

City of Los Angeles, Bureau of Engineering

Pre-Qualified On-Call Architectural and Related Services Contract (Opportunity ID 210782)

HDR [prime] Business Inclusion Program outreach No. 3 (TOS-004 Palisades Library)

Awarding Agency: *City of Los Angeles, BOE*

Per the terms of the **City of Los Angeles, Bureau of Engineering's Business Inclusion Program [BIP]** requirements, **HDR Architecture, Inc.** is looking to pre-quality additional qualified MBE, WBE, SBE, EBE, DVBE, and LGBTBE consultants for consideration and possible inclusion in our proposal response to **Task Order Solicitation NO. 004 – Palisades Library Reconstruction** and future Tier 2 TOS opportunities under **HDR's City of LA BOE Pre-Qualified On-Call Architectural and Related Services Contract**.

For the purposes of HDR's **Pre-Qualified On-Call Architectural and Related Services Contract**, the targets are **18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE** for Project Task Orders, including the current **Task Order Solicitation NO. 004 – Palisades Library Reconstruction**; and although the City hasn't set a specific anticipated level of Lesbian, Gay, Bi-sexual, and Transgender Business Enterprise (LGBTBE) participation, HDR is committed to increasing opportunities and embracing diversity by including local small businesses, small businesses, minority-owned businesses, women-owned businesses, disadvantaged businesses, disabled veteran businesses, emerging businesses, and lesbian, gay, bisexual, transgender, queer, and questioning-owned business entities in forming HDR's team.

Related Services Needed:

- 1) Library Facilities Programming | Consulting;
- 2) Public Engagement | Community Outreach;
- 3) Interior Design Consulting;
- 4) Signage and Wayfinding Consulting
- 5) Furniture, Fittings and Equipment Consulting
- 6) Lighting Design;
- 7) Audio/Visual Specialist;
- 8) Engineering - Electrical;
- 9) Engineering - Mechanical | Plumbing;
- 10) Engineering - Fire Protection;
- 11) Engineering - Fire Alarm;
- 12) Engineering - Acoustical/Noise/Vibration Control;
- 13) Engineering - Low Voltage, IT | Telecom Consulting;
- 14) Engineering - Security Consulting;
- 15) Landscape Irrigation Consulting;
- 16) Architectural Models – Physical;
- 17) Visual Simulations/Renderings;
- 18) Constructability Consulting.

If you're interested, please advise HDR accordingly by the **LOI due date of Thursday, February 04, 2026 4:00 pm PST** by submitting **a letter of intent and 2026 hourly rates**, via email to:

Jennifer.Regnier@hdrinc.com, cc: Kirk.vonSpaeth@hdrinc.com . Please list CoLA BOE PQOC

Architectural & Related Svcs – HDR TOS-004 BIP Outreach **in the subject line**, along with contact information should we have follow-up questions or wish to request additional collateral. We will be in contact with any next steps.

Should you care to make the effort, we invite you to also include a brief one-page Firm Summary describing the firm's background, discipline(s) or expertise; qualifications of key staff, notable project(s), sustainability achievements, awards recognition.

Next, If your firm's certifications have been verified by the City of Los Angeles BOE and posted on your Regional Alliance Marketplace (RAMPLA) Business Profile, and your firms expertise includes specialized experience in any of the following service categories 1 through 18 above, HDR next invites you to submit your qualifications as listed below via email no later than **HDR's Quals due date of Tuesday, February 09, 2026 by 4:00 pm** for consideration and possible inclusion in our TOS-004 response due to BOE by: **February 26, 2026 at 4:00 pm:**

Interested consultants must submit the following qualification documentation and forms listed below. Please email all requested materials **on or before HDR's Quals due date of Tuesday, February 9, 2026** to: Alexandra.Gillespie@hdrinc.com cc: Jennifer.Regnier@hdrinc.com cc: Kirk.vonSpaeth@hdrinc.com . Please note: *Early Qualifications Submittals are greatly appreciated.*

1. Company Information

- Legal Name
- Contact Name(s)
- Professional Licenses/Registrations
- Physical Address
- Email Address
- Telephone Number
- Council District Number (for LBE, LSBE enterprises with offices located in City of LA)

2. Resumes:

Note: *Please submit only one resume per service category or discipline.*

- Name Acronyms
- Firm
- Years with firms
- Years of industry experience
- One paragraph bio
- Education
- Registration and Memberships
- Relevant Project Experience

3. Licensing Documentation

- Copy of valid professional licenses

4. Certification Documentation

- Proof of certification with RAMP-LA | City of Los Angeles as one or more of the following, DVBE, MBE, WBE, SBE, EBE.

5. Relevant Experience

- Project list and/or project sheets
- Include 1-3 relevant client references (City or County staff preferred)

6. Proof of Insurability

- Documentation confirming ability to meet CoLA BOE insurance requirements

7. 2026 Fee Schedule

- Hourly Rate Sheet by job classification/title

Note: Incomplete or late qualifications submissions will **not** be given serious consideration for inclusion in our TOS-004 proposal submission; complete qualifications received at a later date will receive future If

HDR will evaluate all qualifications submissions in accordance with City of LA BOE's BIP requirements. **Selected subconsultants will be notified via email no later than February 11, 2026**, including a request for your lump sum fee proposal due no later than the **HDR's fee due date of February 18, 2026 4:00 pm PST**, sent via email to: Kirk.vonSpaeth@hdrinc.com; cc: Jennifer.regnier@hdrinc.com

BIP Outreach Coordinator: Jennifer Regnier

Phone: 213-239-5810

Email: Jennifer.regnier@hdrinc.com

Marketing/Proposal Specialist: Alexandra Gillespie

Email: Alexandra.Gillespie@hdrinc.com

Pursuit Champion / PIC: Kirk von Spaeth

Phone: 213-308-6817

Email: Kirk.vonSpaeth@hdrinc.com