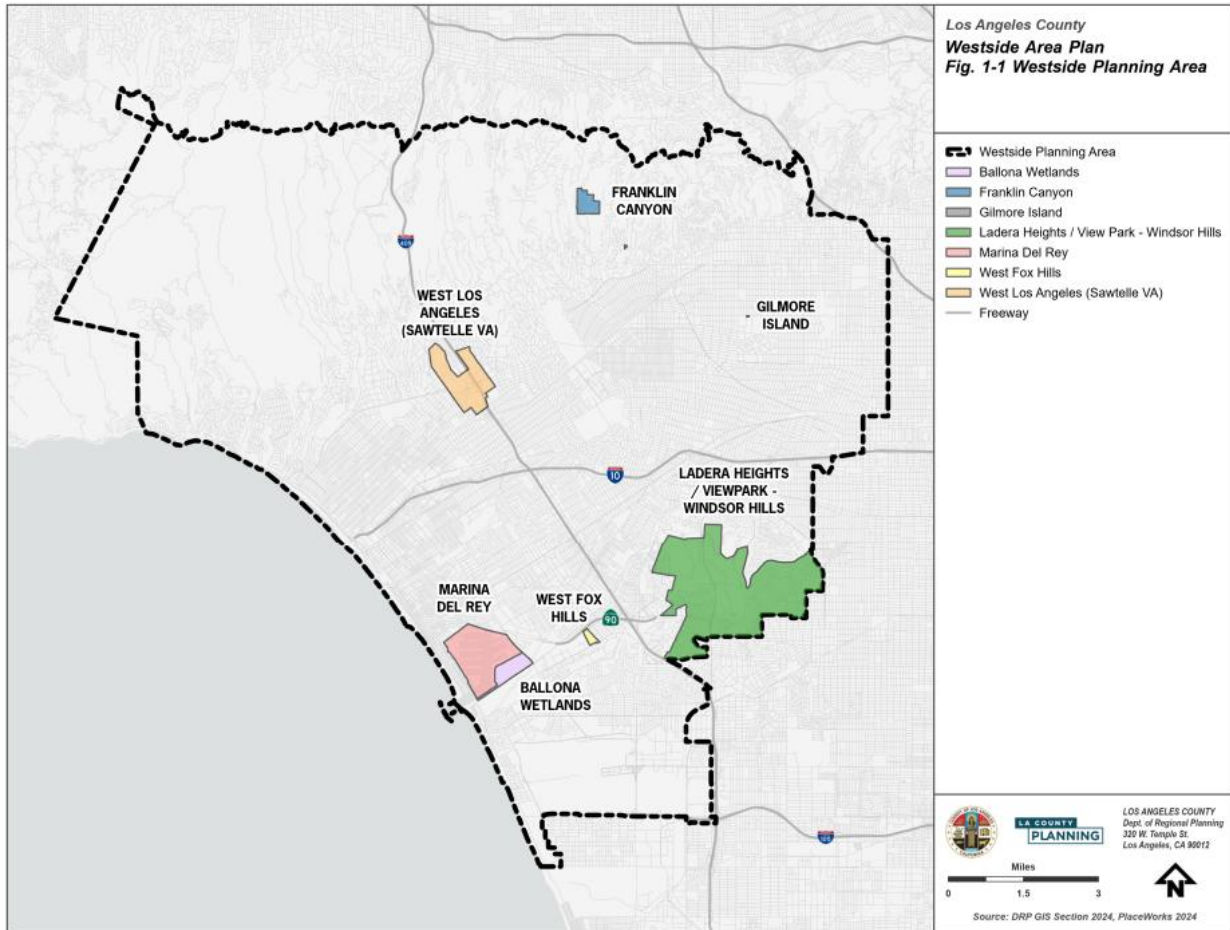
- 8.1** Consultant shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.
- 8.2** Consultant shall notify County Project Manager of Consultant’s new green initiatives prior to the contract commencement.



CIPs and Related Services for Metro, South Bay, and Westside Planning Areas



CIPs and Related Services for Metro, South Bay, and Westside Planning Areas



CONTRACT DISCREPENCY REPORT

CONTRACT DISCREPANCY REPORT

CONTRACTOR RESPONSE DUE BY _____

Date:		Contractor Response Received:
Contractor:	Contract No.	County's Project Manager:
Contact Person:	Telephone:	County's Project Manager Signature:
Email:		Email:

A contract discrepancy(s) is specified below. The Contractor will take corrective action and respond back to the **County personnel** identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.

No.	Contract Discrepancy	Contractor's Response*	County Use Only		
			Date Correction Due	Date Completed	Approved
1					
2					
3					

*Use additional sheets if necessary

Contractor's Representative Signature

Date Signed

Additional Comments:

CONTRACTOR'S APPROACH

Work Plan for

CAPITAL IMPROVEMENT PLANS AND RELATED SERVICES FOR THE

**WESTSIDE, METRO, AND SOUTH BAY
PLANNING AREAS**

RFP-DRP-53828

Submitted to

County of Los Angeles

Department of Regional Planning

Submitted by

AECOM Technical Services, Inc

Revised February 5, 2026

Scope of Work

Task A. Project Management

AECOM's Project Manager and Deputy Project Manager will work closely with Technical Leads representing key areas of expertise, to facilitate timely execution of tasks and deliverables. AECOM will use customized and proven accounting methods to closely monitor and adjust project progress, and schedule, and appropriate staff assignments. The Project Manager and Deputy Project Manager will provide regular invoices that include written status reports on progress and deliverables for each task.

Task A.1 Kick-off Meeting

AECOM will facilitate one one-hour kick-off meeting with the Department of Regional Planning (DRP) project team and other key stakeholders. It is anticipated that the agenda for the kick-off meeting will include discussion of the project timeline, deliverables, goals, quality control, invoicing, assumptions, key policy / plan documents and available data that will be considered for the project.

A Request for Information (RFI) list will also be provided at the kick-off stage of the project to catalog the data requested and collected. The data inventory will include documentation of relevant attributes, such as metric relevance, data quality, metadata related to the data format, spatial resolution, temporal coverage, source and update frequency. This list will prioritize County and individual utility provider data but also identify other sources such as from recent and relevant past plans and studies. This will allow previous work to be utilized throughout the project for accuracy and consistency with other planning efforts. We recommend a combined, hybrid meeting—in person and virtual for the kick-off with up to three AECOM team members (specifically from AECOM) attending in person. AECOM will prepare an agenda, notes and PowerPoint for the kick-off meeting.

Task A.2 Project Timeline

Following the kickoff-meeting, the AECOM team will develop a detailed project milestone timeline for the project, with an overall target Board adoption date for each of the three CIPs by April 2028. The project timeline will be updated as needed and at a minimum monthly. Please see additional details on the proposed project schedule at the end of the work plan.

Task A.3 Quality Control Reports and Documents

AECOM has a robust Quality Control/Quality Assurance (QA/QC) process. We will first develop a Quality Control Plan to summarize the process and expectations. We also have a QA/QC team to support on accessibility, technical review, technical edits and overall quality. This plan will be reviewed and confirmed at one of the first weekly project management meetings and may be updated to adjust to evolving needs.

Task A.4 Project Management Meetings

AECOM's Project Manager and/or Deputy Project Manager, with selected Technical Leads as needed, will participate in up to 50 one-hour project management meetings with the DRP Project Manager to discuss progress of each task and status of deliverables. AECOM will develop a running meeting log and action item log to track agendas, key takeaways, and action items. If weekly meetings are not needed for certain weeks, per the request of the DRP Project Manager, then AECOM will provide an email summary in the place of the weekly meeting.

Task A Deliverables

- Kick-off meeting materials, including agenda (Word), PowerPoint, and summary (Word)
- Project timeline (updated at least monthly or as needed, up to 30) (Excel)
- Meeting and action item log for project management meetings (Word)
- Monthly progress reports (PDF)

Task A Assumptions

- At the request of the DRP Project Manager, weekly email updates may be provided.

Task B. Infrastructure Analysis

The purpose of the infrastructure analysis is to identify investment needs and priorities driven by current conditions, future demand, and anticipated climate hazards. In this task, the AECOM team will analyze stormwater and mobility/transportation infrastructure within each planning area. Sewer will also be analyzed at a high level, but the analysis will focus on areas that are not connected to the sewer systems, areas that are planned for increased density, and areas with known challenges like existing capacity constraints.

Preparing for future climate risks is a critical component of capital infrastructure planning. At a high level, the analysis will also consider the risks posed to the community by hazards such as fire, flooding, and the urban heat island effect, and will identify potential mitigation strategies. The AECOM team will prepare a high-level set of risk mitigation measures for each of the three planning areas.

Task B.1 Compilation of Existing Available Data

The AECOM team will compile existing data, condition reports, and assessments to take inventory of the landscape of capital infrastructure in the three planning areas. This inventory may include:

- GIS data characterizing County-owned utility infrastructure assets, primarily sewer and stormwater, to the extent available.
- GIS data detailing public rights-of-way.
- GIS data detailing transportation assets, including roadway classifications, signal locations, pedestrian facilities (e.g., crosswalks, sidewalks, lighting, curb ramps), transit, and bicycle infrastructure, plus conditions assessments, as available.
- Existing and future hazard map layers including fire, seismic, flood, and wind, as available.
- Descriptions of capital work completed, underway, and planned in the planning area, including CIPs and master plans for the identified infrastructure systems. These plans may include transportation-related capital improvement plans (signal modernization, roadway, transit, pedestrian and bicycle system upgrades).
- Related or complementary public infrastructure that is adjacent to the project scope and dependent on the infrastructure systems being analyzed as part of the project. Examples may include parks, libraries and public telecommunications.
- Available base map GIS layers relevant to the assessment and planning effort may include political boundaries, utility service area boundaries, hydrology, and topography.

In addition to collecting data on existing and planned infrastructure, we will also compile general guidelines, priorities, and best practices related to infrastructure identification, planning, and design by researching recent studies and/or reports developed by the County and neighboring cities. Materials may include the LA County Public Works Sustainable Infrastructure Guidelines and materials developed by or for the National Institute of Building Sciences, LA County Water Plan Wildfire Working Group, FHWA, MUTCD, and AASHTO Design Standards.

Data gathered by AECOM will be published on a SharePoint site. GIS-based data will be compiled and delivered in a geodatabase. One GIS lead per consultant team will manage the files for each scope and data for both scopes will follow an agreed-upon naming and organizing convention. AECOM will make this SharePoint site and geodatabase available to DRP, and this data will be used to support subsequent tasks.

