

TASK ORDER SOLICITATION
ON-CALL PROFESSIONAL CONSULTANT SERVICES
AUDIT SERVICES

**INDEPENDENT AUDIT STATEMENT
OF
FEDERAL FORMULA ALLOCATION FUNDS
FOR
LOS ANGELES DEPARTMENT OF TRANSPORTATION
TRANSIT SERVICES
TOS # JJ101**

**CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSIT SERVICES – TRANSIT GRANTS, BUDGET, AND PROCUREMENT DIVISION**

TOS Issued: July 9, 2025

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1. INTRODUCTION

The City of Los Angeles Department of Transportation (LADOT) requests proposals from the On-Call Professional Consultant Services Bench List, in the Audit category, to perform a federally mandated service and financial audit.

The purpose of the audit is to ensure compliance with requirements of the Federal Transit Administration (FTA). The audit shall be performed by an experienced independent auditor.

This Task Order Solicitation (TOS) outlines the scope of work, requirements, selection process and documentation necessary to respond to this project.

All TOS proposals are due **Wednesday August 27, 2025 at 3:00 PM PDT.**

2. SCOPE OF WORK

2.1. BACKGROUND

2.1.1 About LADOT Transit Services

Transit services have been provided by LADOT for over 30 years, starting with the consolidation of the City-operated dial-a-ride services for older adults and persons with disabilities and followed by the assumption of the Downtown Mini-Ride shuttle service in 1985. LADOT was first designated by the Los Angeles County Transportation Commission (predecessor to LA Metro) as an Included Eligible Municipal Operator in 1991. Since then, LADOT Transit has grown to become Los Angeles County's second-largest transit system, providing local transit services that complement the LA Metro trunk line bus and rail services. Today, LADOT runs 34 DASH circulator routes, 14 Commuter Express routes, the Union Station/Bunker Hill Shuttle, Cityride paratransit services for older adults and persons with disabilities throughout Los Angeles County and portions of western Ventura County, and LAnow, an on-demand shared-ride service.

2.1.2 Background and Rationale for the Audit

As a recipient of Federal Transit Administration (FTA), U.S. Department of Transportation (US DOT) Urbanized Area Formula Grants (5307), LADOT is obligated to provide a summary of transit characteristics, including financial, operating, and asset statistics. In accordance with United States Code, Title 49, Section 5335, the Secretary of Transportation maintains a reporting system, called the National Transit Database (NTD). The data collected through the NTD helps support public transportation planning decisions at the federal, state, and local levels. The independent auditor shall review Federal funding data as reported by LADOT to the NTD by mode and Type of Service. LADOT shall certify that an independent audit of this data is completed annually, and that any negative findings raised in the audit are addressed by LADOT management.

2.1.3. Data to be Analyzed

Federal funding data includes Fixed Guideway (FG) and High Intensity Busway (HIB) Directional Route Miles (DRM), Vehicle Revenue Miles (VRM), Vehicle Revenue Hours (VRH), Passenger Miles Traveled (PMT), Unlinked Passenger Trips (UPT), Operating Expenses, and the commencement date of revenue service. The LADOT project manager (PM) will provide the awarded consultant all data upon notice to proceed.

2.2. SCOPE OVERVIEW

The consultant shall generate a preliminary draft report that consolidates all task reports. This comprehensive document shall encompass an executive summary, a narrative detailing the conducted work, achieved project objectives, utilized methodologies, and analyses of collected data. The preliminary final report shall be presented as a PDF document, which shall include specific recommendations derived from the results of the audit. See Task 10, Preparation of Final Reports, for additional details.

2.3. SCOPE OF SERVICES REQUIRED

The consultant shall provide details on how they will most effectively provide and coordinate the following key tasks, including deliverables for each, per the descriptions below. This shall also include details on any optional work described below.

Task 1 Data Reporting Requirements

The consultant shall document that the FTA standards for data reporting are being met.

