June 01, 2026

TO: All Interested Parties

FROM: Arturo Nevarez
LANI Program Manager

SUBJECT: **Request for Proposal (RFP) for Design Services for the Grape Street Elementary School Signage Project in the community of Watts in the 15th Council District of the City of Los Angeles.**

Los Angeles Neighborhood Initiative (LANI) is seeking a design firm that has experience in implementing school signage projects that include participatory engagement strategies involving students, faculty, and community stakeholders.

BACKGROUND

Los Angeles Neighborhood Initiative (LANI) is a non-profit organization established in 1994, which strives to restore a sense of community ownership and revitalization to neighborhoods across Los Angeles. With over thirty years of experience, LANI has delivered expedited improvements with unprecedented neighborhood involvement and participation, earning regional and national recognition for its ingenuity and achievements.

Los Angeles Neighborhood Initiative (LANI) is partnering with the Housing Authority of the City of Los Angeles (HACLA) to implement the Grape Street School Signage project as part of the Watts Rising Initiative led by HACLA and the City of Los Angeles' Mayors Office of Economic Opportunity (MOEO). Grape Street Elementary is located at 1940 E 111th St, Los Angeles, CA 90059, in Watts in the City of Los Angeles, in Council District 15. The school signage project is funded with Community Development Block Grant (CDBG) funds.

SCOPE OF WORK

LANI is seeking a firm that has experience in design development for school signage and placemaking improvements. The selected firm will be responsible for assisting LANI and the project steering committee, comprised of the school community and other stakeholders, in designing school signage, not just for the school, but also for the broader community, such as crosswalks, speed limit signs and other traffic calming measures.

The successful proposer will also engage an expert in trauma-informed services or a child safety expert to guide the design and ensure that the objectives for creating safer, less traumatic and less stressful school passage is achieved.

Key tasks for school signage improvements include:

- Develop innovative and participatory engagement strategies involving community stakeholders, including the project steering committee, students, and faculty.

- Assist community stakeholders in conceptualizing the specific types of safety and placemaking signage elements by participating in two (2) Project Steering Committee Meetings, including one (1) site walk.

- Attend one (1) community meeting to present design options and one (1) community meeting to present the conceptual design.

- Develop schematic designs for a school signage element program, which could include the broader community and might utilize crosswalks, speed limit signs, and other traffic calming measures.

- Hire and subcontract with a trauma – informed expert or child safety expert to help guide the design to ensure a less stressful passage to school.

- Develop and complete 50% construction documents for elements that can be implemented within a $400,000 construction budget.

- Bilingual Spanish speaking

STATEMENT OF QUALIFICATIONS AND COST PROPOSAL

Responses shall be no more than ten (10) single-sided pages, excluding the cover page, and shall include the following in this order:

1. Information on the Firm.
   a). Firm name, address, telephone number, fax number, and email address.
   b). Size and general description of the Firm.

2. Identification of Firm Principal. Identify the first point of contact who would be responsible for performing the services outlined in this RFP. Include a resume of professional experience and education.

3. Identification of Firm Staff. Include resumes of staff members assigned to work on this project. Describe specific work experience on similar projects. If teaming with another firm or sub consultants, describe previous experience working together.

4. List of comparable projects/experience. Identify and describe other projects your Firm has completed which are comparable to the projects and scope of work described in this RFQ.

5 . Neighborhood Familiarity. Describe any experience which makes your Firm particularly well suited to work in Watts.

6. Experience with Diverse Communities. Discuss your Firm's ability to work with diverse community stakeholders and ethnic groups to develop a consensus on proposed projects.

7. Discuss experience the firm has had in designing and permitting signage/placemaking elements in the City of Los Angeles.

8. List of References. Provide a minimum of three (3) names and telephone numbers of persons who have utilized your services and who have direct knowledge of your Firm's experience and work with developers and public agencies. Include the company name, names and titles of each reference provided, a description of the project involved, and a brief description of the work your company performed.