Task B.1 Deliverables

- Request for Information (RFI) list (Excel)
- SharePoint and geodatabase repository of compiled datasets

Task B.1 Assumptions

- AECOM will draft and send a RFI list to the County, and the County will confirm the list and provide the data back to AECOM. The County will provide requested data within 14 calendar days of request. Delays in AECOM's receipt of requested data may result in adjustments to the project schedule.
- Data sourced for utility systems will be stormwater/watershed, and transportation (e.g., roads, bicycle lanes, sidewalks, lighting). Data for wastewater will be focused on areas that are not connected to the sewer system, are expected to see increase in density, and/or have other known challenges. Water, power, gas and telecommunications infrastructure is not included in this analysis.
- County infrastructure asset data will be provided by the County.
- County will provide an inventory of infrastructure providers (owners and operators) for each infrastructure system within the planning areas. The compilation of data will include County-owned infrastructure within unincorporated areas (e.g., water, sewer, and roads), as well as other utility providers (e.g., SoCal Edison (SCE), water, and, potentially, telecommunication).
- County will provide a list of applicable plans and planning-related documents.
- Data that cannot be provided by the County will be confirmed for its usability prior to its collection.
- All work for this task will be desktop research using publicly available information or information provided by the County. AECOM will not vet the data for accuracy. Site visits, interviews, or other activities are not included.
- Analysis of land use, demographics, and related data points will be summarized from the Area Plans.

Task B.2 Performance Criteria Development

The AECOM team will develop evaluation and performance criteria for County-owned infrastructure systems including stormwater, sewer, and mobility/transportation. The performance criteria will serve as the foundation for analyzing both existing and future infrastructure needs, which will be addressed in subsequent subtasks.

The AECOM team will develop initial proposed criteria based on industry norms, informed by the specific visions and goals expressed in the Area Plans. For example, to support a vision of walkable communities, the Los Angeles County Unincorporated Bike Plan could be utilized to identify criteria for analyzing the needs of a transportation infrastructure system. Likewise, in support of the County's goals to support resilient infrastructure systems, the criteria for assessing infrastructure needs will include the consideration of risks posed by climate change, with recommendations for how the impact of those risks

can be reduced. Examples of impact reduction recommendations will be a list of best practices related to fire or flood risk mitigation provided by County resources, rather than any detailed risk management plan.

The criteria will be presented, when appropriate, as either “assessment criteria” or “design criteria”. The former criteria are used to assess the adequacy of an existing system. The latter criteria are used to guide the design of new or improved systems that may be more stringent than the former. The criteria will reflect key assumptions about future conditions and needs; the Area Plans will provide a starting point for those assumptions that the AECOM team will utilize. Best planning practices will also be applied in relation to infrastructure systems and anticipated growth projections based on area plans and proposed housing units.

Criteria to be described and documented include but are not limited to:

- **Stormwater criteria.** Specific aspects may include hydrology, hydraulics, water quality, or climate change resiliency criteria. Climate change resiliency criteria may reflect enhancements based on climate change (e.g., increased frequency of extreme weather). For water quality, the US Geological Survey and Upper Los Angeles River Watershed Master Plans (WMPs) specify the amount of storage capacity needed for stormwater capture and treatment facilities within unincorporated areas to address the County’s portion of required pollutant load reductions. This can also be attained through incorporation of green infrastructure within road rights-of-way, which can be combined with transportation criteria defined below. LA County Public Works’ Unincorporated County Green Street Master Plan provides a guide in terms of how the WMP capacity goals can be met with green streets, which can help define stormwater criteria for the CIP.
- **Mobility/Transportation criteria.** Specific aspects may include enhancing walkways, bikeways, and crossings to improve walkability, accessibility, and safety; providing roadway classifications and signal operations support reliable traffic flow under both daily and emergency conditions; and providing redundant egress routes to improve evacuation readiness. Criteria will also consider pedestrian comfort and ADA accessibility, with design standards that align with County Pedestrian and Bicycle Master Plans as well as Vision Zero safety goals. The Area Plans place a priority on transportation as a community-supporting system, and evaluation criteria will focus on creating resilient, multimodal networks that connect walking, biking, and transit while maintaining safe and reliable operations during emergencies.
- **Sewer criteria.** These criteria are likely to be straight forward, such as capacity-based criteria for existing and future conditions and criteria related to assessing candidacy for being added to the County sewer system.

- **Fire hardening criteria (applies to all infrastructure types).** Specific aspects may include defensible space for above-ground utilities, minimum cover for buried utilities, material selection (e.g. limitations on use of plastic pipes as discussed and shown above).
- **Flood plain criteria (applies to all infrastructure types).** These criteria will be informed by climate change assumptions, and may consider asset life (for example, an asset with a service life of only 40 years would not need to comply with year-2100 seal level rise projections, but an asset with a 100-year service life would).
- **Green initiatives criteria (applies to all infrastructure types).** These criteria can help the County meet goals established by the Los Angeles County 2045 Climate Action Plan for achieving carbon neutrality, reduce heat island affects or address other heat-related planning goals of the County Heat Action Plan, address Nature-Based Solutions (NBS) or other multiple-benefit indicators or performance measures established by the Safe, Clean Water (SCW) Program Initial Watershed Plans, or address other sustainability and resiliency goals and performance indicators established by the County (e.g., LACPW's Climate Ready Public Works; 2025 OurCounty Plan, etc.)

The AECOM team will provide a range of options (i.e. low, medium, and high) for various performance criteria choices, pros and cons, and recommendations. The evaluation will include a discussion of which criteria may differ from criteria currently in use, and the potential benefits of revising criteria.

After developing the initial criteria, the AECOM team will conduct up to three virtual one-hour meetings to discuss with pertinent stakeholders and/or service providers to better understand the degree to which the draft criteria are harmonized with existing and planned future conditions. We recommend one meeting per infrastructure system. Based on those discussions, the AECOM team will update the draft criteria and deliver to DRP as Draft Criteria for review, including the rationale for each criterion. AECOM will host one facilitated discussion to review the Draft Criteria in aggregate. AECOM will finalize the Performance Criteria after this meeting and after receiving written feedback from the DRP team.

Task B.1.2 Deliverables

- Agenda and meeting notes for up to four one-hour virtual meetings to discuss criteria.
- Draft and Final criteria Memo for identifying and prioritizing stormwater, mobility/transportation, and sewer infrastructure. (Word)

Task B.1.2 Assumptions

- The County project team will select and lead coordination with internal stakeholders, including scheduling of meetings.

Task B.3 System Evaluations and Project Identification

Task B.3.1 Metro Planning Area Evaluation and Project Identification

The scope of work for System Evaluations and Project Identification is described in detail for the Metro Planning Area and applies to both South Bay (Task B.3.2) and Westside (Task B.3.3) Planning Areas.

The purpose of this task is to evaluate existing infrastructure and identify projects across relevant infrastructure assets that may be included in the planning area CIP. The AECOM team will apply the Task B.2 performance criteria to the various infrastructure systems as documented in Task B.1. As appropriate, the evaluation will be at a high-level rather than an asset-by-asset evaluation.

The result will be a tabulation of performance gaps and identification of conceptual capital projects to address the gaps. Projects may include those that either incorporate sustainable or resilient considerations or specifically address a residence need. When a system evaluation identifies a potential capital improvement that would address a deficiency, the AECOM team will reference existing CIPs or planning documents, as provided by the County (Task B.1) to assess whether the project is already planned and funded, which entity is leading or would lead the project (e.g., Public Works or a different infrastructure operator), and key assumptions regarding timing, scope, or cost of the project as information is readily available.

Following the individual system evaluations, an overview of the various projects will aim to identify synergies and phasing opportunities. Systems will be reviewed in relation to the Planning Area plans and identified growth areas. The AECOM team will summarize the infrastructure analysis in a memo that documents the methodology and key findings, along with an Excel file that summarizes the results for each system. The projects which are County-led will be clearly distinguished from those which would be led by others (e.g., projects led by SCE).

After submission of a draft, the AECOM team will then facilitate a workshop to discuss and refine the results. Input will be documented in meeting notes. Based on the workshop, the AECOM team will identify up to 75 projects to be brought forward for consideration in Tasks D and E. These projects, with input from Task D, will be prioritized in Task E for final CIP development, which will include up to 40 projects. AECOM will also develop final infrastructure analysis materials based on the workshop, which would be included in the appendix of the CIP.

The following is a description of each system evaluation.

Stormwater Infrastructure Evaluation and Project Identification

For storm drains and flood control facilities, the following potential drivers of needed capital improvements for stormwater systems will be assessed using available information:

- Condition, either conveyed by Stakeholders, documented in existing studies, or inferred based on age and type
- Capacity, as documented in existing studies applying criteria from Task B.1.2 will be to this assessment as appropriate
- Other deficiencies related to Task B.1.2 performance criteria that may include:
 - Storm drains or flood control facilities heavily impacted by debris
 - Ability of storm drains or flood control facilities to convey increased storm magnitudes resulting from future climate change.
 - Challenging access to provide proper operations and maintenance or ability to clear debris impeding stormwater conveyance.
 - Lack of opportunity for pre-treatment to reduce pollutants prior to discharge into the storm drain (e.g., trash capture, green infrastructure)

For each deficiency, the evaluation will identify a potential capital improvement to alleviate the deficiency. The potential capital improvements will be compared with LACPW and LACFCD CIPs or master plans and cross-referenced with information that LACPW and LACFCD provide for rehabilitation strategies, system upgrades, and plans and schedules that are made available to the Paradigm team at the outset of the project.

Mobility/Transportation Infrastructure Evaluation and Project Identification

For transportation infrastructure, the following potential drivers of needed capital improvements will be assessed using available information:

- Condition, either documented in existing studies or inferred based on age and type.
- Capacity, as documented in existing studies with application of performance criteria from Task B.2 as appropriate
- Projected demand as defined by County and SCAG modeling
- Other deficiencies relative to Task B.2 performance criteria that may include:
 - Opportunities to enhance complete streets, multimodal connectivity, and modern mobility improvement trends for pedestrian, bicycle, and transit networks guided by County Pedestrian and Bicycle Master Plans, Vision Zero Action Plan corridors, and Safe Routes to School Plans.
 - Potential “dead-ending” or other design challenge that would reduce access and-or impede walkability.
 - Lack of access or redundancies for emergency or service vehicles.

- Debris or other obstructions reducing or eliminating vehicle or meaningful multimodal access.
- Lack of multiple egress options for all modes of travel.
- Lack of effective wayfinding with legibility for all modes of travel.
- Lack of functioning or effective traffic control/signaling devices and technology.
- Lack of emergency transportation planning for safe and efficient evacuation during disasters with emphasis on vulnerable populations and essential services.
- Opportunities to utilize transportation routes as fire breaks.
- Inadequate bridges and culverts without capacity to pass increased flows.

