

CITY OF PICO RIVERA

REQUEST FOR PROPOSALS

GENERAL PLAN UPDATE



DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

**INQUIRIES REGARDING THIS PROJECT
MAY BE DIRECTED TO:**

Estefany Franco, Planner
City of Pico Rivera
6615 Passons Blvd.
Pico Rivera, CA 90660

REQUEST FOR PROPOSALS

General Plan Update

The City of Pico Rivera (CITY) is publishing this Request for Proposals (RFP) to solicit proposals from qualified firms (Consultant) to provide consultant services to update its General Plan Land Use, Circulation, Conservation, Open Space, Noise, and prepare a new Environmental Justice element. The 2021-2029 Housing Element was certified by the Department of Housing and Community Development (HCD) in February 2024 and is not part of this scope. The Safety Element is also excluded from this scope of work as the City will complete the update before launching this project.

The CITY was awarded the Caltrans Sustainable Transportation Planning Grant. The grant program was created to support the California Department of Transportation's (Caltrans) Mission: Provide a safe and reliable transportation network that serves all people and respects the environment. The grant will fund the update to the Land Use, Circulation, Environmental Justice elements along with a robust public outreach effort.

It is the intent of the CITY to enter into a Professional Services Agreement (PSA) with the Consultant for these services, on a not-to-exceed basis. The term of the PSA will be as needed, but not to exceed three (3) years.

The CITY invites proposals from qualified consulting professionals or firms and will receive such proposals in the Community & Economic Development Office, City of Pico Rivera, 6615 Passons Blvd., Pico Rivera, California 90660, until **3:00 p.m. on Thursday July 16, 2026**

The CITY reserves the right to reject any or all proposals, to waive any irregularity in any proposal received, and to be the sole judge of the merits of the proposals received, and to take all proposals under advisement for a period of 90 days. The CITY will enter into a PSA with the Consultant(s) whose proposals best meet the requirements of the Scope of Work as determined by the CITY. The proposal submitted by the selected Consultant shall be incorporated as part of the respective Professional Services Agreement.

INSTRUCTIONS
REQUEST FOR PROPOSALS

1. PROPOSED SCHEDULE

<u>DESCRIPTION</u>	<u>DATE/TIME</u>
Request for Proposals Released	Wednesday, June 17, 2026
Deadline to Submit Questions	Thursday, July 2, 2026 – 3:00 p.m.
Deadline to Receive Proposals	Thursday, July 16, 2026 – 3:00 p.m.

The CITY reserves the right to modify any element of the timeline should it become necessary.

2. PRE-SUBMITTAL MEETING

No Pre-Submittal Meeting has been scheduled for this project.

3. SUBMISSION OF RFP

To be considered, the Proposal must be received by the City of Pico Rivera, Department of Community & Economic Development, by 3:00 p.m. on Thursday, July 16, 2026.

Consultants must submit four (4) copies of their Proposal labeled:

“PROPOSAL FOR GENERAL PLAN UPDATE”

Alvie Betancourt
Director of Community & Economic Development
City of Pico Rivera
6615 Passons Blvd.
Pico Rivera, CA 90660

In addition, the Consultant shall submit the complete Proposal on a Thumb Drive on labeled media (company name) in searchable PDF format as a single document (optimized and compressed). The naming convention for the file is to be similar to: “*RFP General Plan Update - company name.*”

Proposals and amendments to the Proposals received after the date and time specified above are not acceptable and will be returned to the Consultant unopened.

4. DISSEMINATION OF REQUEST FOR PROPOSALS (RFP) INFORMATION

From time to time, the CITY may issue responses to requests for clarifications, questions, comments, and addenda to this RFP, or other material related to this solicitation. **By submitting a Proposal, Consultant is deemed to have constructive knowledge and notice of all information pertaining to this RFP.**

5. ADDENDA TO THE RFP

Any change(s) to the requirements of this RFP initiated by the CITY will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into and made a part of the terms and conditions of any resulting Professional Services Agreement (PSA). The CITY will not be bound to any modifications to or deviations from the requirements set forth in this RFP unless they have been documented by addenda to this RFP. Consultants will be required to document in their Proposal that they are aware of all addenda issued, if any, by the CITY.

6. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

A. Contact Person for the Project

The Project Manager for this RFP is Estefany Franco, Planner, and may be reached at (562) 801-4026 or via email at efranco@pico-rivera.org. Consultants are required to post their questions to the City Project Manager **online** by visiting <https://pbsystem.planetbids.com/portal/41481/portal-home>. Any questions submitted by email or telephone will not be answered.

B. Clarifications of the RFP

Consultants are encouraged to promptly notify the Project Manager of any apparent errors or inconsistencies in the RFP. If a Consultant requires clarifications to this RFP, the Consultant shall notify the CITY in writing in accordance with Subsection “A” above, should it be found that the point in question is not clear and fully set forth in the RFP, a written addendum clarifying the matter will be issued.

C. Submitting Requests

All questions must be submitted to the CITY by 3:00 p.m. on Thursday, July 2, 2026.

Requests for clarifications, questions and comments received after 3:00 p.m. on Thursday, July 2, 2026, will not be responded to.

D. City Responses

The CITY, in its sole discretion, will respond to requests for clarifications, questions and comments. Responses will be posted on Planet Bids on or **before 5:00 p.m. on Thursday July 9, 2026**

7. COST OF RFP PREPARATION

Any party responding to this RFP shall do so at their own risk and cost. The CITY shall not, under any circumstances, be liable for any pre-contractual expenses incurred by any Consultant who elects to submit a Proposal in response to this RFP or by any Consultant that is selected for PSA. Pre-Agreement expenses are defined as expenses incurred by Consultants in:

- Preparing a Proposal and related information in response to this RFP;
- Submitting a Proposal to the CITY;
- Negotiations with the CITY on any matter related to this RFP;
- Costs associated with interviews, meetings, travel or presentations; or
- Any and all other expenses incurred by a Consultant prior to the date of award, if any, of a PSA

The AGENCY will provide only staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind which may be incurred by the Consultant.

8. CONFLICT OF INTEREST

By responding to this RFP, each Consultant represents to the best of its knowledge that:

- Neither Consultant, nor any of its affiliates, proposed sub-consultants, and associated staff, have communicated with any member of the CITY since the release of this RFP on any matter related to this RFP except to the extent specified in this RFP;
- Neither Consultant, nor any of its affiliates, proposed subconsultants and associated staff, has obtained or used any information regarding this RFP and the proposed Scope of Work that has not been generally available to all Consultants, and
- No conflict of interest exists under any applicable statute or regulation or as a result of any past or current contractual relationship with the CITY;
- Neither Consultant, nor any of its affiliates, proposed subconsultants, or associated staff, have any financial interest in any property that will be affected by any of the potential CITY projects.

9. KEY PERSONNEL

It is imperative that key personnel proposed to provide services have the background, experience and qualifications to properly undertake all necessary services for the successful completion of the Scope of Work. The Consultant must identify all proposed key personnel in its Proposal.

The CITY reserves the right to approve all key personnel individually for any and all projects authorized by the CITY as a result of this solicitation. After a PSA has been executed, Consultant may not replace any key staff without written approval from the CITY. The CITY must approve replacement staff before a substitute person is assigned to a project. The CITY reserves the right to require the Consultant to replace a staff person assigned to the contract should the CITY consider replacement to be for the good of the project. Replacement staff will be subject to the CITY'S approval prior to assignment by Consultant.

10. BASIS FOR AWARD OF CONTRACT

The CITY intends to select the Consultant on the basis of demonstrated competence and professional qualifications in accordance with applicable State and Federal regulations. To that end, a PSA will be awarded to the Consultant(s) whose Proposal best meets the requirements of the Scope of Work as determined by the CITY. The Proposal submitted by Consultant shall be incorporated as part of the respective PSA

11. TERM OF AGREEMENT

It is the City's intent to enter into a PSA with the selected Consultant(s) for a three (3) year term.

The CITY will compensate the Consultant for actual hours worked by assigned personnel monthly. For each approved project quote, the consultant will provide an invoice clearly documenting the services performed each day and the number of hours worked. The charging of minimum hours will not be permitted. Compensation will be based on the Schedule of Hourly Rates and Task Matrix (Fee Schedule). Compensation will be a Not-to-Exceed amount, as specified in the PSA and Fee Schedule. The Fee Schedule will be in effect for the duration of the PSA.