9. Design Services Cost Proposal:

Required Task per Scope of Work outlined in RFQ	
1.	Community Outreach - 2 PSC meetings, 1 site walk, and 2 community meetings
2.	Finalized Conceptual Design
3.	Construction Drawings – include all subconsultants necessary to create and complete 50% construction drawings for permit review
4.	Direct Costs – **List direct costs here and include in total**

Firm Fixed Fee

Total:

Design Services Cost Proposal

	Unit Prices	**Unit Cost Per Hour**
1.	Project Manager	
2.	Landscape Designer	
3.	Landscape Engineer	
4.	Other:	

RETURN THIS PAGE WITH SUBMISSION

EVALUATION CRITERIA

Please note that a scoring system will be used to tally the selected firm's comparable experience with the project. The maximum total score is100.	**Score**
Experience working in underserved communities, such as Watts.	25
Comparable Project Experience	25
Knowledge of the City of Los Angeles design precedents	15
Project Cost	35
TOTAL	**100**

EVALUATION PROCESS

The selection of a firm by the Grape Street Elementary School Signage project steering committee will be based on demonstrated competence and the professional qualifications necessary for the required service, per the criteria above.

If considered for final selection, the RFP applicant must:

- Provide proof of compliance with all Standard Provisions for City Personal Services Contracts, and all other applicable City, State and Federal laws, regulations, provisions and policies.
- Provide Living Wage Ordinance, Service Contractor Worker Retention Ordinance, Business Tax and Registration Certificate, Insurance, etc.

REQUESTED RESPONSE

Responses to this RFP must be **received by 2:00 p.m. July 31, 2026.** Responses shall be no more than ten (10) pages (excluding cover page). LANI is an equal opportunity employer and encourages Disadvantaged Business Enterprise (DBE) participation.

Please hand deliver a printable **PDF attachment** of your response to this RFP, including a minimum of two (2) color copies.

Hand deliver your bid to Arturo Nevarez with the **Subject Headline: OPEN BID.**

Arturo Nevarez, Program Manager
Los Angeles Neighborhood Initiative
800 S. Figueroa St., Suite 670
Los Angeles, CA 90017

PRE-BID MEETING

There will be a pre-bid meeting to learn more about the project scheduled on **June 16, 2026, from 1:00 PM – 2:00 PM**. The pre-bid meeting will be held virtually through Zoom. It is not mandatory to attend the pre-bid meeting.

To join the pre-bid meeting, please use the **Zoom Meeting Link:** https://us02web.zoom.us/j/88471867822?pwd=0fg6hKbabbHVwqKI66Nq5qahpHZvRu.1

WRITTEN QUESTIONS

Any written questions that you may will be due by **Tuesday, June 23rd at 5:00 PM**. Please email questions to arturo@lani.org.

For general questions, please contact me at (213) 627-1822 x17 or you can email at arturo@lani.org.

ENCLOSED:

- LANI Overview
- Project Area Map

FIRM BIO

Los Angeles Neighborhood Initiative (LANI) is an independent nonprofit organization whose mission is to revitalize neighborhoods by engaging people and building vibrant public spaces. We envision walkable, green neighborhoods with equitable access to better health, mobility, and opportunity for every Los Angeles community.