For each deficiency, the evaluation will identify a potential capital improvement to alleviate the deficiency. The potential capital improvements will be compared with County CIPs and cross-referenced with information the County provides for road rehabilitation strategies, upgrades, and plans and schedules that are made available to the AECOM team at the outset of the project. National best practices (FHWA, MUTCD, AASHTO) for multimodal and resilient street design will be used, ensuring recommendations integrate modern multimodal treatments, and context-sensitive design. This will allow the development that mobility-related capital improvements that are evaluated not only for utility-driven needs but also for long-term safety, resilience, and community benefit.

Wastewater Infrastructure Evaluation and Project Identification

For the wastewater sewer system, the analysis of needed capital improvements will focus on three main areas of the system:

- 1) Properties in the planning area that are not connected to the sewer system
- 2) Properties that have experienced a significant increase in land use intensity or density through recent area plans
- 3) Other areas that have known challenges such as capacity constraints

Within these areas, the following potential drivers of needed capital improvements for the wastewater sewer system will be assessed, using available information:

- Condition, either conveyed by Stakeholders; documented in existing studies; or inferred based on age and type, history of performance, and maintenance requirements
- Capacity, as documented in existing studies applying criteria from Task B.1.2 to the assessment as appropriate
- Other shortcomings related to Task B.2 assessment criteria that may include:
 - Inadequate capacity.
 - Low reliability, often indicated by lack of internal redundancy.
 - Lack of separation between sewer pipes and potable water pipes
 - Lack of adequate standby power capacity at lift stations

- System components that are vulnerable to direct damage, e.g., exposed or shallow-buried plastic pipes or conduits
- Septic systems for which a viable plan exists for connection to a municipal collection system
- Combustible materials at lift stations
- Lack of fire-hardened telecommunications and SCADA at lift stations
- Lack of defensible space at lift stations.
- Challenging access to lift stations, e.g., steep, narrow one-way accessways.

For each deficiency, the evaluation will identify a potential capital improvement to alleviate the deficiency i.e., provision of additional capacity for a system lacking capacity. The potential capital improvements will be compared with utility CIPs and cross-referenced with information the utility provides for rehabilitation strategies, system upgrades, and plans and schedules that are made available to the Paradigm team at the outset of the project.

Task B.3.1 Deliverables

- Draft Infrastructure Analysis (Word file and Excel file)
- Infrastructure Analysis Workshop materials, including agenda, slides, and notes
- Final Infrastructure Analysis (Word file and Excel file)

Task B.3.1 Assumptions

- Assessments are desktop evaluations. No site visits will be made.
- AECOM will rely on existing studies of asset condition and capacity as described in Task B.1 and reasonable assumptions will be used to overcome data gaps.
- Up to 75 potential capital improvements (for combined systems) will be identified.
- The Draft and Final Infrastructure Analysis will be included as an appendix to the CIP.
- Cost estimates will not be provided at this stage; they will be prepared as part of Task C.
- The County will lead identification and recruitment of workshop attendees and coordinate scheduling for County participants.
- Up to five AECOM team members will support the workshop, including a technical lead for each infrastructure asset class.

Task B.3.2 South Bay Planning Area Evaluation and Project Identification

The South Bay Planning Area infrastructure evaluation and project identification process (Task B.3.1) will mirror that of the Metro Planning Area process (Task B.3.1). Care will be taken in planning improvements to reflect this planning area's specific needs and constraints.

Task B.3.3 Westside Planning Area Evaluation and Project Identification

The Westside planning area infrastructure evaluation and project identification process (Task B.3.1) will mirror that of the Metro Planning Area process (Task B.3.1).

Care will be taken in planning improvements to reflect this planning area's specific needs and constraints.

Task C. Cost Analysis

The AECOM team will develop high-level Rough Order of Magnitude (ROM) cost estimates to implement potential County-led capital improvements (identified in Task B) and identify potential funding sources and financing tools.

The scope of work for the Cost Analysis is described in detail for the Metro Planning Area in Task C.1 below and applies to both South Bay (Task C.2) and Westside (Task C.3) Planning Areas.

C.1 Develop Cost Methodology

AECOM will develop a high-level, transparent costing methodology to estimate planning-level capital costs for potential infrastructure projects to inform the CIP prioritization process (Task E). The methodology will define standardized cost categories (e.g., planning and design, permitting and environmental compliance, construction, contingencies, escalation, operations and maintenance), establish unit-cost assumptions and cost drivers appropriate to the project typologies and level of design, and identify approaches for addressing uncertainty, phasing, and risk. The framework will be designed for consistency across projects while remaining flexible to accommodate varying scopes, asset types, and implementation pathways, and will be documented in a clear, user-friendly format that supports comparison, prioritization, and future refinement as project definitions advance.

Task C.1 Deliverables

- Draft and final cost methodology (Excel or Word)

C.2 Metro Planning Area ROM Cost Estimates

ROM construction cost estimates will be prepared for the potential County-led capital improvements identified in Task B. Those estimates will be Class V-level estimates according to the Association for the Advancement of Cost Engineering International (AACE) and will be prepared using industry standards. The ROM cost estimate will be provided in current-year dollars (e.g., 2026), using the Engineering News-Record (ENR) Los Angeles escalator to adjust historic costs as needed. Key inputs and sources will be noted for each estimate. For example, the cost of a pipeline may be based on an assumed diameter,

length, and material along with a specific database of costs and adjusted by site conditions that reflect the improvement's constructability.

Soft costs will be estimated as ratios of construction cost, and may include planning, design, construction management, and contingencies. The cost estimating methodology and key assumptions will be documented in a draft memorandum. The ROM cost estimates will be provided as an additional column in the Excel workbook developed under Task B.

Task C.2 Deliverables

- Draft and Final ROM cost estimates, presented on a per capital project basis, including methodology and assumptions (Memorandum and Excel file)

Task C.2 Assumptions

- Costs for Operations, Maintenance and Replacement/Rehab (OMR) will not be estimated at this stage.
- The County project team will provide preferred cost estimating assumptions, such as preferred soft cost ratios, and recent project costs, as available.

C.3 South Bay Planning Area ROM Cost Estimates

The South Bay Planning Area cost analysis process (Task C.3) will mirror that of the Metro Planning Area process (Task C.2). When appropriate, criteria and assumptions will be consistent among the three planning areas; however, each set of deliverables will stand on its own to facilitate inclusion in the area-specific CIP.

C.4 Westside Planning Area ROM Cost Estimates

The Westside Planning Area cost analysis process (Task C.4) will mirror that of the Metro Planning Area process (Tasks C.2). When appropriate, criteria and assumptions will be consistent among the three planning areas; however, each set of deliverables will stand on its own to facilitate inclusion in the area-specific CIP.

C.4 Inventory of Funding and Finance Options

In this subtask, the AECOM team will provide an inventory of potential funding sources and financing tools, noting differences by planning area and/or infrastructure system. The inventory will identify:

- Historic funding sources and financing tools leveraged to fund infrastructure in the planning area, organized by infrastructure type, such as general funds, revenue bonds, general obligation bonds, and district-based financing

- Current federal, state, and local grant and loan programs that include Water Infrastructure Finance and Innovation Act (WIFIA), State Revolving Fund (SRF), and others.
- Current Regulatory programs such as the California Public Utilities Commission (CPUC) “Rule 20” program for placement of utilities underground.
- Potential revenue-generating mechanisms, such as taxes and fees, and financing mechanisms

We will analyze the potential applicability of the various funding sources on a project-specific basis. This information will be presented as a revision to the Task C.1.1 workbook with additional columns to indicate potential applicability of the various funding options to specific projects. Revenue-generating and financing tools, as well as funding sources, will be summarized in a complementary memorandum, which will be included as an appendix to the final CIP.

Task C.4 Deliverables

- Draft and Final Funding Source Inventory and Funding Options (Memorandum)
- Draft and Final Funding Options by Project (Excel)

Task C.4 Assumptions

- The inventory of historic funding sources will primarily consider those pursued by the County. In some instances, we may consider those led by partner agencies if the County was a partner in the funding pursuit.
- While potential revenue-generating mechanisms will be identified, AECOM will not project revenue streams.

Task D. Community Engagement/Public Information Assistance

The consultant team will support DRP in facilitating community engagement and public information for each of the three CIPs. We understand that engagement will be led by LA County Planning in partnership with selected community-based organizations and that our role will be to support with engagement and help translate community input into the development of the CIPs. The scopes of work for the three planning areas are anticipated to be similar but are defined separately for ease of tracking since the meetings for the three planning areas are not anticipated to be synchronized.

Task D Assumptions

- The AECOM team will attend meetings and provide review of materials only. All communications and logistics will be led by the County.
- The AECOM team will participate in up to two one-hour virtual planning meetings with the LA County Planning team.

- Up to five AECOM team members will attend each event (including, but not limited to, technical leads for infrastructure assets of primary interest) and will support with event setup and breakdown.
- All meeting materials will be provided by the County, including, but not limited to, printed materials and refreshments.

Task E. CIP Development

The development of the CIP will be primarily driven by the findings from Task B: Infrastructure Analysis and Task D: Community Engagement and informed by Task C: Cost Analysis. It is in this task that we will integrate data-driven analysis with community priorities and resource realities to develop a CIP that meets the County's goals:

- Provide accessible infrastructure for included communities
- Build sustainable and resilient infrastructure systems
- Prioritize multi-benefit projects
- Align priority projects with the County General Plan

The scope of work for CIP development is described in detail for the Metro Planning Area in Task E.3 and will be applied also to the scopes for the South Bay (Task E.4) and Westside (Task E.5) Planning Areas. While we will use the same template and outline across all CIPs, we will develop a narrative framework (infrastructure summary, cost analysis summary, funding strategy) tailored to each planning area.

Task E.1 Prioritization Methodology, Criteria and Planning Assumptions

It's expected that the capital projects identified in Task B will result in a list of potential County-led capital projects for the planning area that exceed available resources at least in the short term. Therefore, it will be necessary to screen and prioritize the potential County-led projects to focus resources on the essential work first while maintaining the option of completing other projects in the future.

Building off Tasks B and D, the AECOM team will draft a proposed list of screening and prioritization criteria, with rubrics and guidelines on their application. The criteria will be consistent across the various infrastructure systems to the extent practical. Some representative criteria and rubrics (i.e., questions or metrics that inform the "scoring" of a project relative to a criterion) may include:

- **Goal Fulfillment.** These criteria assess a project as to its importance toward meeting the Area Plan goals. The highest-scoring projects are essential to completion of essential goals as established in the Area Plan, while the lowest-scoring projects are not essential to fulfilling goals, or do not support essential goals.