12. REQUIRED FORMAT FOR PROPOSALS

The CITY is requiring all proposals submitted in response to this RFP to follow a specific format. The Proposal, including the Appendices, shall not exceed fifteen (15) pages in length, with the exception of required resumés, utilizing 8.5" x 11" pages with one-inch margins. As an exception, 11" x 17" pages may be used to display organizational charts. Font size shall not be smaller than 12 points for text or eight (8) points for graphics. Dividers used to separate sections will not be counted. Creative use of dividers to portray team qualifications, etc. is discouraged.

Consultants are required to prepare their written Proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

The written Proposal should be organized as described below. Each section of the written Proposal should contain the title of that section, with the response following the title. The following are the required titles with a brief statement as to that section's desired content:

A. Letter of Offer

The Letter of Offer shall be addressed to Alvie Betancourt, Director of Community & Economic Development, City of Pico Rivera, and at a minimum, must contain the following:

- Identification of Consulting firm, including name, address and telephone number.
- Name, title, address, and telephone number of Contact Person.
- Federal Tax ID or Social Security No. for firm or individual.
- A statement to the effect that the Proposal shall remain valid for a period of not less than 90 calendar days from the date of submittal.
- Identification of all proposed sub-consultants or subcontractors, including legal name of the company, address and contact person.
- Acknowledge that the Consultant is obligated by all addenda to this RFP.
- Signature of a person authorized to bind the Consulting firm to the terms of the RFP.
- Signed statement attesting that all information submitted with the Proposal is true and correct.

B. Qualifications of the Firm

This section of the Proposal shall explain the ability of the Consultant to satisfactorily perform the Scope of Work. More specifically, in this section, the Consultant shall:

- Provide a profile of the Consultant including the types of services offered; the year founded; form of organization (corporate, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a detailed description of Consultant's financial condition, including any conditions (e.g., bankruptcy, pending litigation, outstanding claims in excess of twenty- five thousand dollars (\$25,000) for or against the firm; planned office closures or mergers that may impede Consultant's ability to provide on-call engineering and professional consulting services.
- Provide a list of previous projects in which the Consultant and subconsultants have worked together. The list should clearly identify the previous projects and include a summary of the roles and responsibilities of each party.
- Provide information on the strength and stability of the Consultant; current staffing capability and availability; current workload; and proven record of meeting schedules on similar types of projects.

C. Proposed Staffing

This section should identify key personnel to be assigned and their qualifications and experience. The Proposal should include brief resumes, not more than two (2) pages for each individual.

A statement that key personnel will be available to the extent proposed for the duration of the Professional Services Agreement and an acknowledgement that no person assigned to a project shall be removed or replaced without the prior written concurrence of the AGENCY.

D. Consultants and/or Sub-consultants

The CITY desires to enter into a PSA with a Consultant that will be responsible for all work, products, and services. There is to be no assignment of any aspect of assigned projects without the prior written authorization of the CITY. If the Consultant plans on using subconsultants, then company profile, name, address, and telephone for all subconsultants providing support during the term of the PSA is required. Define the responsibilities and give a description of services to be provided by subconsultants.

Describe the Consultant's business and reporting relationship with any subconsultants. Include references and resumes for all third-party Firms in the Proposal. The CITY has the right to accept or reject any changes made to the proposed project team members, including the use of subcontractors.

E. Work Approach

This section of the Proposal shall include a narrative that addresses the Scope of Work and demonstrates that Consultant understands the Scope of Work. More specifically, the Proposal should include the Consultant's general approach for providing the services specified in the Scope of Work. The work approach shall be of sufficient detail to demonstrate the Consultant's ability to accomplish the on-call plan checking and inspection services requests by CITY.

F. Client References

List the three (3) most recent similar clients (including name, address, contact person, and phone number). For each client provide a description of projects completed and their location. The CITY is most interested in California municipality clients and may randomly select agencies to contact from the list as part of the evaluation process.

G. Rights to Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Consultant that are submitted as part of the Proposal and not withdrawn shall, upon receipt by CITY, become property of CITY.

H. Schedule of Hourly Rates

Not Applicable.

Fee Proposal

The Consultant shall submit a **fee proposal** in a separate, sealed envelope. The fee proposal shall include a competitive fee which outlines the hours to complete the scope of work by task along with personnel to be involved in the project with the number of hours by personnel to be assigned by task and hourly rate as well as the Consultant's direct labor, labor cost, fringe benefits, indirect costs, fee (profit), other direct costs, total other indirect costs and total cost. The fee proposals of the unsuccessful consultant(s) will be returned to said consultant(s) unopened. Successfully selected Consultant's monthly invoices must reflect the same information contained in the fee proposal in order to be processed.

