

**City of Los Angeles
LA Sanitation and Environment (LASAN)**

On-call Consultant Services Contract

Task Order Solicitation (TOS) S-052 for

Safe Clean Water Project Delivery Support

May 2025

LA Sanitation and Environment (LASAN) is seeking services from qualified, experienced engineering consulting firms to assist LASAN with the development of a team of qualified engineers and professionals as Owner Advisor/Agent for the review of design and construction documents, and provide construction support for multiple Safe Clean Water Program (SCWP) projects using the Design-Build (DB) delivery method. LASAN seeks centralized program management and project controls support and plans to implement the Owners Advisor/Agent support in phases over the duration of this contract and the Owners Advisor/Agent shall be able to provide appropriate resources for each phase.

The selected CONSULTANT also referred to as Owner Advisor/Agent (OA) for the design-build projects shall take projects from conception through close-out phases and shall provide SCWP with the following services, as explained further in Article II, that includes but is not limited to: Review and comment on the 30% design bridging documents, Project Management, Construction Management, Contract Administration, Project Controls, Engineering Support Services during different phases of the projects' development, design, construction, start-up and maintenance, and may include geotechnical and soils investigation and report, storm water related modeling, environmental investigation and permitting.

I. Background

The mission of LASAN's SCWP is to protect the beneficial uses of receiving waters (beaches, lakes, rivers, and streams) while complying with all flood control and pollution mandates. The Program employs a multi-pronged approach to ensure the CITY is in compliance with regulations and reduces the amount of pollution flowing into and through regional waterways. This is accomplished through the design and implementation of projects that remove pollutants from the waterways and provide stormwater capture and storage opportunities. Beneficial uses and the water quality of the receiving waters are regulated by the Municipal Separate Storm Sewer System (MS4) Permit under the National Pollution Discharge Elimination Program (NPDES), administered by the Regional Water Quality Control Board, Region 4.

Municipalities such as the CITY are mandated to implement control measures to reduce the discharge of pollutants into the receiving waters. Examples of pollutants include fecal indicator bacteria, heavy metals, trash, sediments, and pesticides. LASAN's Watershed Protection Program implements regional structural projects, distributed structural projects, and institutional measures to comply with the MS4 Permit. The structural projects not only improve the water quality in the receiving waters, but also contain the pollutants at the source and recharge local groundwater basins.

In 2018, residents of Los Angeles County voted to pass Measure W to implement the SCWP, which provides funds to implement and operate water quality improvement projects and develop feasibility and scientific studies. Additionally, funds from the County, State and Federal grants, bond programs, partnership agreements, and CITY's Stormwater Pollution Abatement Funds support the Program. Due to the dynamic nature of the sources funding the Program, projects being implemented by the Program may be subject to shorter implementation schedules, with concept-to-completion in under 24 months. Some projects may additionally require a one year optimization period after completion to ensure all constructed elements are operating as intended and planted vegetation is established.

Currently, Los Angeles County, the administrator for the Safe Clean Water Program, is in the process of re-evaluating the program's needs and projects approval criteria. Therefore, it is expected that there will not be any SCW projects delivered through the DB process until 2026-2027 when the Los Angeles County has concluded its re-evaluation of the program and the LASAN's DB On-Call contracts are fully executed and approved by the Board of Public Works. Once the SCW program modifications are implemented and funding is available, the number of approved projects may be up to 5 projects per year.

II. Scope of Work

The Safe Clean Water Implementation Division (SCWID) of LASAN is seeking the assistance of a qualified, experienced engineering consulting firm for the development of a team of qualified engineers, technical staff and professionals as OAs. LASAN intends to implement this TOS in phases as follows:

Phase 1 - Development of LASAN's SCWP Design Build Framework: Development and training of guidelines and implementation handbook.

Phase 2 - Design Build Selection Assistance: TOS document preparation for the selection and award of the design consulting firm for the preparation of the 30% design for the bridging documents, review and comment on the feasibility studies and bridging documents.

Phase 3 - SCW Project TOS preparation: Proposal analysis and award off of the established Design Build On-Call list.

Phase 4 - Project Implementation: Including but not limited to intermediate and final design reviews, equipment selection, coordinate permitting, coordinating and documenting projects design meetings, estimating, scheduling, negotiations with the Design-Build Firms for the construction phase, provide project controls, and QA/QC, construction management including responses to the Requests for Information (RFIs) submittal review, coordinating and documenting regularly scheduled project progress meetings, project change orders negotiations, review schedule updates, claims reviews and negotiations, coordinate and review as-built drawings, review spare parts list, start-up, training and post construction activities.

For the first 2-3 years of this TOS the CONSULTANT shall assist the SCW project managers with the development of the DB program, including preparation of documentation for development of concept reports and/or feasibility studies by others. Additionally, during this period the CONSULTANT, in collaboration with the SCW project managers, shall develop guidelines and procedures and train SCW staff to implement a successful design-build program. As part of training materials, the CONSULTANT shall develop a step-by-step handbook for the development of SCW projects and in addition to encompassing existing City's standards this handbook shall include means and methods and guidance for review and implementation of the following but is not limited to:

1. Project selection criteria
2. Concept and feasibility studies
3. Review and comment on the bridging document (30% design)
4. Permitting
5. Project task order preparation
6. Proposal review
7. Design review
8. Constructability review
9. Submittal review
10. Request for Information (RFI) response
11. Investigate and resolve issues between the bridging documents and the final design by the design-builder
12. Schedule development and review training and procedure
13. Change orders, owner initiated and design-builder request
14. Project start-up
15. Project manual development procedure, and
16. Project close-out procedure.

