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REQUEST FOR PROPOSALS (RFP)

Mapping and Geographic Description Services for Local Area Formation Commission of Los Angeles County (LAFCO) District Expansion

Issued by

Resource Conservation District of the Santa Monica Mountains (RCDSMM)

1. Introduction and Purpose

The Resource Conservation District of the Santa Monica Mountains (RCDSMM) is requesting proposals from qualified licensed surveyors or civil engineers with demonstrated experience preparing district boundary maps and legal geographic descriptions suitable for review and approval by the Los Angeles Local Agency Formation Commission (LAFCO).

2. Project Background

RCDSMM, in coordination with LAFCO, has identified specific areas within the District's Sphere of Influence that require formal mapping and geographic descriptions prior to LAFCO consideration and approval. These areas include unincorporated territory adjacent to the City of Malibu number 1-5 in appendix A and areas surrounding the City of Pasadena number 9 in appendix A, as identified by LAFCO and shown in the attached reference maps.

3. SCOPE OF SERVICES

The selected Surveyor/Engineer shall provide professional services that include, but are not limited to, the following:

1. Boundary Research and Analysis
 - a. Review existing district boundaries, Sphere of Influence limits, and LAFCO requirements.
 - b. Coordinate with RCDSMM staff and LA LAFCO as needed to confirm mapping expectations
2. Preparation of Detailed Maps
 - a. Prepare professional-quality boundary maps suitable for LAFCO submittal.
 - b. Maps shall clearly depict:
 - i. Existing RCDSMM district boundaries

- ii. Proposed expansion areas
- iii. City boundaries
- iv. Unincorporated areas
- v. Relevant geographic references
- c. Maps must meet LA LAFCO cartographic standards.

3. Preparation of Geographic / Legal Descriptions
 - a. Prepare precise written geographic (legal) descriptions of the proposed expansion areas.
 - b. Descriptions shall be suitable for formal LAFCO acceptance and recording, if required.
4. Coordination and Revisions
 - a. Incorporate reasonable revisions based on RCDSMM and/or LA LAFCO feedback.
 - b. Participate in coordination meetings as needed (virtual meetings acceptable).
5. Final Deliverables
 - a. Final signed and stamped maps and descriptions (if applicable).
 - b. Electronic copies in formats required by LA LAFCO (PDF, GIS-compatible files if requested).

4. Deliverables

LAFCO-ready maps, legal descriptions, application materials, electronic PDF files, and any additional formats required by LA LAFCO for application, along with written documentation of suitability of the documents for LA County Assessor use in determining boundary and affected parcels

6. Schedule

RFP Issued: January 26, 2026

Questions Period: January 26 – February 23, 2026

Proposals Due: February 23, 2026, 5:00 PM PST

Interviews: February 24 – March 6, 2026

Project Start: By not later than April 1, 2026

7. Questions and Communications

All questions shall be submitted to Lisa Rand, Administrative Operations Manager, at Lrand@rcdsmm.org with subject line 'Mapping and Geographic Description RFP'.

8. Statement of Qualifications

Proposals shall include firm experience, experience with LAFCO applications and processes, staff qualifications, licenses, project examples, and proposed approach.

9. Compensation

Proposers shall include a fee proposal or fee structure. Final compensation will be negotiated with the selected consultant.

Fee schedule should identify costs for each of the individual proposed boundary expansion components.