I. Non-Collusion Affidavit

Attach to the back of the proposal a completed and signed Non-Collusion Affidavit using the form in Appendix C of this RFP.

13. PROPOSAL EVALUATION PROCESS AND CRITERIA

A. GENERAL

The Proposals will be evaluated based on the information and qualifications presented, reference checks, and other information, which may be gathered independently. Requests for clarification and/or additional information from any Consultant may be requested at any point in the evaluation process. Pricing will be an important criterion; however, the CITY reserves the right to select a firm that presents the best qualifications, but not necessarily the lowest price.

B. EVALUATION CRITERIA

The Proposals will be rated according to the following selection criteria (in no particular order):

1. Overall responsiveness of the submittal, clearly stating an understanding of the CITY'S needs and the work program to be utilized to deliver said professional services and demonstrating a good, practical approach in providing the services. (15 points)
2. Proposer's capabilities and experience directly related to the responsibilities, knowledge, and expertise of the firm in providing relevant professional services. (25 points)
3. Relevant experience and qualifications of the Consultant (20 points)
4. Cost and competitiveness of the proposed percentage based on fee structure (15 points)
5. Customer service and ability to meet timeframes and deadlines (10 points)
6. Quality of past performance for the CITY or similar agencies (references on similar recent

work) (15 points)

C. EVALUATION PROCESS

After evaluating all Proposals received, the CITY will rank the firms and the most qualified firms will be invited to an interview, if necessary, with the CITY evaluation committee.

Upon completion of the Proposal evaluation process, a short list will be established, and the City will enter into negotiations with the top ranked Consultants for the desired citation management services. Compensation for the subject services will be negotiated based on what is fair and reasonable to the CITY. Should CITY staff and the top-ranked Consultant(s) be unable to reach an agreement, negotiations with those Consultants will be terminated and negotiations will commence with the next ranked Consultants in order of their evaluation ranking until agreements are reached and the Consultants are selected.

D. INTERVIEW

At its sole discretion the City may dispense with interviews and select a consultant to perform the work. For the interview, if necessary, the Consultant should have available the project manager and key personnel to discuss the following:

1. Major elements of the Proposal
2. Description of related experience for Consultant
3. Description of related experience for key personnel

E. FINAL SELECTION /AWARD OF CONTRACT

The final selection will be the Consultant which, as determined by the CITY, is the most responsive and responsible, meets the CITY'S requirements in providing On-Call Construction Management and Inspection Services, and is in the CITY'S best interest. The CITY maintains the sole and exclusive right to evaluate the merits of the Proposals received. The term of the contracts will begin after PSA is awarded and fully executed, and all required supplemental paperwork, insurance documents, etc. have been received and approved.

14. EXCEPTIONS OR ADDITIONS

The Proposal shall include a detailed description of all exceptions to the provisions and conditions of this RFP upon which the Consultant's submittal is contingent and which shall take precedence over this RFP.

15. INSURANCE REQUIREMENTS

Prior to executing a PSA, the Consultant will be required to submit to the CITY the required insurance certificates.

The Consultant shall indemnify and hold the CITY and its officers, agents, employees, and

assigns harmless from any liability imposed for injury whether arising before or after completion of work hereunder or in any manner directly or indirectly caused, occasioned, or contributed to, or claims to be caused, occasioned, or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of Consultant, or of anyone acting under Consultant's direction or control or on its behalf, in connection with, or incident to, or arising out of the performance of the PSA.

The Consultant selected will be required to maintain the following levels of insurance coverage for the duration of the services provided, as well as any sub-consultants hired by the Consultant:

- Comprehensive general liability, and Umbrella or Excess Liability Insurance covering all operations by or on behalf of Consultant providing insurance for bodily injury liability and property damage liability for the following and including coverage for:
- Premises, operations, and mobile equipment
- Products and completed operations
- Broad form property damage (including completed operations)
- Explosion, collapse, and underground hazards
- Personal Injury
- Contractual liability in the amount of One Million Dollars (\$1,000,000) per occurrence combined single limit; Two Million Dollars (\$2,000,000) aggregate for products/completed operation; Two Million Dollars (\$2,000,000) general aggregate (General aggregate must apply separately to Consultant's work under this Agreement.); and Five Million Dollars (\$5,000,000) umbrella or excess liability.
- Worker's Compensation Insurance as required by the laws of the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease.
- Commercial general liability insurance or equivalent form, with a combined single limit of not less than \$2,000,000 per occurrence
- Automobile Liability Insurance for owned, hired and non-owned vehicles utilized by Consultant, its employees or subconsultants, in the amount of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
- Professional Liability Insurance against errors and omissions in the performance of the work with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence of claim/ Two Million Dollars (\$2,000,000) in the aggregate.