The following categories of work and personnel who are listed shall only be available when needed for implementing SCW projects or at the SCW Program Manager request. This qualified team will assist the SCWP with the implementation of approved projects and provide complete support during the design, construction and maintenance phases using the Design-Build delivery method.

The selected CONSULTANT firm shall assist the SCWP with the implementation of SCWP projects and development of DB task orders, scope of work, deliverables and related work are listed but not limited to the following:

a. Program Implementation Assistance

CONSULTANT shall provide a complete road map for development and implementation of a successful DB Program that includes but not limited to:

1. Evaluate program drivers, objectives, and constraints
2. Roles and responsibilities, program/project organization, and staffing
3. Decision making ladder, change management, and issue resolution processes and procedures
4. Internal and external communication plans
5. Program design standardization
6. Provide guidance to proposed program standards and implementation procedures
7. Program administration, DB invoices review and payments follow through, - Business Inclusion Program (BIP) and participation tracking, risk management and procurement.
8. Projects' environmental documentation and development of mitigation plans
9. Provide technical support for stormwater projects including bridging documents and final design review.
10. Program controls including projects' cost data collection and development of cost database
11. Assist with SCW program schedule and Manage Design-Build program schedule.
12. Provide, develop and/or review health and safety standards and track safety related issues during construction.
13. Familiarity with the CITY's contracting procedure
14. Prepare DB documentation for project advertisement and receive proposals

15. Receive, review and evaluate DB proposals for compliance and assist with awarding the DB contract

b. Project Management

The Project Management shall include a full summary describing the goals of the program, including any assumptions or constraints; what processes will be used to monitor and report on the status; approach to risk management, change control etc. Additionally the Project Management shall include: Communication Plan and Plans for Scope, Schedule, Cost, Quality, Human resources, Engineering Services, Health and Safety, Design-Build Firm (DBF) Invoice review, DBF Business Inclusion Program review and Monitoring, Procurement.

c. Engineering Support Service

1. CONSULTANT shall provide engineering support services to ensure successful documentation, technical services, CAD personnel, and other services as required.
2. SCWP will provide to the CONSULTANT general direction and guidance regarding its program's goals and objectives as they relate to the implementation of a successful DB Program. CONSULTANT shall assist with the development and implementation of the SCW's DB projects identified in their master schedule.
3. Develop scope of work including project specific addenda and deliverables for DB TOSs for receiving proposals from SCW On-Call DB Firms.
4. Provide engineering and professional staff for the complete review of 30% design documents also referred to as bridging documents prepared by the DB firm(s) or design plans prepared by BOE and/or their consultants. The review of the bridging documents shall include complete review of: conceptual and final 30% design documents, soils investigation reports and remediation requirements where needed, updated General Requirement, environmental clearances and building permits.
5. Update SCW DB General Requirements for specific projects including project documents and controls including milestones and workflows and document control systems. The SCW's DB standard contract and documents shall be used with as little deviation as possible.
6. Provide Project Management Plan and project controls.
7. Assist City's Program and Project Managers in evaluating project related risk for each TOS in collaboration with the City's Risk Manager determining City's liabilities, establish risk register, and establish bond values including proposal and construction bonds.
8. Review City's standards and prepare or update standards for design guidelines for projects' plans and specifications.
9. Assist City's Program and Project Managers with the assessment of the DB Firms' proposals based on projects' goals and SCW's objectives.
10. Assist with the preparation of the award board report and updating contract documents for the selected DB Firm for each project, as applicable.
11. Provide design document reviews prepared by the DB Firms and provide construction management support including plan reviews, inspection, request for information (RFI) responses, review submittals and resolving any outstanding issues between the bridging documents and the final design-builder design documents.
12. The OA may be asked to Investigate soil conditions that include boring, sampling, testing and preparing soils report that includes but not limited to soil stability, permeation and remediation appropriate for the specific project.
13. The OA may be required to assist with Environmental investigation and permitting including but not limited to investigating site condition, study and report on environmental impacts, mitigation strategies, conduct community outreach for informing public of the projects specifics and its impact in the

local community, respond to the public inquiries, prepare environmental applications and apply for permit from the appropriate agencies, completing CEQA and EIR requirements, and all other related work.

14. Evaluate, negotiate and issue change orders and other construction related issues.
15. Provide a comprehensive Quality Assurance / Quality Control (QA/QC) plan for the implementation of DB projects.
16. Provide Landscape and hardscape architect for the design of outdoor areas, including the design and general engineering of various structures for public use and investigation of existing local designs, ecological, and soil conditions.

d. Project Controls

Project Controls shall be prepared to document how the program/project(s) are to be controlled, including but not limited to:

1. Investigate, identify and provide appropriate software to be used to manage cost and schedule. SCWP is currently using MS Project for cost management and basic schedule management. CONSULTANT is expected to be proficient in this software or provide and train the City employees on using Primavera 6 (P6) or a more suitable software
2. Requirements and formats for project and program reports
3. Scheduling development and monitoring standards
4. Program and project baseline budget development and monitoring
5. Cash flow projections and forecast modeling needs
6. Program cost management procedures and development of cost data/database for cost/bid evaluations
7. Definition of other project control methodology as required

e. Stakeholders Involvement Plan

1. CONSULTANT shall provide staff specialized in community outreach and public relations and coordinate their outreach activities with LASAN's Community Outreach Team (COT).
2. CONSULTANT shall provide support for COT outreach activities in regards to outreach, community involvement and construction coordination as needed.

f. Quality Assurance / Quality Control (QA/QC)

1. Develop a complete QA/QC plan and procedure for design and construction phases.
2. CONSULTANT shall provide and assign technical staff for the review and implementation of DB Firm's QA/QC plan.

g. Risk Management Plan

Develop and maintain Program Risk Management Plan in coordination with the CITY's Risk Manager, and provide support to develop and maintain the project-specific Risk Management Plan.

h. Change Management

CONSULTANT shall be familiar with the City's standard change management processes and systems and shall prepare a program/project(s) Change Management Plan to support the DB delivery method.

i. Hydrological Modeling

The CONSULTANT shall be able to provide hydrological analysis of the selected sites in terms of ground water recharge, permeation rate, stormwater capture and storage, Wet and dry weather analysis, review

and update the flood maps by professional hydrologic modeler. Professional Hydrologists (PH) shall provide hydrological services which most often affect the safety of the public.

PH must be able to sort out meaningful data and apply hydrological and water-quality analyses to problems in engineering design and on-site investigations. The Modeler shall apply scientific principles to surface-water run-offs and shall be able to plan and analyze practical solutions to stormwater projects.

All material including any software programs or apps prepared and/or developed by the PH and/or the CONSULTANT shall be made available to the CITY at no additional cost.

III. TOS SOLICITATION SUPPORT FOR DESIGN-BUILD PROJECTS

1. Prepare TOS for the individual projects including development of scopes of work and conceptual design requirements
2. Guide SCW's staff to identify all required documents for inclusion in the TOS solicitation documents.
3. Respond to questions from prospective proposers.
4. Provide technical support for and prepare TOS Addenda.
5. Update project specific General Requirements and related documents.
6. Prepare and issue meeting minutes.
7. Consolidate and analyze DB Firms proposals for each project, assess submittals, including Business Inclusion Program plans and liability bonds, i.e. proposal bond and construction bond and make recommendations for compiling a short-list of qualified proposers.
8. Assist SCW Program and Project Managers with DB Firm selection and assist with the preparation of the award board report.
9. Provide training for LASAN staff on all new documents and processes. Separate training material shall be provided for General and Technical training. Training shall be presented by qualified professionals and shall be conducted for applicable groups specified by LASAN.

IV. DESIGN-BUILD ASSISTANCE

The following is an example of a list of the minimum assistance required for SCW on-call DB program and BOE's SCW related projects:

1. Provide technical expertise in reviewing Concept or Feasibility Reports and 30% Design documents, where applicable
2. Coordinate review of 30% Design Documents with other divisions and departments and incorporate their recommendations in the final 30% Design Documents.
3. Coordinate CEQA and other related environmental clearance with BOE
4. Assist with ALL Permitting Requirements
5. Identify City's liabilities in relation to the design and construction of the SCW facilities
6. Provide support for the DB TOS preparation, proposal reviews, contract development and execution, project' schedule, and DB selection criteria
7. Prepare fixed cash allowances for the schedule works and prices, when needed
8. Provide technical expertise for meeting SCW projects requirements and limitations, if any
9. Monitoring progress of DB Program and projects
10. Provide construction management during the construction and start-up phases
11. Provide technical expertise and support for the review of DBF design.

12. Coordinate review of DBF design with the appropriate City offices/departments and operating divisions, collect, compile and document all comments.
13. Share all documented comments with the DBF for their consideration and implementation
14. Investigate and resolve any outstanding comments or issues between the reviewers and the DBF.
15. Coordinate and conduct regular progress meetings (weekly, bi-weekly or monthly as requested by the SCW Program Manager) during the design and construction phases of the SCW projects.
16. Document and prepare meeting notes after each meeting.
17. Provide technical review of the submittals and provide response to RFIs during the construction phase.
18. Providing guidance, workshop(s), and assistance to incorporate and define SCW's roles and responsibilities during the design and construction phases
19. Projects' Document Control and reviewing final as-built documents
20. Provide regular updates on the status of the SCW Program and individual projects to the SCW managers and supervisors or others as requested by the SCW Program Manager
21. Prepare power point presentations for the SCW Program Managers and assist them in their presentations to the community, the City officials or others as needed.
22. Arrange workshops and partnering sessions on a regular basis (bi-monthly or quarterly or as requested by the SCW Program Manager) with the DBF for each project as needed. Document and prepare meeting minutes).

a. Design Phase Review Assistance

The CONSULTANT shall provide technical experts in all fields for the review of design documents for the DB and other SCW related projects including, but not limited to:

1. Facilitate coordination between other City Departments/Bureaus/Divisions.
2. Facilitate workshops and provide technical expertise in presenting and reviewing DB projects to other City departments and LASAN's operating divisions.
3. Compile comments from other City departments and LASAN's divisions and document and share their comments with the DB Firm as part of the design review with the goal of eliminating owner generated changes during the construction phase.
4. Preparing and reviewing cost estimates including fixed cash allowances for the schedule of work and prices prepared by the selected City's engineering consulting firm(s).
5. Providing guidance, approach and training for LASAN's project engineers for managing projects during the DB process, constructability reviews, maintainability reviews, and design documents reviews.
6. Providing guidance for project coordination and interdependency requirements with existing City's facilities.
7. Providing guidance and technical assistance to LASAN's staff for negotiating changes to the project design until an approved construction cost is achieved.
8. Developing QA/QC plan for DB projects implementation.
9. Reviewing and commenting on DB's completed design documents, including drawings, budget and project schedule for both phases of design and construction.
10. Investigating and resolving any outstanding issues between the bridging documents and the final design by the design-builder team.
11. Reviewing and providing comments on the schedule of values.
12. Reviewing and negotiating the project's final construction cost.
13. Develop and manage risk registers based on each design phase.

b. Construction Management (CM) Assistance

The CONSULTANT shall provide technical experts in construction management for the DB and SCW projects including, but not limited to:

1. Reviewing DB Firm's inspection and QA/QC plan and establishing program to monitor, enforce, and provide QA/QC in coordination with the Bureau of Contract Administration (ConAD) and other local, state and federal agencies
2. Providing guidance and technical assistance to LASAN's staff in negotiating changes after approved construction cost and defining LASAN's staff roles and responsibilities for the required contractual level of approvals
3. Providing technical experts for the review and approval of all design documents during construction and all changes.
4. Reviewing and responding to the RFIs
5. Reviewing and providing comments for the projects' submittals.
6. Inspect projects during the construction and verify their compliance with the approved design documents.
7. Negotiating owner initiated change orders
8. Negotiating DB Firm's requested changes
9. Conduct workshops and share design changes with other affected City Offices/Departments and LASAN's operating divisions. Collect and document comments and share with the DBF.
10. Providing additional CM support services, as needed, including inspection and quality control support
11. Arrange and coordinate periodical (bi-monthly, quarterly or as needed) partnering sessions with the DB firms by using professional facilitator
12. Facilitate regularly (weekly, bi-weekly, monthly or as needed) held construction progress meetings and prepare the meeting minutes
13. Review projects' construction schedule updates and identify areas of concerns.
14. Provide complete support for all post-construction activities including projects' start-up and optimization.
15. Assist with the preparation of the Final Project Acceptance board report.

V. PROGRAM MANAGEMENT BY CONSULTANT

The SCWP DB Program will be managed by Task Orders. The following required positions as further detailed in this Scope of Work (SOW), shall form the basis for the proposal submitted in response to the On-Call TOS.

VI. KEY POSITIONS, ROLES, AND EXPERIENCE

The CONSULTANT shall be co-located with LASAN staff and if necessary with the selected DB Firm. When and if needed the CONSULTANT shall provide a trailer for the duration of CONSULTANT's services from DB TOS solicitation phase to Construction Phase at SCW's identified location. CONSULTANT's proposal shall include a separate line item for the trailer's fee.

CONSULTANT's proposal must clearly demonstrate the experience and qualifications outlined below. **CONSULTANT shall provide the following key staff OR have staff with these qualifications available upon request when projects' necessitate or as requested by the SCW Program Manager to assist with SCW projects..**

a. Program/Project Manager (PM)

1. The individual in this role shall manage CONSULTANT's teams assigned to various Task Orders and shall coordinate various CONSULTANT's assignments to ensure consistency of program/project(s) implementation.
2. SCWP's Project Manager with assistance of CONSULTANT's PM will serve as the main point of contact for each task described herein.
3. PM shall be responsible for providing development and implementation support for SCWP's Program, including planning, organization, procurement documentation, budget, DB invoice review and schedule development. PM shall ensure the quality of SCW Program and all project(s) deliverables.
4. PM must demonstrate the following experience and qualifications:
 - a. Minimum of 5 years of program and collaborative project delivery experience with demonstrated ability to manage large project teams and a minimum of 3 years of direct DB experience leading design workshops, constructability reviews, value engineering sessions, public hearings, or similar types of meetings.
 - b. Holding of similar positions with the same or similar responsibilities of DB CONSULTANT as specified in the TOS. Project experience must include management, planning, engineering, construction support, and change management for collaborative delivery projects of similar size, nature, and complexity.
 - c. Minimum of 2 years experience in construction demonstrating collaboration with contractors in true partnership and team building structure, preferably in DB projects.
 - d. Be a registered professional engineer in the State of California
 - e. Project Management Professional (PMP) is desirable but not required.

b. Project Engineer (PE)

1. Individual(s) in this capacity will be responsible for day-to-day oversight and production of the technical work, including planning, design support, design document reviews, and construction management support as needed to assist the project teams with implementation of the DB Program projects or other projects identified by SCWP.
2. Individuals proposed as PEs for required tasks must demonstrate experience with projects of similar size, nature, and complexity.
3. Be a registered professional engineer in the State of California.

c. Landscape Architect

The individual(s) in this role will be responsible for the review of the bridging documents for stormwater facilities to meet the City of Los Angeles standards and the local community's needs. The individual(s) must meet the following qualifications:

1. Analytical skills. Landscape architects must understand how their designs will impact local locations and the community.
2. Must demonstrate that he/she is a good communicator and is able to present his/her design to the community and permitting agencies effectively.
3. Must have knowledge in designing both hardscape and softscape and is able to select appropriate vegetation that meets the local community needs and area's climate.
4. Minimum 6 years of progressive design experience.
5. Must be able to demonstrate his technical and visualization skills.
6. Must be able to review landscaping designs by others and provide effective comments.
7. Must have a Bachelor of Landscape Architecture (BLA) or Bachelor of Science in Landscape Architecture (BSLA) A master's degree is not required but is encouraged.