- **Implementability.** The highest-scoring projects have straightforward paths to completion if funding is made available. The lowest-scoring projects have significant barriers to their implementation that create delay and/or risk to the project's feasibility. Typical barriers are the need to acquire right of way, the need for complex interagency agreements, third-party opposition, conservation easements, and complex permitting. Criteria may include political feasibility (e.g., cost, political and community support) and technical feasibility (e.g., environmental clearance, right-of-way access).
- **Compliance.** The highest-scoring projects comply with mandates or regulations while the lowest-scoring projects are not required for compliance. Intermediate scores may be assigned to projects that enhance the reliability of compliance, e.g., reduce the chance of a sanitary sewer overflow, but are not strictly required, or comply with regulations that are not yet in force.

This list is not all-inclusive and is provided to illustrate CIP methodology. For each criterion, optional weights may be suggested that would allow overall priority scores to be assigned. However, the individual criteria scores will remain available so that, for example, projects can be sorted and filtered by individual criteria, or by overall score.

Planning assumptions that impact project costs, funding, or timing will also be documented. Example assumptions include:

- Macro-economic factors such as inflation and cost of funds (assumed to apply equally to all projects).
- Future regulatory drivers or constraints (project-specific or relate to general land use changes)
- Available funding level by year and/or by infrastructure system
- Timing of actions by third parties such as cooperating agencies or utility providers, permitting agencies, landowners (may be project-specific) as linkage might include projects led by infrastructure/utility owners other than the County

The AECOM team will facilitate a workshop to present the proposed criteria, weights, and planning assumptions. PowerPoint slides will be prepared defining criteria and illustrating their application.

Task E.1 Deliverables

- Agenda, PowerPoint slides, and meeting summary for criteria workshop. PowerPoint slides will present proposed criteria, including description, rating details, and weighting.

Tas E.1 Assumptions

- Up to 20 potential criteria will be proposed.

- Up to four AECOM team members will participate in the workshop, including one technical lead for each infrastructure asset class.
- The County will identify, recruit, and coordinate scheduling with internal stakeholders.

Task E.2 CIP Template Development

The AECOM team will develop a template for the final CIP document that can be used across all CIPs.

Task E.2 Deliverables

- Draft and final template for CIPs (format TBD)

Task E.3 Metro Planning Area CIP Development

Task E.3.1 Criteria Scoring

The AECOM team will apply the criteria from the prior task to the projects identified in Task B.3.1 to identify a list of candidate projects to be further developed. This effort will likely identify projects that are “screened out”, which means that they could be revisited in the future but will not be further developed as part of the current work. Projects not screened out will receive further development and updated scoring, as described below in Task E.3.2.

The draft scores will be reviewed with LA County during a weekly coordination meeting held under Task A.

Task E.3.1 Deliverables

- Draft and final scoring of projects (format TBD)

Task E.3.1 Assumptions

- One set of consolidated comments on Draft materials is anticipated.

Task E.3.2 Project Development

For projects to be further developed at a conceptual level, the AECOM team will develop a one-page project snapshot to:

- Describe the project, its rationale, its benefits and alignment with County goals and community priorities, key assumptions, and criteria in a one-page format (including data described below).
- List scores for established criterion as developed in Task E.1, and an overall score.
- Identify the infrastructure system(s) that would fund the project (stormwater, wastewater, etc.). In the case of multi-system projects, the contribution of each system

to the project's funding is tallied (e.g., a joint-trench project might be jointly funded by water and power systems).

- Identify the geographic area of the project (a picklist of communities within the Planning Area).
- Estimate durations for three key steps: planning, design, and construction, in months.
- Identify timing constraints, including for example whether the project must be completed to meet a regulatory mandate or contractual commitment, or whether the project's optimal timing is linked to that of another project (should precede, follow, or proceed concurrently).
- Identify scalability at different decision points in the project development timeline; for example, can the project be built at an initial capacity or extent and then augmented later.
- Identify likely environmental or permitting considerations, based on desktop resources such as the California Natural Diversity Database (CNDDDB).
- Identify high-level required property rights (general description only).
- Describe likely grant funding that may be available as either a percentage or dollar amount, with a separate notation capturing key assumptions or conditions (e.g., must begin work by a certain date). This information will be based on Task C.4. and project-specific information that may apply.

Costs will be utilized from Task C in current dollars without escalation and adjusted as needed based on the understanding of project scope developed. The use of constant-year dollars will allow the project to be "moved" in time to different start dates without the need to back out escalation and allow different assumptions about future inflation and interest rates to be readily applied.

Task E.3.2 Deliverables

- Draft and Final Project Descriptions (Word)

Task E.3.2 Assumptions

- Up to 75 projects (as identified in Task B) will be scored and up to 40 projects will be developed (20 will have full projects sheets (single page), 20 will have partial fact sheets, and remaining projects will be short project summaries).
- Projects developed will not include projects which are not under the direct control of the County or which would require development by non-County agencies or private companies.

Task E.3.3 CIP Assembly & Funding Strategy

The AECOM team will develop a CIP composed of projects developed in Task E.3.2 that complies with constraints and priorities identified in Task E.1.

A key aspect of the capital program is the proposed target start date of each proposed project for inclusion within the program. That proposed target start date will be informed by a project's priority scoring against criteria performed in Task E.1.2, and also consider sequencing of work among projects, resource leveling of financial expenditures, and other project-specific factors.

From the proposed target start date for each project, along with the data developed for each project in Task E.3, the AECOM team will develop revenue requirements for each project, and for the program as a whole, by fiscal year. The revenue requirement estimate will account for the various project costs by phase and will allocate costs by "system" (i.e., water, sewer, etc.) and as appropriate to each unincorporated area of the Planning Area. The AECOM team will describe a high-level funding strategy consistent with the quantified revenue requirements, based on the funding options identified in Task C.

To provide key context for the capital program, the AECOM team will summarize the capital program development basis including the Infrastructure Analysis of Task B and Cost Analysis of Task C. Additionally, the AECOM team will prepare graphic exhibits to summarize the draft capital program, including:

- Tables and charts summarizing aspects of these projects including revenue requirements by system, by year, by unincorporated area, etc.; these revenue requirements will reflect macroeconomic assumptions documented in Task E.1.1.
- Maps showing locations of infrastructure and utility installations and enhancements.

The exhibits will be used for the workshop in Task E.1.5 and will also support Task F, environmental documentation.

Task E.3.3 Deliverables

- Draft Summary of Infrastructure and Cost Analyses (Word)
- Draft Funding Strategy (Word)
- Draft graphic exhibits (up to seven) (PDFs)
- Draft CIP, including capital program listing (Word; PDF)

Task E.3.3 Assumptions

- The Final Funding Strategy and graphic exhibits will be included in the Draft CIP.
- County will be responsible for drafting the following sections of the CIP: infrastructure analysis, cost analysis, and community engagement findings.
- County will be responsible for compiling the appendix.

Task E.3.4 Capital Program Workshop

The AECOM team will facilitate a virtual workshop with LA County to review the candidate capital program. During the workshop, simple changes such as the timing or assumed funding profile for a project will be refined, with impacts on the overall revenue requirements shown immediately.

Based on the workshop discussion, the AECOM team will then refine the CIP, for example changing the sequencing among projects, or adjusting scope and cost of selected projects.

Task E.3.4 Deliverables

- Workshop agenda, slides, and notes
- Draft and Final Summary of Infrastructure and Cost Analyses (format TBD)
- Pre-final Funding Strategy (Word; PDF)
- Pre-final graphic exhibits (up to seven) (PDFs)
- Pre-final and Final CIP, including capital program listing (Format TBD; PDF)

Task E.3.4 Assumptions

- Up to five AECOM team members will attend the workshop.
- The County will identify and recruit internal stakeholders and coordinate scheduling of the Workshop.
- One set of consolidated comments are assumed for deliverables.
- Final Funding Strategy and graphic exhibits will be included in the CIP and will not be standalone deliverables.
- County will be responsible for edits to the following sections of the CIP: infrastructure analysis, cost analysis, and community engagement findings.
- County will be responsible for compiling the appendix.

Task E.4 South Bay CIP Development

The South Bay Planning Area CIP development process (Tasks E.4.1 through E.4.4) will mirror that of the Metro Planning Area CIP process described in Task E.1 (Tasks E.3.1 through E.3.4). When appropriate, criteria and assumptions will be consistent between the three planning areas.

Task E.5 Westside CIP Development

The Westside Planning Area CIP development process (Tasks E.5.1 through E.5.4) will mirror that of the Metro Planning Area CIP process described in Task E.1 (Tasks E.3.1

through E.3.4). When appropriate, criteria and assumptions will be consistent between the three planning areas.

Task F. Environmental Analysis/CEQA and NEPA Compliance

The AECOM team, in conjunction with our subconsultant ESA, will prepare one programmatic level environmental document. This document is assumed to be a Program Environmental Impact Report/Environmental Impact Statement (PEIR/EIS) and will evaluate the environmental impacts of the Metro, South Bay, and Westside Planning Areas CIPs, and concurrent amendments to the General Plan, Area Plan, Land Use Policy Map, Zoning Code, and Zoning Map prepared by LA County Planning. The environmental document produced will meet all the requirements set forth in CEQA (Public Resources Code, Section 21000 et seq.) and the State CEQA Guidelines (California Code of Regulations, Section 15000 et seq.) and NEPA (Title 42 of the United States Code (USC), Chapter 55, Section 4321 et seq.) and be internally consistent. The environmental documents will be finalized in compliance with all applicable state laws, federal laws, regulations, and executive orders, including but not limited to:

- AB 52 (in conjunction with SB 18) (to be completed by County Staff)
- Wetlands Only Practicable Alternative Finding
- Section 106 Process
- Section 7 Consultation
- NEPA/404 Concurrence through Final ED Stage
- Section 4(f) Evaluation
- Compliance with all Executive Orders
- Air Conformity Statement

Task F.1 Approach/Project Description

The AECOM team will develop an approach to preparing the environmental analysis and associated environmental documents in compliance with CEQA and NEPA, which, for the purposes of this proposal, is assumed to be a joint PEIR/EIS. This approach will describe how and to what extent previous CEQA analyses will be integrated or tiered, where applicable, into the various analyses and evaluation of impacts presented in the PEIR/EIS.