16. RIGHTS OF THE CITY

The CITY reserves the right, in its sole discretion and without prior notice, to terminate this RFP; to issue subsequent RFPs; to procure any project-related service by other means; to modify the Scope of Work; to modify the CITY'S obligations or selection criteria; or take other actions needed to meet the CITY'S goals. In addition, the CITY reserves the following rights:

- The right to accept or reject any and all Proposals, or any item or part thereof, or to waive any informalities or irregularities in any Proposal.
- The right to amend, withdraw or cancel this RFP at any time without prior notice.
- The right to request or obtain additional information about any and all Proposals.
- The right to conduct back-ground checks of any Consultant. This may include, but is not limited to, contacting individuals and organizations regarding capabilities and experience of the Consultant.
- The right to waive minor discrepancies, informalities and/or irregularities in the RFP or in the requirements for submission of a Proposal.
- The right to modify the response requirements for this RFP. This may include a requirement to submit additional information; an extension of the due date for submittals; and modification of any part of this RFP, including timing of RFP decisions and the schedule.
- The right to disqualify any Consultant on the basis of real or perceived conflict of interest that is disclosed or revealed by information available to the CITY.
- The right at any time, subject only to restrictions imposed by a written contractual agreement, to terminate negotiations with any Consultant and to negotiate with other Consultants who are deemed qualified.
- Although cost is an important factor in deciding which Consultant will be selected, it is only one of the criteria used to evaluate Proposals. The CITY reserves the absolute right, in its sole discretion, to award a PSA, if any, which under all the circumstances will best serve the public interest.
- The CITY reserves the right to reject any or all Proposals or to make no award at all, to determine whether any alternate Proposals are equal to the specifications and general requirements, and to accept Proposals with minor variations from the RFP and/or conditions. The CITY reserves the right to negotiate for a higher level, lower level or additional Scope of Work.

This RFP is not a contract or commitment of any kind by the CITY. This RFP does not commit the CITY to enter into negotiations with any Consultant and the CITY makes no representations that any PSA will be awarded to any Consultant that responds to this RFP. Proposals received by the CITY are public information and will be made available to any person upon request after the CITY has completed the Proposal evaluation process. Submitted Proposals are not to be copyrighted.

Should a PSA be subsequently entered into between the CITY and Consultant, it shall be duly noted that entering into such an Agreement shall be interpreted, construed, and given effect in all respects according to the laws of the State of California.

Waiver of Proposals

Proposals may be withdrawn by submitting written notice to the CITY'S Contact Person at any time prior to the submittal deadline. Upon submission, the Proposal and all collateral material shall become the property of the CITY.

17. CALIFORNIA PUBLIC RECORDS ACT DISCLOSURES

The Consultant acknowledges that all information submitted in response to this RFP is subject to public inspection under the California Public Records Act unless exempted by law. If the Consultant believes any information submitted should be protected from such disclosure due to its confidential, proprietary nature or other reasons, it must identify such information and the basis for the belief in its disclosure. **Any Proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.** Notwithstanding that disclaimer, it is the intention of the CITY to keep all submittals confidential until such time as negotiations are successfully concluded.

ATTACHMENTS:

- 1) Appendix A: Scope of Services
- 2) Appendix B: Sample Professional Services Agreement
- 3) Appendix C: Non-Collusion Affidavit

Appendix A: Scope of Services

1. INTRODUCTION

The City of Pico Rivera, (City), is requesting qualified firms to respond to a Request for Proposals (RFP) to provide planning consulting services to the City.

The City seeks to update its General Plan Land Use, Circulation, Conservation, Open Space, Noise, and prepare a new Environmental Justice element. The 2021-2029 Housing Element was certified by the Department of Housing and Community Development (HCD) in February 2024 and is not part of this scope. The Safety Element is also excluded from this scope of work as the City will complete the update before launching this project.