8. Council of Landscape Architectural Registration Boards (CLARB) Certification is encouraged.

d. Hydrology & Water Quality Modeler

The Individual in this role will be responsible for modeling stormwater facilities and must meet the following qualifications:

1. Minimum 5 years of hydrological modeling for stormwater facilities
2. California Professional Engineer certification
3. Be able to analyze hydrologic and geologic field data, water-level data, or instrumentation data to estimate risks and water resource availability and support engineering design and construction of Safe Clean Water facilities and assess the potential upstream and downstream surface water, groundwater, and sedimentation impacts of stormwater.

e. Program Controls

1. Individual(s) in this role will be responsible for monitoring and auditing information related to project controls, scheduling, work breakdown structure (WBS), and budgeting.
2. This individual must meet the following qualifications:
 - a. Minimum of 5 years of project controls experience
 - b. Minimum of 2 years' experience as a lead Project Controls or similar position with responsibility for complex projects of at least \$20 Million in construction cost.
 - c. Professional project controls management certification such as Certified Project Control Professional (CPCP) is not required but is encouraged.

f. Program Scheduler

1. Program Scheduler will be responsible for:
 - a. Review of Design, construction, and maintenance schedules prepared by the DB teams for individual projects or other SCWP projects designed and ready for construction by other groups or City Offices.
 - b. Reviewing and maintaining monthly schedule updates of the DB Program Master Schedule and SCWP Program Master Schedule and individual projects in Primavera or MS Projects or similar City approved programs.
 - c. Creating programmatic cash flow and proposing customized cash flow for each project, including the yearly cash flow updates at the time of yearly SCWP's Budget requests.
 - d. Coordinating the DB Program Master Schedule with individual project schedules and any additional projects once negotiated between SCWP and CONSULTANT
 - e. Reviewing DB team's pay request, issuing narrative, and assisting in monthly invoicing negotiations Review and apply the claim digger program for all projects' schedule updates when necessary.
2. Scheduler shall coordinate ALL SCWP projects, contractors, and consultants activities, when applicable.
3. Scheduler shall meet the following experience requirements:
 - a. Minimum of 5 years of project scheduling experience
 - b. Minimum of 3 years' experience as a Lead Scheduler on complex projects of \$20 Million in construction cost
 - c. Professional scheduling certification such as Project Scheduling Professional (PMI-SP). Planning and Scheduling Professional (PSP) and certification is preferred but not required..

d. The construction scheduler shall be proficient in the use of Primavera P6 Professional Project Management software, MS Projects or similar City approved programs. The scheduler shall have a minimum of 5 years of verifiable experience in construction work sequencing, productivity, preparation, and maintenance of detailed construction schedules for individual contracts of \$20 Million or more in constructed value.

g. Cost Estimator

1. Cost Estimator shall review the DB Program/project cost estimates, TOSs cost estimates and review design and construction cost for each DB project.
2. Cost Estimator shall provide technical support to SCWP's staff with the review and analysis of construction budgets and the Budget Validation.
3. This individual shall meet the following experience requirements:
 - a. Minimum of 5 years of cost estimating experience
 - b. Minimum 3 years' experience as lead cost estimator on complex projects of a least \$20 Million or more
 - c. Held positions of similar responsibility as described in this TOS.
 - d. Cost estimator certifications, such as Professional Cost Estimator/Analyst (PCEA), Certified Estimating Professional (CEP), or Certified Professional Estimator (CPE), or equivalent. Although not required, SCWP prefers that the estimator be certified by a national cost estimating organization or society.
 - e. Demonstrate proficiency in using cost estimating software currently used by the City departments, Bureaus or equivalent.
 - f. The cost estimates shall be prepared by a qualified cost estimator. For all projects, the person preparing the estimate shall have a minimum of 5 years of cost estimating experience and shall have prepared estimates for at least 4 projects of similar size and complexity.

h. Design Engineers and Constructability Reviewers

1. The individual(s) providing this service shall be able to review design of SCWP Facilities and provide oversight of the quality control program and shall work with SCWP to develop a programmatic quality control plan for design and construction documents reviews and ensure that the program's plan is implemented and meets projects' intent and operation and is followed closely.
2. The individual(s) providing this service should at least have the following experience and qualifications:
 - a. A minimum of 5 years experience in design of stormwater facilities and construction constructability reviews , with at least 3 years working on a large, multi-discipline design-build projects
 - b. Held positions of similar responsibility to that described herein for a project with construction valued at \$20 million or greater
 - c. Project experience should include design, QA/QC plan development, implementation, and monitoring; plan and specification document preparation checking and review; and change management.
 - d. Should have extensive construction experience and be a registered professional engineer in the State of California

i. Project Administration and Controller(s)

The CONSULTANT shall manage DB projects and SCWP's master schedule, projects' budget, cost, and document controls, including, but not limited to, the following:

1. Responsible for performance and succession management of program and project related staff within CONSULTANT teams.
2. Develop CONSULTANT's budgets and compliance of the program/project(s) within planned expenditures and schedules.