The AECOM team will prepare a list of data needs to issue an RFI and facilitate a virtual initial meeting with the County project team (i.e. project team) to gather relevant data, plans, and preliminary reports. Prior to the attendance of the initial team meeting between the County and the AECOM team, the team will review materials provided by the County to identify data gaps and confirm our understanding of the project at this juncture. It is assumed that all plans and reports to be utilized by the team for the preparation of the PEIR/EIS will be approved by County staff prior to inclusion in the PEIR/EIS's analyses. The

team's GIS analysts will review digital data received from the project team and the County's engineering staff, as applicable. The initial team meeting between the County and the AECOM team will be used to discuss the current status of documents and plans (including data gaps), the County's processing approach, the schedule of planned deliverables, the Draft PEIR/EIS's table of contents, and the preliminary identification of project alternatives. The team will also identify areas to be streamlined and where County staff will provide assistance in the development of the environmental document and technical analysis.

Before initiating the Notice of Preparation (NOP) and Notice of Intent (NOI), or technical analyses, the AECOM team will prepare a draft project description for use in the PEIR/EIS. The description will be based on available information from the data collected. One round of AECOM team comments will be addressed prior to submittal to the County as part of the NOP. By defining the project early and obtaining County concurrence, we can start identifying potential project impacts, confirming the approach to the analyses, and ensuring consistency between the PEIR/EIS and other environmental documents being prepared by the County as part of concurrent planning efforts (e.g., Housing Element Update).

Task F.1 Deliverables

- Draft and final project approach document (Word)
- Draft and Final project description for CEQA/NEPA review processes (Word, PDF)

Task F.1 Assumptions

- No new research will be conducted to develop a context suitable for the PEIR/EIS.
- The AECOM team can only meet schedule milestones that are fully under our control (i.e., preparation of work products).
- This scope of work does not include revisions due to project changes or additional requirements of the County. Additional work, if needed, will be conducted according to fee schedules in effect at the time additional work is requested, via an amendment to this scope of work.
- Project-level assessments are not included in this scope of work. The team assumes a program-level assessment for the types of projects that would be implemented from adoption of the CIPs.
- One Program level EIR/EIS will be prepared for all three areas combined.

Task F.2 Notice of Preparation/Notice of Intent and Scoping Meeting(s)

It is assumed that County staff will prepare a NOP and NOI and will file the NOP with the County Clerk and the State Clearinghouse and will publish the NOI in the Federal Register. It is also assumed that the County will handle all certified mailings, provide the distribution list to the AECOM team, and post the NOP/NOI on the Department website, as well as post

newspaper ads. The NOP and NOI will include a list of the potentially significant environmental impacts of the proposed project.

After the 30-day NOP and NOI public comment periods have ended, the County will prepare a summary table of the issues raised in the NOP and NOI comment letters to be addressed in the Draft PEIR/EIS.

The AECOM team will participate in one online public scoping meeting for the Draft PEIR/EIS, hosted by County staff and offer technical assistance in responding to questions. It is assumed that the County will prepare EIR/EIS-related public scoping meeting materials, including a presentation that summarizes the proposed project, the CEQA and NEPA processes, and the potential environmental impacts of the proposed project.

Task F.2 Deliverables:

- Up to three AECOM staff will attend the public scoping meeting to provide technical assistance in answering public questions.

Task F.2 Assumptions

- All scoping will be performed by the County, including hosting public meetings.
- A scoping summary, prepared by the County, will be provided to AECOM to include within the PEIR/EIS.
- The NOI and NOP will be prepared and filed by the County.
- All fees associated with the County Clerk and State Clearinghouse will be paid by the County.
- The County will provide the distribution list to the AECOM team.
- The County will be responsible for posting the NOP and NOI on the Department website.
- The County will be responsible for all newspaper ads and associated fees.

Task F.3 Technical Studies

We understand that sequencing the scope of work may require completion of the technical studies well in advance of starting the PEIR/EIS. We will work with the County to determine the appropriate timing of preparing the technical studies to facilitate an efficient overall planning and environmental review process. The AECOM team will prepare stand-alone technical reports including supporting data, calculations, and analysis, to be included as appendices to the PEIR/EIS. However, for some issues, rather than preparing stand-alone technical reports, we will summarize the technical analyses within each respective EIR section and include the supporting data and modeling results in the appendices. Our AECOM team includes key technical staff who will act as the primary authors of the respective EIR/EIS sections. This approach will avoid duplication and reduce review time. It

is anticipated that the implementation of the proposed project would primarily result in construction-related environmental effects, and thus a Transportation Study is not included in our scope of work; however, it is assumed that the project team will generate construction assumptions and other data outputs that are required for the Air Quality, Energy, Greenhouse Gas, and Noise technical analyses. The following summarizes the technical studies/analyses to be performed in support of the PEIR/EIS.

Air Quality/CAA Conformity Analysis

The AECOM team will prepare a program-level air quality analysis to evaluate potential impacts associated with construction and operational activities resulting from implementation of the CIP. The analysis will be conducted in accordance with CEQA Guidelines and the County's significance determination thresholds (as the CEQA lead agency), and NEPA and HUD (as the Federal lead agency) requirements. The methodology and results of the analysis will be summarized in the PEIR/EIS with supporting documentation included in the appendices.

The analysis will characterize the existing regional air quality setting, including the ambient air quality attainment status and ambient pollutant concentrations based on data from South Coast Air Quality Management District (SCAQMD) monitoring stations. The AECOM team will review the applicable Air Quality Management Plan (AQMP), SCAQMD rules (e.g., Rule 403), and California Air Resources Board (CARB) guidance to establish the regulatory context.

Construction-related emissions will be evaluated qualitatively, given the absence of project-specific construction locations and schedules, and will focus on emissions from heavy-duty equipment, haul trucks, and fugitive dust. We will assess consistency with recommended best management practices and control measures, including compliance with Rule 403 and other applicable regulations that would minimize emissions. Operational emissions will be assessed using trip generation estimates provided by the AECOM team and/or County staff, and will include emissions from mobile sources, building energy use, consumer products, and landscaping activities. The AECOM team will also consider the County's Climate Action Plan and applicable energy efficiency standards.

The analysis will identify potential exposure of sensitive receptors to toxic air contaminants (TACs) using CalEnviroScreen 4.0 and CARB/SCAQMD land use compatibility guidance. We will conduct a screening analysis for localized CO hotspots based on roadway intersection volume data provided in the transportation analysis (as available) and odor impacts based on land use designations and proximity to sensitive receptors.

Cumulative impacts will be evaluated based on consistency with regional growth projections and conflicts with the applicable AQMP as well as the potential for regional emissions to exceed SCAQMD thresholds. We will qualitatively assess up to three alternatives and recommend feasible mitigation measures to reduce significant impacts.

Biological Resources

We do not anticipate the need for extensive analyses of environmental issues (including but not limited to those listed above) beyond the extent necessary to satisfy the basic requirements of CEQA and NEPA. This includes analyses of the CIP's consistency with relevant local plans, regulations, ordinances, criteria, and/or guidelines. To satisfy the requirements for biological resources, our biologists will conduct a literature review and database search of the Planning Areas.

The literature review and database search will include an inquiry into the California Natural Diversity Data Base (CNDDDB) and California Native Plant Society (CNPS) Online Inventory of Rare and Endangered Plants for information regarding sensitive species and habitats in the region. Additional information sources may include U.S. Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC), USFWS Designated Critical Habitat, National Wetlands Inventory, USFWS and California Department of Fish and Wildlife (CDFW) publications, scientific journal articles, and historic and current aerial photographs, as appropriate. The results of the literature review will be summarized within the Draft PEIR/EIS.

Cultural (Archaeological and Historic) Resources/Section 106

The AECOM team will conduct background research to identify cultural (archaeological and historic built environment) within the Planning Areas. The goal of the background research will be to identify documented resources in the Planning Areas to satisfy CEQA and Section 106. The results of the background research will be included in a report that complies with CEQA and Section 106 requirements, as well as summarized in the relevant sections of the EIR/EIS. Impacts will be analyzed at a programmatic level, and appropriate mitigation will be developed to lessen impacts to the degree feasible. This task will include the following:

- We will request a record search from the South Central Coastal Information Center (SCCIC) for the preparation of the cultural report. We will request the search to identify previously recorded cultural resources within the Planning Areas (with no buffer).
- Review of resource list/databases, such as the National Register, California Register, California State Historical Landmarks, California Points of Historical Interest, Los Angeles County Landmark or Historic District, local designations that may apply, and

the Built Environment Resources Directory (BERD), to identify significant resources in the Planning Areas.

- Review of the County's building age data and other County-provided historical documentation, along with a review of historic topographic maps and other primary sources of research, to identify areas with higher densities of historic-age buildings/structures.
- GIS mapping of resources based on the data for project planning purposes to be included in the Cultural Resources Assessment report and PEIR/EIS.

Paleontological Resources

The AECOM team will conduct background research to identify paleontological sensitivity within the unincorporated areas of the Planning Areas. The goal of the background research will be to identify formations in the unincorporated portions within the Planning Areas in order to guide future projects. The results of the background research will be summarized in the relevant sections of the PEIR/EIS, impacts analyzed at a programmatic level, and appropriate mitigation developed to lessen impacts to the degree feasible. This task will include the following:

- Identification of previously recorded paleontological resources and sensitive formations within the Planning Areas with no buffer, using data obtained from the Los Angeles County Museum of Natural History, geological map research, and online fossil databases
- Development of GIS map of resources based on the data showing sensitive geological formations for project planning purposes to be included in the PEIR/EIS

Energy and Greenhouse Gas Emissions

AECOM will prepare program-level energy and greenhouse gas (GHG) emissions analyses to identify potential impacts associated with implementation of the CIPs. To satisfy CEQA requirements, the analyses will be conducted in accordance with CEQA Guidelines and the County's Significance Determination Thresholds and discussed appropriately within the PEIR/EIS. With respect to NEPA, we will confirm with HUD and County staff whether or not energy and/or GHG emissions will be referenced or discussed for informational or other purposes to comply with NEPA regulations.

The analyses for CEQA compliance will include a summary of existing energy consumption and GHG emissions based on regional and County data. The AECOM team will estimate GHG emissions from mobile sources and energy use using methodologies consistent with the air quality analysis. The analyses will include a qualitative assessment of the benefits of Area Plan policies and measures that reduce energy demand and GHG emissions. We will also summarize relevant state and regional climate plans, policies and regulations, including the California Global Warming Solutions Act, Southern California Association of

Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (Connect SoCal 2024), and the County's Climate Action Plan. We will evaluate the projects' potential to conflict with applicable GHG reduction plans, policies, and regulations, including the County's Climate Action Plan, and will assess the extent to which implementation of the CIPs would support statewide and regional climate goals. The energy analysis will include an assessment of electricity, natural gas, and transportation fuel demand at buildout, and will identify wasteful, inefficient, or unnecessary consumption of energy from implementation of the CIPs. We will qualitatively assess up to three alternatives and recommend feasible mitigation measures to reduce GHG and energy impacts.

