


**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL MEMORANDUM**

Date: May 30, 2024

To: Honorable City Council  
c/o City Clerk, Room 395  
Attention: Honorable Heather Hutt, Transportation Committee Chair

From: Laura Rubio-Cornejo, General Manager   
Department of Transportation

Subject: **SECOND AMENDMENT TO CONTRACT C-135121 BETWEEN THE LOS ANGELES DEPARTMENT OF TRANSPORTATION AND TOOLE DESIGN GROUP, LLC FOR THE COMPLETION OF THE WESTSIDE MOBILITY PROJECT**

**SUMMARY**

The Mayor's Office approved and transmitted the attached report to the Los Angeles Department of Transportation (LADOT). This report is now referred to the Council for review and approval of the Second Amendment to Contract C-135121 with Toole Design Group, LLC. for the completion of the Westside Mobility Project.

**RECOMMENDATION**

That the City Council:

Authorize the General Manager of LADOT, or designee, to execute the Second Amendment to Contract C-135121 with Toole Design Group, LLC (Attachment).

**BACKGROUND**

On May 10, 2023, the City Council authorized the First Amendment to C-135121 and approved an eleven (11) month extension through January 26, 2024, to provide time for the completion of ten (10) active LADOT task order projects (Council File 23-0388).

One of the ten active LADOT task order projects was for the Westside Mobility Project. In July 2022, LADOT selected Toole Design Group, LLC under Contract C-135121 and entered into TOA DD-002 Westside Mobility Project to develop plans for infrastructure improvements along four study corridors on the westside. The four study corridors within the Westside Mobility Project comprise of the following:

1. Connect Del Rey connects Del Rey and Playa Vista communities.
2. Santa Monica to Westwood connects Santa Monica, West Los Angeles/Sawtelle, and Westwood communities.
3. Santa Monica to Ballona Creek connects Santa Monica, Mar Vista, and Del Rey communities.
4. West LA to Del Rey connects West Los Angeles, Mar Vista, and Del Rey communities.

Task Order DD-002, with an original budget amount of \$1,100,000 and one year project timeline involved planning, data collection and analysis, community engagement, and conceptual design to develop these four neighborhood network corridor projects in Council District (CD) 11. The original TOA had a project completion date of February 13, 2023, which coincided with the expiration of On-Call Professional Consultant Services Contract with the understanding that the On-Call Professional

Consultant Services contracts were in the process of being extended.

In November 2022, LADOT requested the Consultant to temporarily halt the ongoing project until March 2023 due to the City Council election cycle. This pause gave the incoming councilmember an opportunity to be briefed on the project and provide input on the community engagement process. LADOT resumed outreach and public engagement in March 2023 upon receiving input on how best to engage local stakeholders from the new Council Office.

In May 2023, City Council authorized the eleven (11) month extension of LADOT's On-Call Professional Consultant Services contracts through January 26, 2024. On August 16, 2023, LADOT completed the change order process and executed a revised TOA that reduced the scope of work and budget to \$969,481 with a new project completion date of January 26, 2024. The Consultant resumed work in September 2023.

In January 2024, Toole Design Group, LLC reported to LADOT that they would not be able to finish the Westside Mobility Project by the contract expiration date of January 26, 2024 due to the pause in work from November 2022 to March 2023. The Consultant has been working on completing preliminary engineering work, which significantly impacts the upcoming construction projects and related funding anticipated to come online in Fiscal Year 2024-25. LADOT does not have the staff or resources to complete the remaining tasks included on this Task Order. The requested amendment will extend the bench contract for eight months to allow for the completion of this Task Order.

## **DISCUSSION**

LADOT requests authorization to extend the term of the On Call Professional Consulting Services Contract with Toole Design Group, LLC (Contract C-135121) by an additional eight (8) months, from January 26, 2024 until September 26, 2024 to allow for the completion of Task Order DD-002 Westside Mobility Project. The extension does not include any additional cost or change to the project budget.

The successful completion of the Westside Mobility Project will allow LADOT to start design and construction on \$12.8 million in awarded funds that is programmed for FY 24/25. This funding is programmed under the Measure M Westside Cities Multi-Year Subregional Program (MSP) 5-Year Plan as part of the Active Transportation/and First Last Mile Connections Program (C.F. 20-1335).

In 2021, LADOT was awarded \$12.8 million of Measure M Westside Cities Multi-Year Subregional Programs (MSP) grant funding for these construction projects in the four corridors. \$4,393,838 is allocated for the first corridor, with start of construction slated for July 1, 2024. \$8,406,583 is allocated for the second corridor, with start of construction slated for July 1, 2024. Additionally, the remaining two of the four corridors will also involve preliminary engineering.