3. Oversee the successful implementation of the DB projects in compliance with the approved design documents, City's policies, regulatory requirements and LASAN and City's environmental permits.
4. Responsible for assisting LASAN staff in program auditing.
5. Develop and assist SCWP staff in preparation of DB program's policies and procedures and periodical updating of these policies and procedures.
6. Assist SCWP's staff coordinate with legal counsel when necessary to ensure legal compliance and assist with resolving construction claims.
7. Provide support to LASAN's staff for Board of Public Works, management and community presentations, including preparation of powerpoint slides and presentations boards, reports, charts, forms, letters, and other administrative duties as needed.

VII. DOCUMENT MANAGEMENT AND CONTROL/FILE SYSTEM

1. CONSULTANT shall develop, plan and manage the overall DB Program documentation systems for both paper and paperless record keeping. The City may be interested in creating a paperless environment, where possible, and utilize paper records when required by law and/or LASAN's policies and procedures. Therefore, documents shall be digital when possible. Paper records, when required, shall be kept in locations identified and accessible by the City staff.
2. CONSULTANT shall review other City departments and bureaus for their respective electronic and paper record management. The electronic system shall be used for submittals or other project related documentation review and approval processes. CONSULTANT shall follow established City document control protocols and is responsible for receiving and filing final as-built documentation.
3. CONSULTANT shall recommend appropriate electronic record management system and shall pay the initial and all related fees for maintaining this system for the duration of the SCWP DB program. CONSULTANT shall invoice the City as part of their monthly pay request.
4. All electronic files shall be loaded on a secured cloud server and be accessible to the interested parties at the SCW management's approval and discretion.

VIII. CHANGE MANAGEMENT SYSTEM AND MONITORING

CONSULTANT shall review City's current owner or DB team generated change management system and current change request policies and procedures. CONSULTANT shall have a system in place for tracking all program/project change orders and related DB documents for each project in a searchable format.

IX. DECISION AND RESOLUTION LADDER SYSTEM

CONSULTANT shall recommend, develop and manage a decision-making process and resolution ladder for making timely decisions related to the implementation of the DB projects.

X. DESIGN STANDARDS ENFORCEMENT

CONSULTANT shall review and implement current design standards where available and possible, including City's CAD Manual and revise or add to the standards where the standards do not meet current design standards or regulations or projects' intent.

XI. DESIGN-BUILD PROJECTS CONTROLS AND SCHEDULE MANAGEMENT

CONSULTANT shall develop, update, and maintain the project control system including but not limited to schedule for the program and project(s) and following:

1. Project Schedule, Monitoring, and Training

CONSULTANT shall develop, update, and maintain the schedule for the program and project(s) consistent with the SCW Program and project(s) objectives. In addition, CONSULTANT shall assist in ensuring compliance with the contract scheduling requirements.

2. Baseline Budget Development and Monitoring

CONSULTANT shall review and validate SCWP's current budget for each project as they become available. CONSULTANT shall collaborate with SCWP's staff to identify tasks, durations, and other applicable activities to be accounted for in the project(s)' budgets and include appropriate recommendations for Cash Flow.

3. Program/Project Reporting

CONSULTANT shall review current SCWP Project Controls methodologies and assist SCWP develop various program/project(s) reports and dashboard and detailed reports, including, but not limited to, the following:

- a. Program/Project Monthly Status Reports to provide appropriate detail on the status of the completed work, budget, schedule, change conditions, staffing, and any other issues, as applicable
- b. Assist with Board reports and development of presentation related to the program/projects utilizing the DB delivery method

XII. TRAINING, KNOWLEDGE, AND TECHNOLOGY TRANSFER

CONSULTANT shall provide assistance and technical training and technology tools to be transferred to LASAN in the following manner:

- 1. Develop Project Management Training, including preliminary knowledge/training outline of project management processes, procedures, and tools to be used by current and future LASAN staff.
- 2. Facilitate transfer of project management material from CONSULTANT to LASAN.
CONSULTANT shall start the transfer process early to ensure staff's needs and future requests are met and systems and tools are functioning without missing functionality and technical and procedural defects. CONSULTANT shall ensure LASAN has the necessary training and documentation to maintain the implemented systems and tools to manage the DB projects on an ongoing basis.
- 3. Technical Training – CONSULTANT shall produce and deliver technical training for the projects. Technical training shall include, but not be limited to, the following:
 - a. Prepare an outline of suggested training topics, materials, and trainers
 - b. Prepare and coordinate training schedule for various groups of staff and potentially SCWP's contractors, as needed
 - c. Prepare and distribute training materials. Training materials shall, at a minimum, provide for clear definition of topics and their relevant processes, workflows, design criteria, regulatory requirements, roles, and responsibilities of parties, change management procedures, decision management processes, and other applicable standards and best practices.
- 4. Involve SCWP staff at ALL coordination meetings and workshops.

XIII. MEETINGS AND WORKSHOPS

CONSULTANT shall provide program/project(s) meeting support and workshops including partnering meetings as needed to complete the SOW. CONSULTANT shall be expected to assist with:

- 1. Scheduling meetings
- 2. Coordinating with staff
- 3. Keeping attendance logs and contact information
- 4. Preparing agendas and minutes

5. Maintaining log of all action items and decisions
6. Preparing handouts, presentations, and other documentation as needed
7. Mediate or assist the SCWP and DB team with the selection of a mediator for partnering meetings.
8. Record and document ALL meetings and workshops.