The energy and GHG emissions analyses for the Planning Areas will be documented in a technical report. The technical report will be used to prepare the energy and GHG emissions sections of the PEIR/EIS, with supporting documentation included in the appendices.

As stated above, with respect to NEPA, we will confirm with HUD and County staff the extent to which the above-described energy and/or GHG emissions analyses will be referenced or discussed for informational or other purposes, or not discussed, to comply with NEPA regulations.

Noise/Vibration

The AECOM team will conduct a program-level noise analysis to evaluate potential impacts associated with construction and operational activities resulting from implementation of the Planning Areas. The analysis will be prepared in accordance with CEQA Guidelines and the County's significance determination thresholds, and NEPA and HUD requirements. The methodology and results of the analysis will be summarized in the PEIR/EIS with supporting documentation included in the appendices.

We will characterize the ambient noise environment for the planning areas by conducting noise measurements at up to 20 locations in the unincorporated communities. Given the absence of project-specific construction locations and schedules, for the purposes of this scope of work, the locations will be selected to represent location types (e.g., residential, commercial, and/or industrial areas) that may be developed with improvements with adoption of the project. Measurements will be conducted for a minimum of 15 minutes during daytime hours per location. Additional locations or long-term measurement durations (i.e., 24 hours) may be conducted upon request under an amended scope and fee estimate. If there are recent noise studies available, those will be leveraged in lieu of conducting original noise measurements.

Construction noise and vibration impacts will be assessed semi-quantitatively, based on typical heavy-duty equipment noise levels and vibration characteristics. Operational noise impacts will be evaluated using modeled traffic noise increases and land use compatibility assessments. Traffic noise modeling will be conducted based on roadway intersection volume data (as available) for existing, future, and future with implementation of the CIP scenarios using the Federal Highway Administration (FHWA) Traffic Noise Model methodology. We will discuss land uses for which the County has determined to be noise-sensitive receivers and will evaluate potential exposure of noise-sensitive receivers to excessive noise levels.

Cumulative noise impacts will be assessed based on projected growth and future land use scenarios. We will qualitatively assess up to three alternatives and recommend feasible mitigation measures to reduce significant impacts.

Tribal Cultural Resources (including AB 52/SB 18/Section 106 Consultation)

For the purposes of this scope, it is assumed that the County will conduct all tribal consultation required by Senate Bill 18 (SB 18), Section 106, and Assembly Bill 52 (AB 52). The results of consultation will be summarized in the Tribal Cultural Resources section of the PEIR/EIS for AB 52 and SB 18. The Section 106 consultation will be detailed in the cultural report and appropriate mitigation developed to lessen impacts to the degree feasible will be included.

It is assumed that County staff will conduct the following activities and provide the results to the AECOM team for the purpose of developing the PEIR/EIS:

- Requesting a Sacred Lands File search from the Native American Heritage Commission (NAHC) to solicit information on sensitive or undocumented traditional/cultural sites within the 24 unincorporated communities in the Planning Areas (no buffer) and to obtain a list of California Native American tribes who are culturally affiliated with the area for Section 106 Consultation. The request will indicate to the NAHC that the project is compliant with both CEQA (SB 18/AB 52) and NEPA (Section 106).
- Request a SB 18 list from the NAHC of California Native American tribes who are culturally affiliated and require consultation under SB 18 (this requires a separate letter to the NAHC from the SLF request described above).
- Preparing notification letters to be sent on County letterhead to California Native American tribes. All tribes on the NAHC's contact list for SB 18 letters, pursuant to Government Code section 65352.3. The AECOM team will coordinate with the County on the list of tribes that will be sent AB 52 letters pursuant to Public Resources Code Section 21080.3.1(b). We will use the SLF list from the NAHC for Section 106 letters and consultation.
- Assisting the County in responding to tribal requests for consultation/information.

- Reviewing information provided by tribes.
- Participating in tribal consultation meetings (up to 2 meetings), if requested. We will assist in the preparation of agendas and take notes during meetings.
- Preparing a tracking log to document Section 106, SB 18 and AB 52 consultation efforts.

Task F.3 Assumptions

- All results of the activities listed above, conducted by the County, will be provided to the AECOM team to develop the PEIR/EIS.

Task F.4 Screencheck PEIR/EIS

The AECOM team will prepare a PEIR/EIS for the Planning Area CIP that analyzes potential impacts of the CIP for all three areas, including impacts from goals and policies, land use policy changes, zone changes, implementation actions, and potential development/build-out allowed by the Planning Area Plan. Our approach to preparing the Draft PEIR/EIS will be to prepare a programmatic analysis of the whole proposed project with the goal of establishing performance standards that will streamline future environmental review and application processing for subsequent projects within the Planning Areas. More specifically, future streamlining opportunities may occur pursuant to the following: (1) Section 15183 of the State CEQA Guidelines for projects that are consistent with the densities established by the existing zoning, the community plan, and/or the general plan for which an EIR was certified; (2) Section 15183.3 of the State CEQA Guidelines, streamlining for infill exemptions pursuant to SB226 for transit priority projects identified by SCAG; and (3) Section 15332, categorical exemptions for in-fill development projects. Each technical section of the Draft PEIR/EIS will describe the existing physical conditions, relevant federal, state, and local laws and regulations, the methods of analysis and standards of significance used for determining the impacts of the proposed project, including assumptions necessary to understand the conclusions of the analyses. Additionally, the Draft PEIR/EIS will discuss the aforementioned CEQA streamlining opportunities (Section 15183 for projects consistent with the General Plan, Section 15332 for in-fill projects, etc.) as part of the regulatory setting and will include the procedural framework as part of the analysis. This scope of work assumes analyzing up to three alternatives to the proposed project in the Draft PEIR/EIS.

Once comments on the first Screencheck Draft PEIR/EIS have been received, we will incorporate all comments and submit (electronically) a second Screencheck Draft PEIR/EIS to the County for review. To address comments on the first Screencheck Draft PEIR/EIS that require additional discussion, if any, we recommend draft review meetings with pertinent reviewing parties present to make edits in real time to address potential conflicts and resolutions immediately, thus potentially eliminating the need for subsequent

revisions. AECOM has found this approach is successful, especially when serving as an extension of staff to the lead agency and can save a substantial amount of time. Once comments are resolved, we will prepare a second Screencheck Draft PEIR/EIS for the County to conduct a final review. This scope and budget assume that comments received on the second Screencheck Draft PEIR/EIS will be minimal and mostly editorial in nature.

AECOM will utilize a waterfalled approach for PEIR/EIS deliverables, providing the County with individual sections as they become available rather than waiting for the full draft. This phased delivery method is intended to accelerate review cycles, enable early feedback, and create opportunities for time savings and schedule improvements throughout the environmental documentation process.

Task F.4 Deliverables

- Two Drafts and Final Screencheck Draft PEIR/EIS (Word; PDF)

Task F.4 Assumptions

- This scope assumes consultant will participate in up to two 1.5-hour virtual working meetings with County staff.
- As stated in the RFP, the AECOM team assumes a total of two drafts for this task.
- Revisions to the second Screencheck Draft PEIR/EIS are assumed to require up to 60 hours of professional staff time.
- For efficiency, AECOM will use a waterfalled approach to PEIR/EIS deliverables. Providing sections of the document to the County as they become available, rather than the entire completed document.

Task F.5 Draft PEIR/EIS

The AECOM team will prepare a print-ready Draft PEIR/EIS document for County review and approval prior to publication for a 45-day public review. It is assumed that the County will file the Draft PEIR/EIS and associated notices including the Notice of Completion (NOC) form for the State Clearinghouse, and the Notice of Availability (NOA). The County will file/post the NOA on the Federal Register, HUD Exchange, and the County Clerk of Los Angeles, as appropriate. It is assumed that County staff will complete the preparation of the distribution list, email notifications, newspaper ads, and Department website postings.

During the 45-day public review period, one member of the AECOM team will attend one community meeting on the Draft PEIR/EIS to be hosted by County staff. The County will prepare EIR-related public meeting materials for an NOA meeting, including a presentation that summarizes the proposed project, potential environmental impacts, proposed mitigation measures, and required findings for the proposed project.

Task F.5 Deliverables

- One member of the AECOM team will attend one community meeting on the Draft PEIR/EIS to be hosted by County staff.

Task F.5 Assumptions

- County staff will prepare the NOC and NOA.
- The County will be responsible for the preparation of the distribution list, email notifications, newspaper ads, and Department website postings.

Task F.6 Final PEIR/EIS

Following conclusion of the 45-day public review period, in coordination with the County project team, the AECOM team will catalog, bracket, and categorize all comments received on the Draft PEIR/EIS; prepare responses to public comments (both written comments and oral testimony) received on the Draft PEIR/EIS; and identify revisions to the Draft PEIR/EIS text via an Errata, if necessary. The text of the Draft PEIR/EIS will not be revised. We will prepare topical responses for recurring issues, as needed. The preparation of topical responses can help achieve schedule and cost efficiencies.

Based on a final set of comments from County staff, we will prepare the Final PEIR/EIS for certification. We will assemble the Final PEIR/EIS and provide the necessary copies and digital files to County staff to take the Final PEIR/EIS through the hearing process to certification. The Final PEIR/EIS and responses to comments will be submitted to the County for distribution.

Once the public review comments have been addressed and revisions to the Final PEIR/EIS are complete, AECOM will prepare the Mitigation Monitoring and Reporting Program (MMRP) for inclusion in the Final PEIR/EIS. The MMRP will include a brief project description, a list of agencies with jurisdiction over the proposed project, monitoring roles and responsibilities, and general monitoring procedures. For each mitigation measure identified in the Final PEIR/EIS, the party responsible for monitoring, scheduling, and reporting requirements and effectiveness criteria will be identified. Mitigation measures contained in the Final PEIR/EIS will be developed in consideration of future monitoring requirements and written in sufficient detail to address the impacts of all phases of project development, referencing the appropriate implementing permits, such as grading permits, final maps, and landscape plans.

Lastly, we will also prepare draft CEQA Findings of Facts and, if necessary, a Statement of Overriding Considerations (SOC), for County review. Up to two rounds of review/revision are assumed before finalizing the Findings/SOC document.

