

**BUREAU OF STREET LIGHTING
EQUIPMENT EVALUATION AND TESTING SECTION
CHECKLIST & FEE AGREEMENT: INTEGRATED POLE**



This form must be completed, with all boxes checked, signed, and submitted via email to the Bureau of Street Lighting (BSL) at lawrence.almassod@lacity.org. Upon acceptance of the checklist by BSL, the equipment evaluation fee will be requested to proceed with the review process.

MANUFACTURER / COMPANY: _____

MODEL: _____

CATALOG NO.: _____

CONTACT OR REPRESENTATIVE: _____

PHONE: _____ **EMAIL:** _____

Design Considerations

- Shop drawings and stamped structural calculations submitted for review and approval
- Base plate designed for 1" diameter anchor bolts
- Top-mounted shrouds do not exceed 6' above the luminaire mounting height
- Pole provides a minimum 7.5" tenon for luminaire installation
- Pole color approved by BSL
- Access doors/handhole openings located at a minimum height of 10'
- Maximum pole diameter does not exceed 12" nominal, unless otherwise approved by the Equipment Evaluation and Testing Section
- Bolt circle for anchor bolts is 17", unless otherwise approved
- Inserts not permitted for any structural connection, such as luminaire arm to pole connection
- Pole designed in accordance with the *Special Specifications for the Construction of Street Lighting Systems* ("Blue Book"), AASHTO, and all other applicable codes and regulations
- Pole prewired with three (3) #10 AWG solid copper wires (color code: 1-red, 1-black, 1-white) with minimum 10' slack at both base and luminaire. All street-lighting prewires should be clearly tagged and labeled
- Painting procedures and specifications comply with the *Special Specifications for the Construction of Street Lighting Systems* ("Blue Book") and all applicable ASTM coating standards

BSL Aesthetic Policy

The Bureau of Street Lighting has implemented an aesthetic policy requiring the use of integrated poles when communication equipment attachments exceed certain size limits. Specifically, any Co-Location attachment that has a horizontal width greater than 12 inches or a vertical length greater than 36 inches must be installed on an integrated pole.

BSL has tested and approved several integrated pole designs that accommodate communication equipment internally within the pole structure, ensuring a more visually consistent and less intrusive streetscape.

The Bureau of Street Lighting reserves the right to reject any submittal that does not meet its aesthetic or design standards. This ensures visual consistency and preserves the overall character and appearance of the public streetscape.

Bureau of Contract Administration Facility Audit

Following issuance of a *conditional* shop drawing Approval Letter, the manufacturer shall coordinate with the Bureau of Contract Administration (BCA), Materials Control Group, prior to prototype fabrication. The manufacturer must schedule a Material Control inspection with BCA before fabrication begins. All fabrication is subject to inspection by BCA during regular working hours (Monday through Friday, 7:00 a.m. to 3:30 p.m.).

BCA will impose additional inspection and audit fees for all facility audits and material inspections. These fees are established, administered, and collected solely by BCA and are not overseen or reimbursed by the Bureau of Street Lighting. All costs associated with BCA inspections, audits, testing, or related requirements are the sole responsibility of the manufacturer or vendor and must be paid directly to BCA.

For facilities located within 30 miles of Los Angeles, the manufacturer shall provide at least two working days' notice to BCA before fabrication. For facilities beyond 30 miles, the manufacturer shall engage BCA-approved third-party inspectors or accredited testing laboratories. A request letter identifying the proposed inspectors, their qualifications, and the specific pole types to be inspected must be submitted to BCA for approval prior to fabrication. BCA will verify compliance with BSL specifications, Standard Plans, material certifications, and paint submittals. Upon successful completion of the audit, BCA will issue a Yellow Tag Approval, authorizing production to proceed. BSL will issue a final Prototype Approval Letter.

Refer to the current adopted version of the Special Specifications for the Construction of Street Lighting Systems ("Blue Book") for additional requirements and detailed procedures. For questions regarding the facility audit process, please contact bcamaterialscontrol@lacity.org.

Equipment Evaluation Fee Agreement

The vendor or manufacturer shall be responsible for all costs associated with the evaluation of the proposed pole. These costs include, but are not limited to, shop drawings, prototypes, structural calculations, and all associated delivery, shipping, or pick-up expenses. In addition, the equipment evaluation fee is **\$1,000 USD per pole**, payable by check to the *City of Los Angeles / Bureau of Street Lighting*. Money orders or ACH transfers are also accepted. Please reference “Integrated Pole Evaluation” on the payment memo line.

The evaluation fee is **non-refundable** and subject to change. BSL reserves the right to modify or add requirements to the evaluation process or fee structure at any time. Vendors or manufacturers will be notified if such changes occur.

Upon successful completion of the evaluation process, BSL will issue a formal Approval Letter. Poles submitted for project-specific approval will not be added to the approved list and its use will be limited to the specified project. **Inclusion on any BSL approval list does not imply or guarantee any obligation by BSL to procure the pole.**

_____ Signature	_____ Date
_____ Printed Name	_____ Title/Position