The meetings may include, but not be limited to:

1. Program/project meetings and workshops
2. Management meetings
3. Kickoff meetings
4. Progress meetings
5. Technical meetings
6. Construction and field meetings
7. Partnering meetings between all parties
8. Support of Community meetings
9. Support of Board and Committee meetings
10. Other meetings, as necessary, for the program/project(s) implementation

XIV. Safe Clean Water Municipal and Regional Requirements

The selected CONSULTANT will be required to meet the requirements of Los Angeles Flood Control District (LAFCD) Safe Clean Water Municipal Agreement (Exhibit B, incorporated herein by reference) provisions for this TOS which is being fully/partially funded with Safe Clean Water Funds. The CONSULTANT must comply with all provisions of Chapters 16 and 18 of the Code. Consultants seeking additional information regarding the requirements of the Municipal and Regional Transfer Agreements may visit the LAFCD website at <https://safecleanwaterla.org/>. Only those provisions of the applicable Regional Transfer Agreement and Chapters 16 and 18 of the Code that specifically apply to CONSULTANT’s services as delineated hereunder shall apply to CONSULTANT. In the event of a conflict between the LASAN On-Call Contract, this TOS, the Regional Transfer Agreement, and/or Chapters 16 and 18 of the Code, the conflict shall be resolved in the order listed herein

XV. Term of Engagement and Cost Estimate

The term of engagement is until the end of the LASAN master on-call contract which at the moment is July 29, 2029 and with possibility of an extension if necessary and approved by the LASAN Director or his/her designee, contingent upon extension of the LASAN master on-call contract. It is estimated that the cost ceiling for this TOS for its initial term is approximately \$3,000,000.00 that can be increased with the LASAN Director or his/her designee and the Board of Public Works approvals. The City reserves the right to terminate this TOS at any time and at its discretion according to the terms of the master contract.

XVI. Solicitation Schedule (Tentative)

- Issue Task Order SolicitationDate of Cover Letter
- Question Submittal Deadline.....As indicated in Cover Letter
- Response to QuestionsAs indicated in Cover Letter
- Receive Solicitation Responses.....As indicated in Cover Letter
- Conduct Interviews if necessary.....4 - 8 weeks after issuance of TOS
- Select and Negotiate.....8 - 12 weeks after issuance of TOS
- Execute Task Agreement Form.....16 - 24 weeks after issuance of TOS

Estimated Project Start Date: September 2025

XVII. Consultant Staff Reporting Locations

The Consultant staff will be mostly working remotely but are expected to be able to work in the LASAN's offices in person when asked and with as many days in the office as necessary and specifically during the construction phase of the projects.

XVIII. Solicitation Response Requirements

Solicitation Responses shall not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LASAN staff via email and two (2) sets of hardcopies, no later than 2:00 pm on the proposal due date indicated in the cover letter:

- Ida Meisami-Fard, ida.meisami.fard@lacity.org
- David Kim, san.oncall@lacity.org

Solicitation Responses shall include:

- Resume demonstrating that the candidate is capable of meeting the requirements of the Scope of Work. Resume shall include work experience history with dates, and references from past employers, owners, and/or organizations.

- Provide a proposed individual cost breakdown by tasks.

- Provide a breakdown of estimated time for completion of task.

- Given the services of proposed experts and staff are needed at different phases of the contract, show a complete list of salary rate for each proposed expert and staff member along with their estimated projected increases over the duration of this contract.

- Proposed Billing Salary Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (**See Attachment A below.**) or in the case lump sum tasks, payment breakdown of cost per task. **Note: The proposed billing rates shall be fixed for the duration of the TAF.**

- Subcontractors utilization (**See Attachment B**).

Note: Department of Public Works only recognizes:

- MBE/WBE certifications certified by City of LA – Bureau of Contract Administration (LABCA), LA County Metropolitan Transportation Authority (MTA), CalTrans, The Southern California Minority Supplier Development Council (SCMSDC), or Women's Business Enterprise National Council (WBENC)-WEST; and any member of California Unified Certification Program (CUCP); and

- SBE/EBE/DVBE certifications certified by LABCA or State of California – Department of General Services (CA-DGS)

- A firm can only be a MBE or WBE (not both) for a pledged amount

- A firm with multiple certifications is acceptable (i.e., a MBE/SBE/EBE/DVBE firm will fulfill 4 of 6 required categories)

- Provide a copy of valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE subcontractors utilized.

- **If a subconsultant needs to be added to Schedule A, use Mini Outreach Subconsultant Phone Log template uploaded to RAMP (Regional Alliance Marketplace for Procurement) for this TOS.**

- Statement pertaining to the candidate's availability.