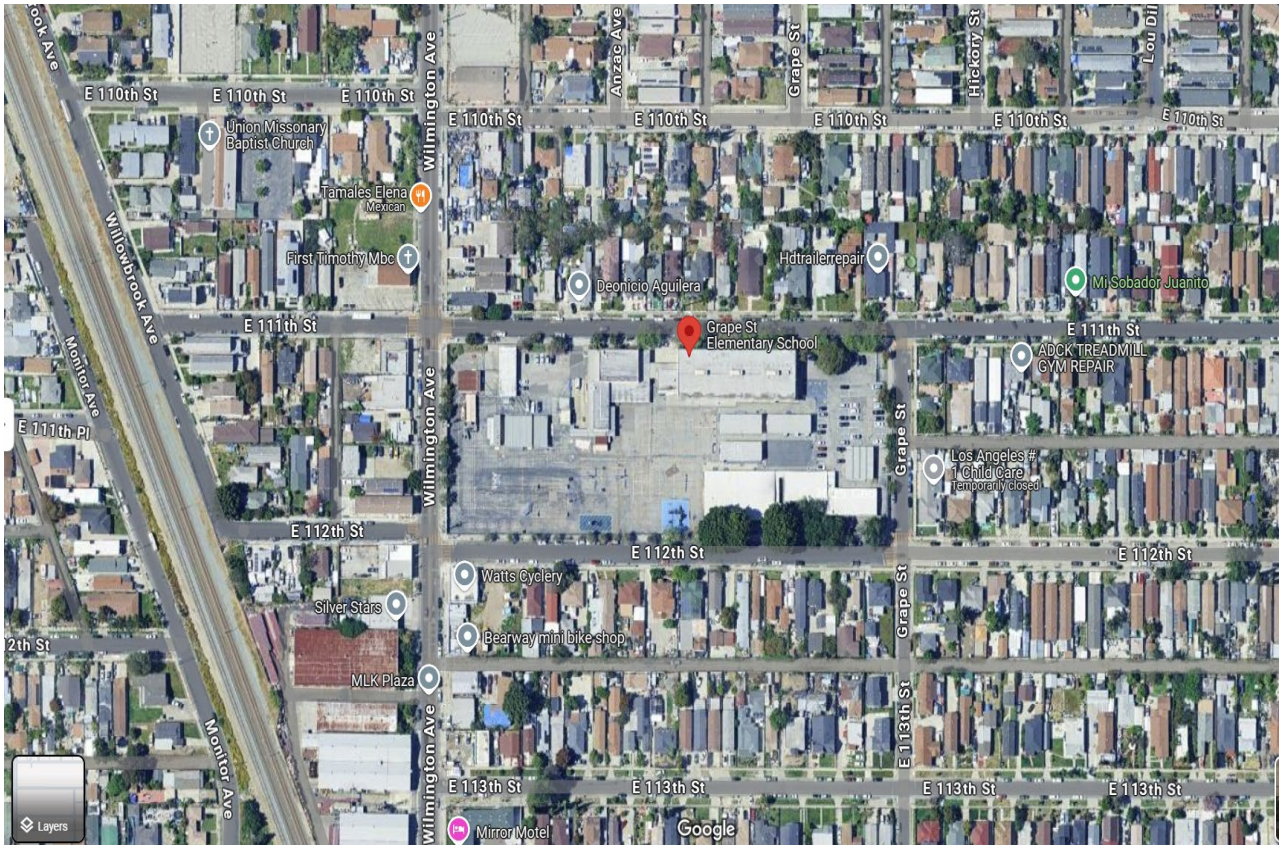
Established as a demonstration project in 1994, LANI began with a very clear purpose: to address systemic challenges in Los Angeles neighborhoods with a long history of being under-resourced. We have since helped to revitalize over fifty disadvantaged communities that represent the broad spectrum of Los Angeles County. We work with communities to plan and implement neighborhood-scale infrastructure projects such as pocket parks and open space, business façade improvements, street tree plantings, public art and placemaking, and transportation enhancements like sidewalks, crosswalks, bike lanes, lighting, bus shelters and transit plazas. We also have contributed to many planning projects, including pedestrian plans, transit-oriented community station area plans, and neighborhood transformation plans. Our projects are typically located in disadvantaged communities and always center on equity, climate resilience, and public health and safety. We work within the City of Los Angeles, as well as in smaller cities and in unincorporated communities throughout L.A. County.

The hallmark of LANI's program is our combination of expert project management with deep community outreach that empowers local stakeholders and generates substantive communal decision-making. We operate from the premise that community members know the needs of their neighborhoods best, and we are committed to facilitating collaborative, respectful, and productive relationships between the many stakeholders and decision-makers involved in our projects so that together, we can efficiently balance varying interests with on-the-ground realities, political considerations, and constraints such as timeline and budget, resulting in completed projects with high levels of community support and satisfaction. Our culturally relevant community engagement model is recognized as a model of stakeholder empowerment. Numerous national publications, more than 50 national conferences, and colleges and universities have highlighted LANI’s process and accomplishments as examples of successful incremental community revitalization.

Understanding that community members know the needs of their neighborhoods best, LANI empowers local stakeholders to take an active role in planning and building improvements that promote public safety, support public health, improve climate resilience, spur economic development, and inspire local pride.

Los Angeles Neighborhood Initiative
213-627-1822
800 S Figueroa St, Suite 670
Los Angeles, CA 90017
lani@lani.org
www.lani.org

Grape Street Elementary- 1940 E 111th St, Los Angeles, CA 90059



WALK

E 112th St
Grape St