Task F.6 Deliverables

- Draft and Final Response to Comments (Word or Excel)
- Draft and Final MMRP, if applicable (Word; PDF)
- Draft and Final CEQA Findings of Facts and Statement of Overriding Considerations, if applicable (Word; PDF)
- Final PEIR/EIS (Draft and Final) (Word; PDF)

Task F.6 Assumptions

- For purposes of cost estimation, this proposal assumes consultant's response to no more than 100 individual public comments on the Draft PEIR/EIS from all comment letters received (note that a single comment letter may contain multiple comments). If more than 100 comments are received, an amended scope shall be prepared for County approval to address additional comments.
- The AECOM team assumes that there will be no more than two rounds of administrative review for the Final PEIR/EIS before finalizing the document for certification (we understand this is different than what was articulated in the RFP).
- It is assumed that copies for the Regional Planning Commission (RPC) and the Board of Supervisors will be provided via CDs, an FTP site, or other County-approved file sharing program.
- This subtask assumes that only two project approval hearings will occur and be attended by consultant staff (one RPC hearing and one Board of Supervisors hearing) as part of the hearing process to certification. Any additional meetings will be provided on an hourly basis, as an amendment to this scope of work.

Task F.7 Notice of Determination (NOD) and Record of Decision (ROD)

Within five business days of certification of the Final PEIR/EIS, County staff will prepare and file a Notice of Determination (NOD) with the County Clerk and the State Clearinghouse. In addition, the County will publish the Record of Decision (ROD) in the Federal Register. The Final EIS requires a minimum 30-day waiting period before issuing the ROD. All applicable filing fee(s) will be paid for by the County.

Task F.7 Assumptions

- The County will prepare, distribute, and file notices related to the environmental review process.
- Filing fees for the Notice of Determination at the County Clerk's office (including CDFW fees) and additional fees associated with noticing or distributing the Draft PEIR/EIS will be paid by the County.

General Assumptions

1. This proposal is conditioned upon negotiations of mutually acceptable contract terms and conditions.
2. AECOM's budget assumes that this scope of work will be completed by April 2028. If project work extends beyond this time period then AECOM may require additional budget.
3. All meetings will be conducted virtually via Microsoft Teams unless otherwise specified.
4. All deliverables are assumed to be digital files (no hard copies).
5. All deliverables are assumed to be final unless otherwise noted.
6. LA County DRP will provide the AECOM Team with a single set of consolidated and deconflicted comments for each draft deliverable.
7. AECOM team assumes all deliverables for all tasks are final unless otherwise noted.
8. AECOM's General Limiting Conditions apply to all components of this Scope of Work.
9. Water, power, gas and telecommunications infrastructure is not included in this Scope of Work.

General Limiting Conditions

1. AECOM's findings represent its professional judgment. Neither AECOM nor its parent corporations, nor their respective affiliates or subsidiaries ("AECOM Entities") make any warranty or guarantee, expressed or implied, with respect to any information or methods contained in or used to produce the Deliverables.
2. The Deliverables may include "forward-looking statements". These statements relate to AECOM's expectations, beliefs, intentions or strategies regarding the future. These statements may be identified by the use of words like "anticipate," "believe," "estimate," "expect," "intend," "may," "plan," "project," "will," "should," "seek," and similar expressions. The forward-looking statements reflect AECOM's views and assumptions with respect to future events as of the date of the Deliverables and are subject to future economic conditions, and other risks and uncertainties. Actual and future results and trends could differ materially from those set forth in such statements due to various factors, including, without limitation, those discussed in the Deliverables. These factors are beyond AECOM's ability to control or predict. Accordingly, AECOM makes no warranty or representation that any of the projected values or results contained in the Deliverables will actually occur or be achieved. The Deliverables are qualified in their entirety by, and should be considered in light of, these limitations, conditions and considerations.
3. The Deliverables shall not to be used in conjunction with any public or private offering of securities, debt, equity, or other similar purpose where it may be relied upon to any degree by any person other than the County of Los Angeles for the specific purpose stated in this Scope of Work. The Deliverables shall not be used for purposes other than those for which they were prepared or for which prior written consent has been obtained from AECOM.
4. AECOM is entitled and will rely upon the accuracy, completeness, currency and non-infringement of information and data provided by Client or obtained from generally accepted sources within the industry, except to the extent such verification by AECOM may be expressly required as a defined part of the services herein. AECOM will not be responsible for defects in its services attributable to its reliance upon or use of such information and data.
5. Possession of the Deliverables does not carry with it any right of publication or the right to use the name of "AECOM" in any manner without the prior express written consent of AECOM. No party may reference AECOM with regard to any abstract, excerpt or summarization of the Deliverables without the prior written consent of AECOM. AECOM has served solely in the capacity of consultant and has not rendered any expert opinions in connection with the subject matter hereof. Any changes made to the Deliverables, or any use of the Deliverables not specifically identified in the Agreement between Elevate and AECOM or otherwise expressly

approved in writing by AECOM, shall be at the sole risk of the party making such changes or use.

6. The Deliverables will be prepared solely for the use by the County of Los Angeles for the specific purpose stated in this Scope of Work. No third party may rely on the Deliverables unless expressly authorized by AECOM in writing (including, without limitation, in the form of a formal reliance letter. Any third party expressly authorized by AECOM in writing to rely on the Deliverables may do so only on the Deliverable in its entirety and not on any abstract, excerpt or summary. Entitlement to rely upon the Deliverables is conditioned upon the entitled party accepting full responsibility for such use, strict compliance with the Professional Services Agreement between the County of Los Angeles and AECOM and not holding AECOM liable in any way for any impacts on the forecasts or the earnings resulting from changes in "external" factors such as changes in government policy, in the pricing of commodities and materials, changes in market conditions, price levels generally, competitive alternatives to the project, the behavior of consumers or competitors and changes in the County's policies affecting the operation of their projects.
7. AECOM makes no representations or warranties that the Deliverables and Services will be successful in receiving a grant or funding. AECOM shall not be liable for failing to identify, manage, or coordinate submittals or applications to grants or funding opportunities.

PRICING SCHEDULE

Fee

AECOM and team will deliver this Scope of Work (Tasks A through F) for a fixed fee of \$2,700,000 invoiced monthly on a percent complete basis. Payment terms are 30 days.

Table 1. AECOM Fee

	AECOM Total	Subs Total	Task Total:
Task A: Project Management	\$ 142,811	\$ 26,221	\$ 169,032
Kick-off Meeting			
Project Timeline			
Quality Control Reports and Documents			
Project Management Meetings			
Task B: Infrastructure Analysis	\$ 319,532	\$ 359,144	\$ 678,676
Compilation of Existing Available Data			
Performance Criteria Development			
Systems Evaluation and Project Identification			
Task C: Cost Analysis	\$ 172,396	\$ 69,257	\$ 241,653
Develop Cost Methodology			
Metro Planning Area ROM Cost Estimates			
South Bay Planning Area ROM Cost Estimates			
Westside Planning Area ROM Cost Estimates			
Inventory of Funding and Finance Options			
Task D: Community Engagement/Public Information Assistance	\$ 12,808	\$ 12,312	\$ 25,120
Task E: Capital Improvement Plans Development	\$ 422,725	\$ 527,131	\$ 949,856
Prioritization Methodology, Criteria, and Planning Assumptions			
CIP Template Development			
Metro Planning Area CIP Development			
South Bay CIP Development			
Westside CIP Development			
Task F: Environmental Analysis/ CEQA and NEPA Compliance	\$ 549,966	\$ 73,974	\$ 623,940
Approach/Project Description			
Notice of Prepatation/Notice of Intent and Scoping Meeting(s)			
Technical Studies			
Screencheck PEIR/EIS			
Draft PEIR/EIS			
Final PEIR/EIS			
Notice of Determination (NOD) and Record of Decision (ROD)			
ODCs	\$ 10,000	\$ 1,000	\$ 11,000
Mileage	\$ 2,000	\$ 1,000	
Airfare	\$ 3,500		
Lodging	\$ 4,500		
Total Cost Proposal:	\$ 1,630,237	\$ 1,069,039	\$ 2,699,276

CONTRACTOR'S PROPOSED SCHEDULE

Schedule

The work detailed in this Scope of Work is estimated to be completed within 24 months, with most of the consultant-led technical work targeted for substantial completion by April 2028, serving as the primary CIP milestone. The contract term is anticipated to extend through early 2030 to support public review, hearings, and Board of Supervisors adoption, with extension options available as needed. Specific milestone, meeting, and deliverable dates will be refined with the County team.