These projects were prioritized through this funding cycle to advance key policy goals of the Mobility Plan 2035 and the adopted Westside Mobility Study 2020, including safety, sustainability, and connectivity. Without this Second Amendment to C-135121, LADOT would be at risk of not completing the work in a timely manner or meeting the proposed grant timeline for the Westside Mobility Projects and would need to return the \$12.8 million in awarded Measure M Multi-Year Subregional (MSP) Funding for the upcoming construction phase of two transportation projects.

**FISCAL IMPACT**

There is no impact to the General Fund. The use of Toole Design Group for Task Order DD-002 Westside Mobility Project is funded by West LA Transportation Improvement Mitigation Program (TIMP) Fund 681, Coastal TIMP Fund 447 (C.F. 19-0453).

LC:LB

Attachment

## TRANSMITTAL

TO  
Department of Transportation

DATE  
05/24/2024

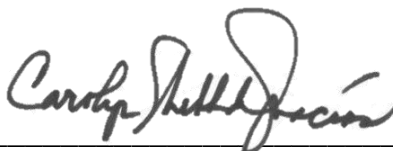
COUNCIL FILE NO.

FROM  
The Mayor

COUNCIL DISTRICT

**REQUEST FOR SECOND AMENDMENT TO CONTRACT C-135121 BETWEEN THE LOS ANGELES DEPARTMENT OF TRANSPORTATION AND TOOLE DESIGN GROUP, LLC FOR THE COMPLETION OF THE WESTSIDE MOBILITY PROJECT**

Approved, ED3 Waived, and Transmitted for further processing.




MAYOR  
(Carolyn Webb de Macias for)

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL MEMORANDUM**

Date: May 16, 2024

To: The Honorable Karen Bass, Mayor  
Office of the Mayor  
Attention: Heleen Ramirez, Legislative Coordinator

From: Laura Rubio-Cornejo, General Manager   
Department of Transportation

Subject: **SECOND AMENDMENT TO CONTRACT C-135121 BETWEEN THE LOS ANGELES DEPARTMENT OF TRANSPORTATION AND TOOLE DESIGN GROUP, LLC FOR THE COMPLETION OF THE WESTSIDE MOBILITY PROJECT**

**SUMMARY**

The City of Los Angeles Department of Transportation (LADOT) requests authorization to execute the Second Amendment to Contract C-135121 with Toole Design Group, LLC. for the completion of the Westside Mobility Project. A waiver from the Executive Directive (ED) 3 review process is requested due to the urgent necessity for the current contractor to complete the remaining work within the existing timelines.

**RECOMMENDATIONS**

That the City Council, with the concurrence of the Mayor:

1. AUTHORIZE the LADOT General Manager to execute the Second Amendment to Contract C-135121 with Toole Design Group, LLC.
2. APPROVE the extension of the term of the Contract by eight (8) months, from January 26, 2024 to September 26, 2024.

**BACKGROUND**

In February 2020, the Office of the Mayor authorized LADOT to execute contracts with various consultants and firms to establish a pre-qualified list of consultants to provide On-Call Professional Consultant Services with varying and temporary work assignments in several service categories. The original On-Call Professional Consulting Services contracts had three-year terms from February 14, 2020 to February 13, 2023. As funding for projects became available, LADOT issued Task Order Solicitations (TOS), with scope of work, tasks, and deliverables, to a specific service category seeking proposals from the list of pre-qualified consultants with matching service requirements. When LADOT selects a consultant/firm, a separate Task Order Agreement (TOA) is executed and a Notice to Proceed (NTP) letter to begin work is sent to the consultant.

On May 10, 2023, the City Council authorized the First Amendment to the On-Call Professional Consultant Services Contracts and approved an eleven (11) month extension through January 26, 2024, to provide time for the completion of ten (10) active LADOT task order projects (Council File 23-0388).

One of the ten active LADOT task order projects was for the Westside Mobility Project. In July 2022, LADOT selected Toole Design Group, LLC under Contract C-135121 and entered into TOA DD-002 Westside Mobility Project to develop plans for infrastructure improvements along four study corridors on the westside. The four study corridors within the Westside Mobility Project comprise of the following:

1. Connect Del Rey connects Del Rey and Playa Vista communities.
2. Santa Monica to Westwood connects Santa Monica, West Los Angeles/Sawtelle, and Westwood communities.
3. Santa Monica to Ballona Creek connects Santa Monica, Mar Vista, and Del Rey communities.
4. West LA to Del Rey connects West Los Angeles, Mar Vista, and Del Rey communities.