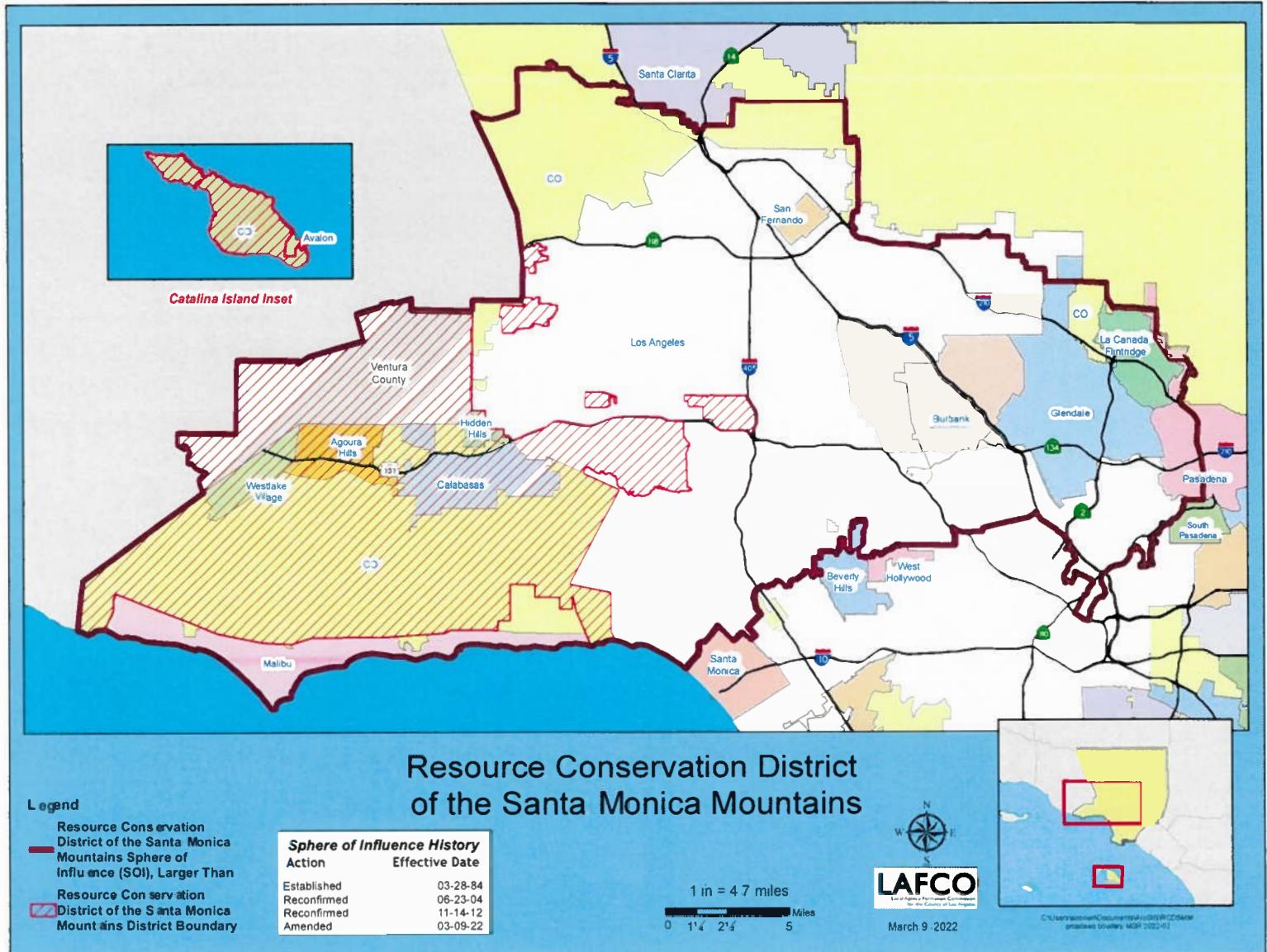
10. Submittal Instructions

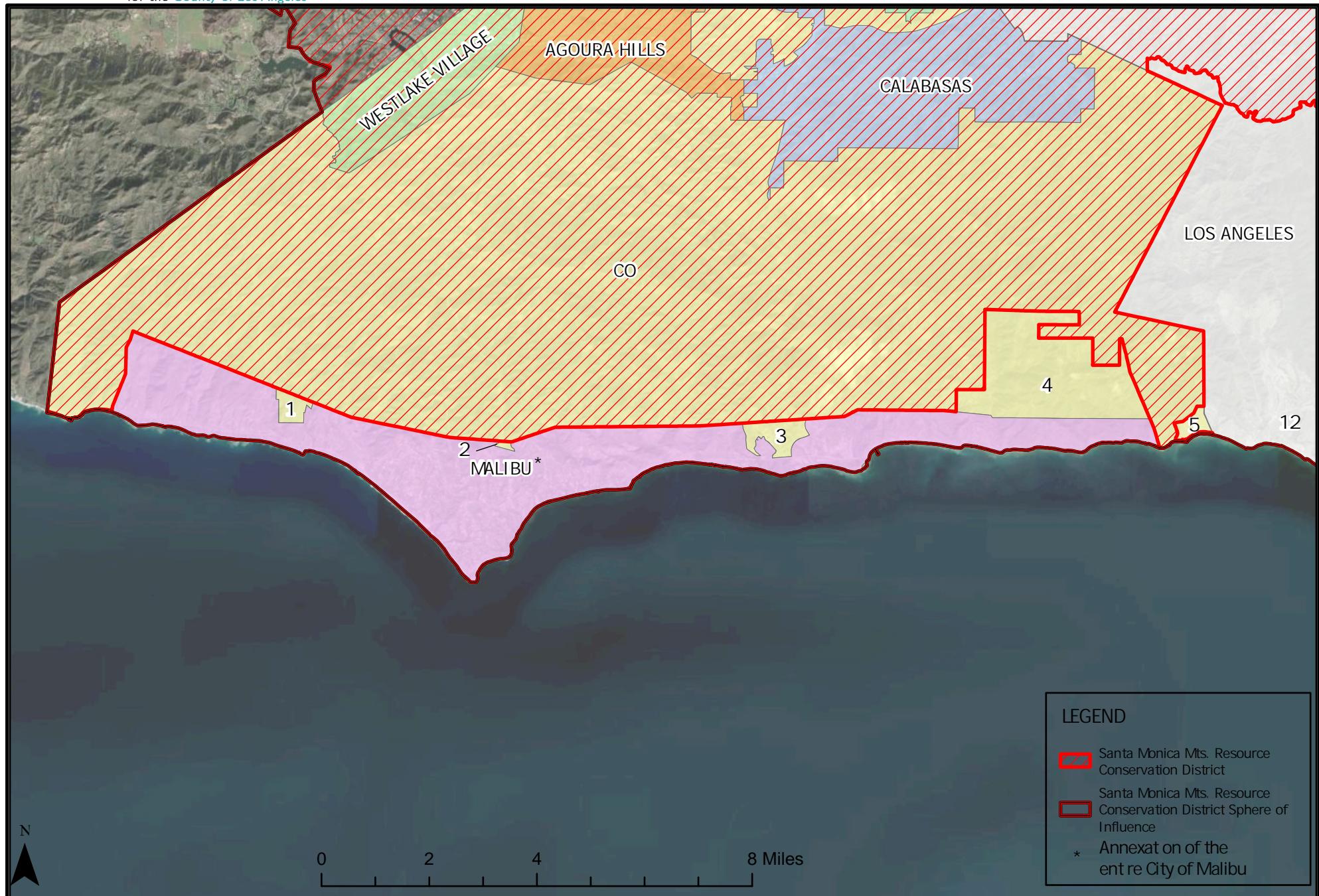
Submit one electronic PDF of the proposal to Lisa Rand at Lrand@rcdsmm.org by 5:00 PM PST on February 23, 2026.