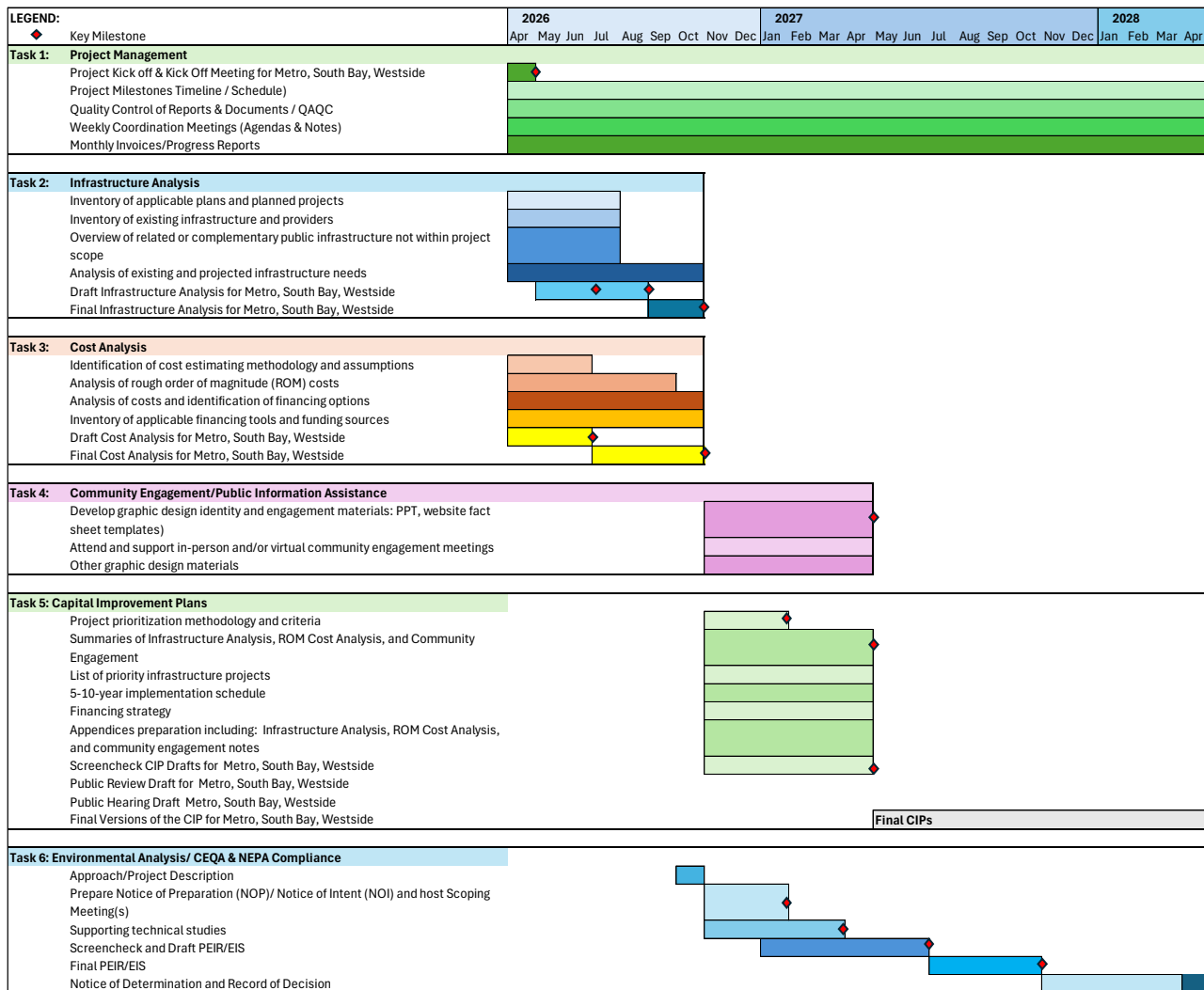


Figure 1. Proposed Project Schedule

COUNTY'S ADMINISTRATION

CONTRACT NO.

COUNTY'S PROJECT DIRECTOR:

Name: Connie Chung

Title: Deputy Director

Address: 320 W. Temple Street 13th Floor
Los Angeles, CA 90012

Telephone: 213-893-7038

E-mail Address: cchung@planning.lacounty.gov

COUNTY'S PROJECT MANAGER:

Name: Patricia Hachiya

Title: Supervising Regional Planner

Address: 320 W. Temple Street 13th Floor
Los Angeles, CA 90012

Telephone: 213-974-6316

E-mail Address: phachiya@planning.lacounty.gov

COUNTY'S CONTRACT MANAGER:

Name: Joseph Horvath

Title: Administrative Deputy, Regional Planning

Address: 320 W. Temple Street 13th Floor
Los Angeles, CA 90012

Telephone: 213-974-6533

E-mail Address: jhorvath@planning.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME:

CONTRACT NO.

CONTRACTOR'S PROJECT MANAGER:

Name: Emily Schwimmer

Title: Principal

Address: 300 South Grand Avenue, 8th Floor Los Angeles, CA 90071

Telephone: 925-322-3835

E-mail Address: emily.schwimmer@aecom.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S):

Name: Deanna Weber

Title: Vice President, Authorized Signatory

Address: 300 South Grand Avenue, 8th Floor Los Angeles, CA 90071

Telephone: 949-923-8413

E-mail Address: deanna.weber@aecom.com

NOTICES TO CONTRACTOR SHALL BE SENT TO THE FOLLOWING:

Name: Emily Schwimmer and Deanna Weber

Title: Principal and Vice President, Authorized Signatory

Address: 300 South Grand Avenue, 8th Floor Los Angeles, CA 90071

Telephone: 925-322-3835 and 949-923-8413

E-mail Address: emily.schwimmer@aecom.com and deanna.weber@aecom.com

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name: AECOM Technical Services, Inc. Contract No. _____

Non-Employee Name: Environmental Science Associates

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE:


DATE: 02 / 25 / 26

PRINTED NAME:

Ruta K Thomas

POSITION:

Senior Vice President







Contract Exb F2_AECOM

Final Audit Report

2026-02-25

Created:	2026-02-25
By:	Annakaren Larriva (alarriva@esassoc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-5LjKhrakYjwoqmH4CBQMHyLiSIQD8Qt

"Contract Exb F2_AECOM" History

-  Document created by Annakaren Larriva (alarriva@esassoc.com)
2026-02-25 - 3:49:09 PM GMT- IP address: 71.150.87.8
-  Document emailed to rthomas@esassoc.com for signature
2026-02-25 - 3:50:03 PM GMT
-  Email viewed by rthomas@esassoc.com
2026-02-25 - 4:08:40 PM GMT- IP address: 3.140.187.74
-  Signer rthomas@esassoc.com entered name at signing as Ruta K Thomas
2026-02-25 - 4:09:14 PM GMT- IP address: 216.205.115.23
-  Document e-signed by Ruta K Thomas (rthomas@esassoc.com)
Signature Date: 2026-02-25 - 4:09:16 PM GMT - Time Source: server- IP address: 216.205.115.23
-  Agreement completed.
2026-02-25 - 4:09:16 PM GMT

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name: AECOM Technical Services, Inc. Contract No. _____

Non-Employee Name: _____

GENERAL INFORMATION:

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NON-EMPLOYEE ACKNOWLEDGEMENT:

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CONFIDENTIALITY AGREEMENT:

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I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: Stephen Carter

DATE: 02 / 26 / 2026

PRINTED NAME: Stephen Carter

POSITION: Director, Paradigm Environmental

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name: AECOM Technical Services, Inc. Contract No. _____

Non-Employee Name: Toole Design Group, LLC

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

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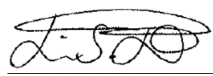
CONFIDENTIALITY AGREEMENT:

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SIGNATURE: 

DATE: 02 / 25 / 2026

PRINTED NAME: Jessica Fields

POSITION: Regional Operations Dir, Western U.S. and Texas

02LAX.00434 Contract Exb F2_AECOM

Final Audit Report

2026-02-25

Created:	2026-02-25
By:	Noren Hartman (nhartman@tooledesign.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOCj6rPQlopJLXUqy55ZkTnHcpJ2-VqL2

"02LAX.00434 Contract Exb F2_AECOM" History

-  Document created by Noren Hartman (nhartman@tooledesign.com)
2026-02-25 - 4:32:21 PM GMT
-  Document emailed to Jessica Fields (jfields@tooledesign.com) for signature
2026-02-25 - 4:32:26 PM GMT
-  Email viewed by Jessica Fields (jfields@tooledesign.com)
2026-02-25 - 5:39:30 PM GMT
-  Document e-signed by Jessica Fields (jfields@tooledesign.com)
Signature Date: 2026-02-25 - 5:39:44 PM GMT - Time Source: server
-  Agreement completed.
2026-02-25 - 5:39:44 PM GMT

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name: AECOM Technical Services, Inc. Contract No. _____

Non-Employee Name: Xavier Irias, Woodard & Curran

GENERAL INFORMATION:

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NON-EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE: 

DATE: 02 / 25 / 2026

PRINTED NAME: Xavier Irias

POSITION: Senior Technical Leader

THERE'S A BETTER CHOICE. SAFELY SURRENDER YOUR BABY.

Any fire station. Any hospital. Any time.



1.877.222.9723

BabySafeLA.org

No shame | No blame | No names



Some parents of newborns can find themselves in difficult circumstances. Sadly, babies are sometimes harmed or abandoned by parents who feel that they're not ready or able to raise a child. Many of these mothers or fathers are afraid and don't know where to turn for help.

This is why California has a Safely Surrendered Baby Law, which gives parents the choice to legally leave their baby at any hospital or fire station in Los Angeles County.

FIVE THINGS YOU NEED TO KNOW ABOUT BABY SAFE SURRENDER

- 1 Your newborn can be surrendered at any hospital or fire station in Los Angeles County up to 72 hours after birth.
- 2 You must leave your newborn with a fire station or hospital employee.
- 3 You don't have to provide your name.
- 4 You will only be asked to voluntarily provide a medical history.
- 5 You have 14 days to change your mind; a matching bracelet (parent) and anklet (baby) are provided to assist you if you change your mind.

No shame | No blame | No names



ABOUT THE BABY SAFE SURRENDER PROGRAM

In 2002, a task force was created under the guidance of the Children's Planning Council to address newborn abandonment and to develop a strategic plan to prevent this tragedy.

Los Angeles County has worked hard to ensure that the Safely Surrendered Baby Law prevents babies from being abandoned. We're happy to report that this law is doing exactly what it was designed to do: save the lives of innocent babies. Visit BabySafeLA.org to learn more.

No shame | No blame | No names

ANY FIRE STATION.
ANY HOSPITAL.
ANY TIME.

1.877.222.9723
BabySafeLA.org

THERE'S A BETTER CHOICE.
SAFELY SURRENDER YOUR BABY.



BabySafeLA.org

No shame | No blame | No names





FROM SURRENDER TO ADOPTION: ONE BABY'S STORY

Los Angeles County firefighter Ted and his wife Becki were already parents to two boys. But when they got the call asking if they would be willing to care for a premature baby girl who'd been safely surrendered at a local hospital, they didn't hesitate.

Baby Jenna was tiny, but Ted and Becki felt lucky to be able to take her home. "We had always wanted to adopt," Ted says, "but taking

home a vulnerable safely surrendered baby was even better. She had no one, but now she had us. And, more importantly, we had her."

Baby Jenna has filled the longing Ted and Becki had for a daughter—and a sister for their boys. Because her birth parent safely surrendered her when she was born, Jenna is a thriving young girl growing up in a stable and loving family.

ANSWERS TO YOUR QUESTIONS

Who is legally allowed to surrender the baby?

Anyone with lawful custody can drop off a newborn within the first 72 hours of birth.

Do you need to call ahead before surrendering a baby?

No. A newborn can be surrendered anytime, 24 hours a day, 7 days a week, as long as the parent or guardian surrenders the child to an employee of the hospital or fire station.

What information needs to be provided?

The surrendering adult will be asked to fill out a medical history form, which is useful in caring for the child. The form can be returned later and includes a stamped return envelope. No names are required.

What happens to the baby?

After a complete medical exam, the baby will be released and placed in a safe and loving home, and the adoption process will begin.

What happens to the parent or surrendering adult?

Nothing. They may leave at any time after surrendering the baby.

How can a parent get a baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days by calling the Los Angeles County Department of Children and Family Services at (800) 540-4000.

If you're unsure of what to do:

You can call the hotline 24 hours a day, 7 days a week and anonymously speak with a counselor about your options or have your questions answered.

1.877.222.9723 or BabySafeLA.org

English, Spanish and 140 other languages spoken.