Task Order DD-002, with an original budget amount of \$1,100,000 and one year project timeline involved planning, data collection and analysis, community engagement, and conceptual design to develop these four neighborhood network corridor projects in Council District (CD) 11. The original TOA had a project completion date of February 13, 2023, which coincided with the expiration of On-Call Professional Consultant Services Contract with the understanding that the On-Call Professional Consultant Services contracts were in the process of being extended.

In November 2022, LADOT requested the Consultant to temporarily halt the ongoing project until March 2023 due to the City Council election cycle. This pause gave the incoming councilmember an opportunity to be briefed on the project and provide input on the community engagement process. LADOT resumed outreach and public engagement in March 2023 upon receiving input on how best to engage local stakeholders from the new Council Office.

In May 2023, City Council authorized the eleven (11) month extension of LADOT's On-Call Professional Consultant Services contracts through January 26, 2024. On August 16, 2023, LADOT completed the change order process and executed a revised TOA that reduced the scope of work and budget to \$969,481 with a new project completion date of January 26, 2024. The Consultant resumed work in September 2023.

In January 2024, Toole Design Group, LLC reported to LADOT that they would not be able to finish the Westside Mobility Project by the contract expiration date of January 26, 2024 due to the pause in work from November 2022 to March 2023. The Consultant has been working on completing preliminary engineering work, which significantly impacts the upcoming construction projects and related funding anticipated to come online in Fiscal Year 2024-25. LADOT does not have the staff or resources to complete the remaining tasks included on this Task Order. The requested amendment will extend the bench contract for eight months to allow for the completion of this Task Order.

## **DISCUSSION**

LADOT requests authorization to extend the term of the On Call Professional Consulting Services Contract with Toole Design Group, LLC (Contract C-135121) by an additional eight (8) months, from January 26, 2024 until September 26, 2024 to allow for the completion of Task Order DD-002 Westside Mobility Project. The extension does not include any additional cost or change to the project budget.

The successful completion of the Westside Mobility Project will allow LADOT to start design and construction on \$12.8 million in awarded funds that is programmed for FY 24/25. This funding is programmed under the Measure M Westside Cities Multi-Year Subregional Program (MSP) 5-Year Plan as part of the Active Transportation/and First Last Mile Connections Program (C.F. 20-1335).

In 2021, LADOT was awarded \$12.8 million of Measure M Westside Cities Multi-Year Subregional Programs (MSP) grant funding for these construction projects in the four corridors. \$4,393,838 is allocated for the

first corridor, with start of construction slated for July 1, 2024. \$8,406,583 is allocated for the second corridor, with start of construction slated for July 1, 2024. Additionally, the remaining two of the four corridors will also involve preliminary engineering.

These projects were prioritized through this funding cycle to advance key policy goals of the Mobility Plan 2035 and the adopted Westside Mobility Study 2020, including safety, sustainability, and connectivity. Without this Second Amendment to C-135121, LADOT would be at risk of not completing the work in a timely manner or meeting the proposed grant timeline for the Westside Mobility Projects and would need to return the \$12.8 million in awarded Measure M Multi-Year Subregional (MSP) Funding for the upcoming construction phase of two transportation projects.

#### **FISCAL IMPACT**

There is no impact to the General Fund. There is no funding attached to the On-Call Professional Consultant Services Contract. The use of Toole Design Group for Task Order DD-002 Westside Mobility Project is funded by West LA TIMP Fund 681, Coastal TIMP Fund 447 (C.F. 19-0453).

LC:AB

Attachment

**SECOND AMENDMENT**  
**TO**  
**AGREEMENT C-135121**  
**BETWEEN**  
**THE CITY OF LOS ANGELES**  
**AND**  
**TOOLE DESIGN GROUP, LLC**  
**FOR**  
**ON-CALL PROFESSIONAL CONSULTANT SERVICES**



**SECOND AMENDMENT TO AGREEMENT C-135121 BETWEEN  
THE CITY OF LOS ANGELES  
AND  
TOOLE DESIGN GROUP LLC  
FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES**