Submit hardcopies to:

Ms. Ida Meisami-Fard
LASAN Safe Clean Water Division

XIX. Selection Criteria

The selection team will evaluate the proposals using the following criteria:

a. Consultant Qualifications, Experience, and Expertise (30%)

- Proven capability in conducting scientific studies and analysis supporting water, and stormwater facilities planning.
- Proven capability, and experience in providing the Scope of Services as identified in this TOS and demonstrated by the proposal.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the Safe Clean Water Municipal and Regional Programs.
- Knowledge and understanding of the LASAN's strategies and goals as outlined in the Watershed Investment Strategic Plan,.
- Expert knowledge and experience in facilities planning issues in relation to stormwater, as well as City operations and practices.
- Expert knowledge and experience in program and project management, project delivery and construction management in relation to stormwater project implementation as well as City operations and practices.
- Expert knowledge and experience in stormwater management, urban greening and City operations and practices
- Expert knowledge and experience implementing integrated delivery and managing to a cost model.
- Expert knowledge and experience in project start-up, handover, optimization and transitional maintenance.
- Project Team's knowledge of the City requirements, procedures, and practices.

b. Personnel Qualifications, Experience, and Expertise (20%)

- Expertise and work experience associated with understanding of the issues, options, and approaches related to the water Safe Clean Water Municipal and Regional Programs.
- Expert knowledge and experience in facilities planning issues in relation to stormwater, as well as City operations and practices
- Demonstrate that the proposed subject experts fully meet the qualifications as listed in the TOS.

c. Technical Approach (20%)

- Complete understanding of SCW activities, studies, and projects.
- Complete understanding of SCW goals, mission, and objectives.
- Provide complete history of Consultant's successful budget and schedule compliance.

d. Project Management Approach (20%)

- Demonstrate the ability to effectively and rapidly meet ongoing needs for the related stakeholder activities.
- Experience and proven track record with local stakeholders

f. Competitive Fees and Costs (10%)

- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Direct and indirect costs, markups, expenses, overhead rates and profit will be considered.

XX. Suggested MBE/WBE/SBE/EBE/DVBE/OBE Participation Levels

The City has set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of sub-consulting services.

Note: Sub-consultants that are not listed on Consultant's current Schedule A - LIST OF POTENTIAL MBE/WBE/SBE/EBE/DVBE/OBE SUBCONSULTANTS (which includes any previously approved mini outreach) cannot be included in a proposal and/or utilized without the performance of a mini outreach and approval of said outreach by LASAN. A Request to Add Sub(s) should be made at least 10 business days prior to proposal due date. If a consultant needs to add a sub to their Schedule A, please see the Mini Outreach Phone Log and Instructions to Add Sub document associated with this TOS and available for download within the Regional Alliance Marketplace for Procurement (RAMP). When a CONSULTANT receives from LASAN an approved Request to Add Sub(s), approved sub(s) then may be included in the proposal. Exception: If Request to Add Sub(s) is in the process of being approved by LASAN, CONSULTANT may submit a proposal that includes the yet to be approved sub. The Request to Add Sub(s) must have been submitted prior to the proposal due date deadline.

XXI. Task Order Manager

LASAN On-Call Contracts Representative: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 440-8237, nancy.lantin@lacity.org.

Designated Task Manager for this TOS: Ida Meisami-Fard, Sr. Civil Engineer, Safe Clean Water Implementation Division, (213)485-3999, ida.meisami.fard@lacity.org

XXII. Disclaimer

The City may or may not decide to award any or part of this task order based on its sole convenience and shall not be responsible for any solicitation response costs.

ATTACHMENT A

COST REIMBURSEMENT - BILLING SALARY RATE BASIS

Firm Name	Status	Last Name	First Name	Position	Raw Rate (\$/hr)	Approved Overhead Rate	Profit	Billing Rate (\$/hr)	Effective Date	Note
Prime Firm	Prime									
Prime Firm	Prime									
Prime Firm	Prime									
Subcontracting Firm Name 1	MBE/SBE/EBE									
Subcontracting Firm Name 2	WBE/SBE/EBE									
Subcontracting Firm Name 3	MBE/SBE									
Subcontracting Firm Name 4	WBE/SBE									
Subcontracting Firm Name 4	SBE/EBE/DVBE									
Subcontracting Firm Name 5	SBE/EBE									
Subcontracting Firm Name 6	OBE									

SCHEDULE B

TASK WORK ORDER LIST OF SUBCONSULTANTS

(NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN ALL SHEETS)

Project Title/ TOS No.:	Contract No:
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Contractor:	Address:
Contact Person:	Phone/Fax:

LIST ALL SUBCONSULTANTS (SERVICE PROVIDERS/SUPPLIERS/ETC.)

NAME, ADDRESS, TELEPHONE NO. OF SUBCONSULTANT	DESCRIPTION OF WORK OR SUPPLY	MBE/WBE/SBE/EBE/DVBE/OBE	CALTRANS/CITY/ MTA CERT. NO.	DOLLAR VALUE OF SUBCONTRACT

PERCENTAGE OF MBE/WBE/SBE/EBE/DVBE/OBE PARTICIPATION			<hr style="border: 0; border-top: 1px solid black;"/> Signature of Person Completing this Form	
	DOLLARS	PERCENT		
TOTAL MBE AMOUNT	\$	%	Printed Name of Person Completing this Form	
TOTAL WBE AMOUNT	\$	%		
TOTAL SBE AMOUNT	\$	%		
TOTAL EBE AMOUNT	\$	%		
TOTAL DVBE AMOUNT	\$	%		
TOTAL OBE AMOUNT	\$	%		Title Date
BASIS BID AMOUNT	\$			

MUST BE SUBMITTED PRIOR TO ISSUING A NTP