2. BACKGROUND

The City of Pico Rivera is located in the greater Los Angeles metropolitan area, approximately 11 miles southeast of downtown Los Angeles. Pico Rivera is contiguous to the jurisdictions of Montebello to the north, Downey and Santa Fe Springs to the south, Whittier to the east and Commerce to the west.

The City of Pico Rivera is a thriving community that offers opportunities to all who live, work and visit in the City. Formed through the merging of two historic communities, Pico and Rivera, the City was officially incorporated in January 1958 as the 61st general law city in Los Angeles County. Originally an agricultural area, the community evolved into a residential and industrial area following the end of World War II. Within the City's nine square miles, more than 120 acres are devoted to recreational uses, including just under 100 acres of local parks.

The City provides a full range of municipal services including water, electricity, construction and maintenance of roads, planning and zoning, recreation and cultural activities, and general administrative support such as overall agency management, procurement of goods and services, recruitment, risk management, budget preparation, and accounting. The City contracts for certain municipal services with other public agencies; these include the Los Angeles County Sheriff's Department for law enforcement service, the Los Angeles County Fire Department for fire protection and paramedic emergency services, and the Los Angeles County Library System to operate its two community libraries.

Mission Statement - To positively impact our community by providing excellent city services, facilitating responsible stewardship of resources, and actively engaging our residents, businesses, and visitors.

Vision Statement - Pico Rivera will be a leading progressive, thriving, connected community with a high standard for quality of life and collaborative governance.

Value Statement – Craft is a skill in planning, making, or executing. The acronym CRAFT is used to reinforce the purpose and importance of the organization's values:

Collaboration
Respect
Accountability
Fairness and Inclusion
Transparency

Appendix A: Scope of Services

To read about the City's Values Statements and Goals, visit:

<https://www.pico-rivera.org/strategic-plan/>

3. PURPOSE AND PROJECT OVERVIEW

A. To ensure that this General Plan update is consistent with the priorities set by the City Council and that it meets the community's needs the City expects this update effort to result in a comprehensive planning document that reflects the City's Mission, Vision, and Value Statements. To further define these, overall goals and outcome statements are listed below that translates its vision into practice.

1. Integrate multimodal transportation, affordable housing, land use planning, and accessible transit options, with a focus on equitable TODs.
2. Create a cohesive transportation network that integrates multimodal connectivity and sustainability.
3. Prioritize first-last mile connections, active transportation, and affordable housing near transit hubs.
4. Develop a robust outreach structure designed to engage under-resourced communities meaningfully and undertake a community-based approach to outreach and engagement.
5. Prioritize high-injury corridor safety through SWITRS collision mapping and addressing pedestrian/bicycle needs in areas of greatest urgency.
6. Support State Planning Priorities, Climate Adaptation Goals, goals and best practices outlined in Appendices E and G, and SCAG's 2020-2045 RTP/SCS goals, by advancing sustainable land use, transportation, and environmental strategies.
7. Integrates climate adaptation strategies by embedding climate-resilient infrastructure into its General Plan updates, including flood mitigation near the Rio Hondo and expanded green infrastructure to combat urban heat islands.

4. AVAILABLE RESOURCES

Document/Source	Location
General Plan	https://www.pico-rivera.org/general-plan/
Housing Element	https://www.pico-rivera.org/housing-element/
Zoning Map	https://www.pico-rivera.org/gis-data-portal/
Zoning Ordinance	https://www.pico-rivera.org/1201
Historic Whittier Boulevard Multimodal Plan	https://www.pico-rivera.org/historic-whittier-multimodal-plan/

5. SCOPE OF WORK

The following Scope of Work represents the services and responsibilities the successful proposer will be expected to provide and perform. Additional services or tasks which, in your opinion, should be included must be clearly identified. Conversely, requested services or tasks which, in your opinion, should not be included, or are specifically excluded from the proposal, must also be clearly identified.

Appendix A: Scope of Services

The Consultant will develop a timeline schedule with milestones beginning with the review of the City's existing General Plan through adoption of the General Plan update to be completed no later than May 2028. The project schedule shall include all stages of the project, including, at a minimum:

Task 1 – Project Management

- The Consultant will develop a timeline schedule with milestones beginning with the review of the City's existing General Plan through adoption of the General Plan update to be completed no later than May 2028.
- Project kickoff meeting with City staff to discuss and refine the scope of services.
- Caltrans Sustainable Transportation Planning Grant administration support and reporting requirements.
- Schedule and budget management.