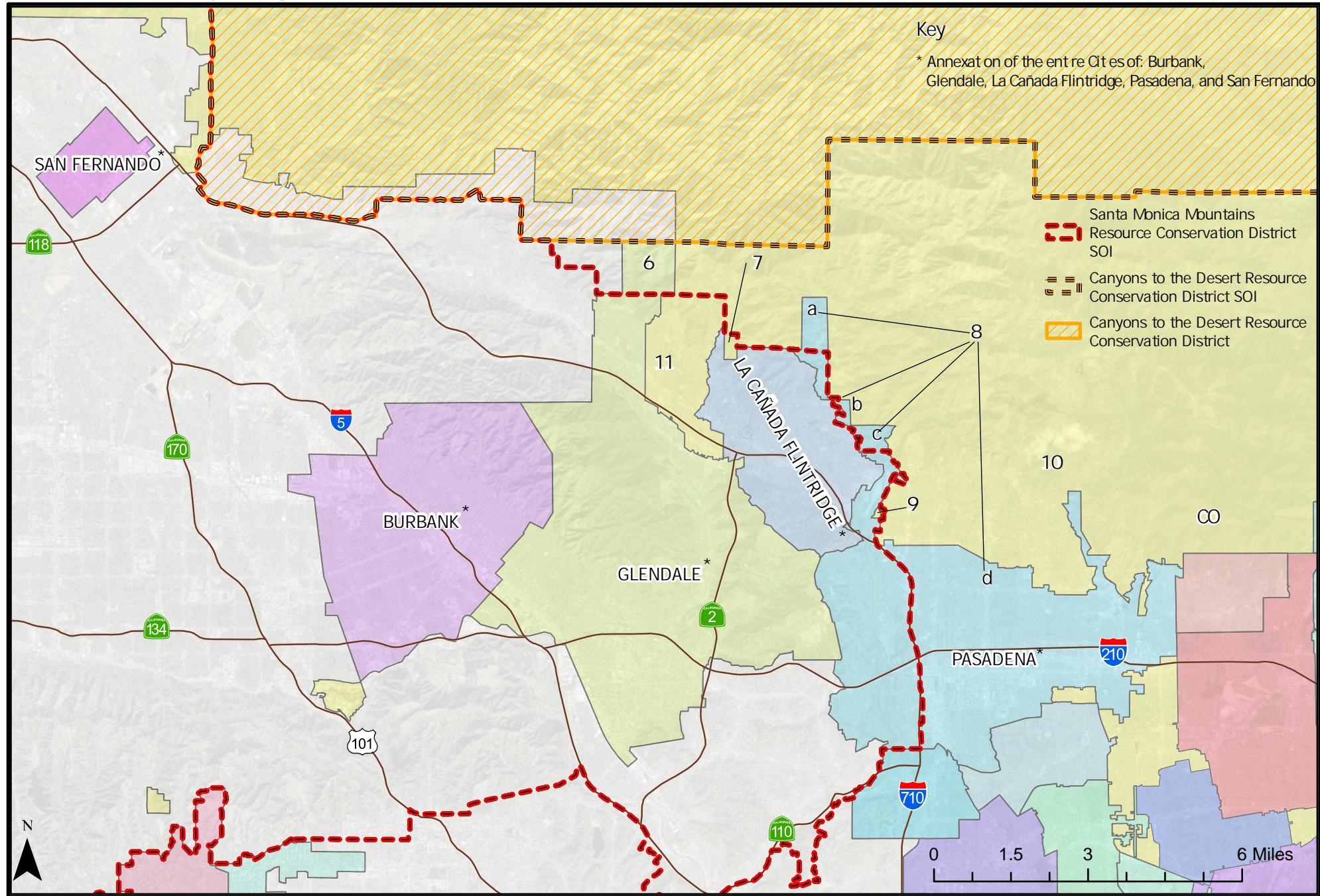
11. Appendices

Appendix A: Reference Maps

Appendix B: LAFCO expansion mapping requirements



Resource Conservation District of the Santa Monica Mts.
Malibu Area Annexation Map

Resource Conservation District of the Santa Monica Mts.
 San Fernando & San Gabriel Valley Areas Annexation Map


Appendix B: LAFCO expansion mapping requirements

- “Whole city” annexations of Burbank, Glendale, La Canada-Flintridge, Malibu, Pasadena, and San Fernando. For these six (6) cities, a detailed map/description will not be required; rather, any reasonable map of each city will suffice.
- Unincorporated areas adjacent to the City of Malibu (Areas “1” through “5”). For these areas, a detailed map/description will be required.
- Unincorporated area entirely surrounded by the City of Pasadena (Area “9”). For this area, a detailed map/description will be required.
- Revised Sphere of Influence (SOI) amendment to reflect 1, 2, and 3, above.