**THIS SECOND AMENDMENT** to Agreement C-135121 between the City of Los Angeles (herein referred to as “City”), a municipal corporation, acting through the Department of Transportation (hereinafter referred to as “LADOT”), and Toole Design Group, LLC. (hereinafter referred to as “Consultant” or “CONTRACTOR”), a Maryland Limited Liability Company, individually referred to as “Party” and collectively as “Parties”, is entered into with reference to the following:

**WHEREAS**, on August 9, 2019, the City issued a Request for Qualifications (RFQ) to solicit responses from firms or individuals interested in being recognized and placed on a pre-qualified services list of on-call consultants; and

**WHEREAS**, Consultant submitted a response to the RFQ demonstrating qualifications and experience in one (1) or more of the requested service categories and City found Consultant’s response to satisfy the requirements set forth in the RFQ; and

**WHEREAS**, the Parties entered into Agreement C-135121 for a three-year (3-year) term beginning 2/14/2020 through 2/13/2023 wherein Consultant agreed to provide on-call professional consultant services; and

**WHEREAS**, the Coronavirus pandemic hindered the ability of LADOT to release project opportunities and utilize the on-call professional consultant services contract; and

**WHEREAS**, on 5/10/23, City Council approved the First Amendment to Agreement C-135121 to: a) extend the term of the agreement for eleven (11) additional months expiring on 1/26/2024; b) update City’s representatives for the agreement; c) update the City’s Standard Provisions for City Contracts (Rev. 9/22) [v.1]; add contracting language as required by ordinance of all City contracts; and

**WHEREAS**, the LADOT desires in this Second Amendment to Agreement C-135058 to extend the term of the agreement by eight (8) additional months expiring on 9/26/2024 to allow for a grant-funded task order to be completed;

**NOW, THEREFORE**, in consideration of the above premises, and the mutual covenants and agreements herein contained, the Parties agree as follows:

- 1. Section 1.2 Representatives of the Parties, Subsection 1.2.3** is hereby amended to read as follows:

**1.2.3 The City’s representative is, unless otherwise stated in the Agreement:**

**1.2.3 The designated Project Manager for the City is:**

Lindsey Estes, Senior Management Analyst II  
Los Angeles Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, California, 90012

2. Effective the date of attestation by the City Clerk of this Second Amendment, all references to Robin Quintanilla and Emerson Belen throughout the Agreement are hereby deleted and replaced with the following: Lindsey Estes

3. **Section 3.1 Term**, is hereby deleted in its entirety and replaced by the following:

This Agreement shall be in effect beginning 2/14/2020 ("Effective Date") and shall terminate on 9/26/2024, unless otherwise terminated in accordance with the termination provisions herein.

4. **Section 3.4 Ratification**, is hereby added immediately following **Section 3.3 Contract Modifications** to read as follows:

The Consultant may have provided prior services to the City of Los Angeles under the terms of an executed Agreement which included a requirement to adhere to the City's Standard Provisions for City Contracts. To the extent that the Consultant provided services to the CITY prior to the execution of this extension, and the Consultant's services were performed in accordance with the terms and conditions of this extension and the original Agreement, including the City's Standard Provisions for City Contracts, those services are hereby ratified.

**5. Order of Precedence**

This Agreement, and any exhibits, attachments, or documents incorporated herein by inclusion or by reference, constitutes the complete and entire Agreement between the City and the Consultant. In the event of any inconsistencies between the bodies of this Agreement and attachments, the order of precedence will be as follows:

1. This Agreement between the City of Los Angeles and Toole Design Group, LLC. and its Amendments
  2. Attachment A - Standard Provision for City Contracts (Rev. 9/22) [v.1]
  3. RFQ for On-Call Professional Consultant Services
  4. Consultant Proposal
6. Except as herein amended, all other terms and conditions of this Agreement shall remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**THE CITY OF LOS ANGELES,**  
a Municipal Corporation

**Toole Design Group, LLC, a Maryland Limited Liability Company**

By signing below, the signatory attests that they have no personal, financial, beneficial or familial interest in this contract.

By: \_\_\_\_\_  
Laura Rubio-Cornejo  
General Manager  
Department of Transportation

By\*: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

Hydee Feldstein Soto, City Attorney

By\*\*: \_\_\_\_\_

By: \_\_\_\_\_  
Deputy City Attorney

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

HOLLY L. WOLCOTT, City Clerk

NOTE: If Contractor is a corporation, two signatures are required.

By: \_\_\_\_\_

\* The signature of President, Chairman of the Board, or Vice President is required here; and  
\*\* an additional signature of Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer is also required for the Corporation.

Date: \_\_\_\_\_

City Agreement Number: C-135121

Council File Number: 23-0388