Task 2 – Existing Conditions and Analysis

The consultant will be held responsible for reviewing state, regional, and local agency planning and policy documents that pertain to the project including:

- Caltrans Strategic Plan
- California Transportation Plan 2050
- California Bicycle and Pedestrian Plan
- SCAG's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS)
- LA Metro's Active Transportation Strategic Plan
- Metro 's Eastside Transit Corridor Phase 2 First-Lost Mile Plan
- Strategic Highway Safety Plan
- Climate Action Plan for Transportation Infrastructure
- California Climate Adaptation Strategy
- Master Plan for Aging
- Review existing General Plan and 2021-2029 Housing Element.
- Review of applicable State laws and regional plans.
- Evaluate demographic, transportation, environmental, and land use conditions.

Task 3 – Community Engagement

- Create a cohesive brand identity and materials, such as posters, factsheets, maps, and concept renderings.
- Utilize diverse communication channels, including social and traditional media, video content, print press, newsletters, and through elected officials at every level of local government to reach residents and stakeholders.
- Build community awareness and excitement about the plan's benefits through events, interactive displays, and ongoing and equitable engagement efforts carried out in multiple languages and varied days/times.
- Partner with Los Angeles Metro, Los Angeles County, Gateway Cities Council of Governments, and local nonprofits/CBOs to align with broader regional goals.
- Work closely with utility providers, schools, business owners, and other local organizations to ensure broad stakeholder participation.

Appendix A: Scope of Services

- Engage Metrolink, Amtrak, and CA High-Speed Rail to identify best practices for appropriate and viable transit-oriented development in the City.

Task 4 – Land Use Element Update

- Modernizing land use policies to support mixed-use, higher-density development near planned transit hubs, stations, and commercial corridors.
- Preserving existing residential neighborhoods while fostering economic revitalization along key commercial corridors.
- Introduce new zoning and land use policies that promote green jobs.
- Encouraging sustainable design practices and green infrastructure.

Task 5 – Circulation Element Update

- SB 932 Safe Systems/Vision Zero (address statutory requirements).
- AB 747/1409 Evacuation (address statutory requirements).
- SB 415 Truck Routes (address statutory requirements)
- Conduct LOS analysis and existing conditions and adopted GP to inform discussion of Circulation Element updates and potential future land use scenarios.
- Developing a multimodal transportation network to reduce reliance on single occupancy vehicles.
- Coordination with Metro, Caltrans, and regional transportation agencies to identify regional connectivity opportunities along a planned light-rail corridor along Washington Boulevard. Explore the viability of a planned bus-rapid transit corridor on Rosemead Boulevard, and a new regional rail station along the LOSSAN passenger rail corridor.
- Incorporate complete streets policies to ensure safe, inclusive, and sustainable mobility for pedestrians, cyclists, and drivers, especially as it relates to first-last mile connectivity to transit, parks, schools, and civic centers.
- Inform the City's 5-year Capitol Infrastructure Program to identify and priority projects that advance the updated Mobility/Circulation Element.

Task 6 – Environmental Justice Element Update

- SB 1000 Planning for Healthy Communities Act (address statutory requirements).
- Identifying and addressing environmental health disparities within under-resourced communities.
- Prioritizing disadvantaged communities who are most impacted by air pollution, hazardous facilities, and limited green space access.
- Engaging directly with disadvantaged residents to shape policies that reflect their priorities and needs.
- Introducing policies and programs that ensures meaningful public engagement and empowers community stakeholders to proactively engage in civic-decision making processes throughout all stages of all community development projects, programs, and policies.

Task 7 – Conservation, Open Space, Noise Elements

- Identify degree of compliance with state law.

Appendix A: Scope of Services

- AB 1889 Wildlife Corridors (identify statutory requirements).
- SB 1425 Open Space Resources (identify statutory requirements).
- Identify how these elements can be updated by way of EJ Element update.

Task 8 – Environmental Review

- Preparation of CEQA documentation, if authorized.
- Technical studies and environmental analysis as necessary.
- Possible addendum to the 2014 General Plan EIR.

Task 9 – Hearings and Adoption

- Draft and Final General Plan Elements.
- Planning Commission hearings.
- City Council hearings and adoption assistance.