The FTA has established the following standard assurances with regard to the data reported in the Federal Funding Allocation Statistics (FFA-10) form of the Authority's annual NTD report:

- A system shall be in place and maintained for recording data in accordance with NTD definitions, the correct data are being measured, and no systematic errors exist;
- A system shall be in place to record data on a continuing basis, and the data gathering is an ongoing effort;
- Source documents shall be available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data shall be fully documented and securely stored;

- A system of internal controls shall be in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered. Documents are reviewed and signed by a supervisor, as required;
- The data collection methods shall be those suggested by FTA or otherwise meet FTA requirements;
- Deadhead miles, computed by taking the difference between the reported Total Actual Vehicle Miles data and the reported Total Actual Vehicle Revenue Miles data, shall be accurate;
- Reported data shall have undergone analytic review to ensure that they are consistent with prior reporting periods and other facts known about LADOT operations.

Task 1.1 Maintenance of Data

The consultant shall obtain from LADOT staff a copy of written procedures related to the system for reporting and maintaining data in accordance with the NTD requirements and definitions set forth in 49 CFR Part 630, Federal Register, and as presented in the [2024 NTD Reporting Policy Manual](#). The consultant shall use them to determine if LADOT's format for collecting and reporting data is in compliance with these procedures.

Task 1 Deliverable(s)

1. *Review LADOT's documentation outlining procedures related to reporting and maintaining data as required by FTA. The results of this review shall be documented in the draft and final reports.*

Task 2 - Procedures for Maintenance of Data

The consultant shall discuss the procedures (written or informal) with LADOT personnel to determine the extent to which LADOT followed the procedures on a continuous basis, and whether they believe such procedures result in accumulation and reporting of data consistent with the NTD definitions and requirements and definitions set forth in 49 CFR Part 630, Federal Register and as presented in the [NTD 2024 Reporting Policy Manual](#).

Task 2 Deliverable(s)

1. *Review LADOT's procedures (written or informal) for recording data on a continuing basis as required by FTA and consistent with NTD definitions and requirements. The results of this review shall be documented in the draft and final reports.*

Task 3 - Data Retention Policy

Consultant shall confirm if the retention policy that the LADOT follows as to source documents supports the NTD data reported on the Federal Funding Allocation Statistics (FFA-10) form.

Task 3 Deliverable(s)

1. *Review LADOT's source documents retention policy to ensure it supports the NTD data reported on the FFA-10 form. Document the results of the review in the draft and final reports.*

Task 4 - Inspect source documentation for NTD reporting requirements

The consultant shall inspect source documents to confirm that they incorporate NTD reporting using the applicable modes and types of service identified in the bulleted list below:

- Services Summary, Form S-10 - Total Actual Vehicle Miles, Total Actual Vehicle Revenue Miles (VRM), Deadhead Miles, Total Scheduled Vehicle Revenue Miles, Total Actual Vehicle Hours, Total Actual Vehicle Revenue Hours (VRH), Deadhead Hours, Unlinked Passenger Trips (UPT), and Passenger Miles Traveled (PMT).
- Financial Statement, Form B-30 - Key Financial and Operation Statistics, Purchased Transportation Fare, Revenue, Direct Payment, consultant Operating Expenses.
- Uses of Capital, Form F-20 - Type of use, asset classifications, and modes and service types.
- Operating Expenses, Form F-30 - Modes, service types, object classes and functions.

Task 4 Deliverable(s)

1. *Inspect source documentation that incorporates compliance with NTD reporting procedures required by FTA for forms S-10, B-30, F-20 and F-30. The results of this inspection shall be documented in the draft and final reports.*

Task 5 - Internal Control System

The consultant shall:

- Discuss with the LADOT PM the system of internal controls . The consultant shall inquire whether separate individuals (independent of the individuals preparing source documents and posting data summaries) review the source documents

and data summaries for completeness, accuracy, and reasonableness and how often these individuals perform such reviews.

- Select a random sample of the source documents and determine whether supervisors' signatures are present as required by the system of internal controls. If supervisors' signatures are not required, inquire how personnel document supervisors' reviews.
- Identify all the source documents that LADOT shall retain for a minimum of three years, based on a description of LADOT's procedures obtained in the items above. For each type of source document, select three months out of the year and determine whether the document exists for each of these periods.

Task 5 Deliverable(s)

1. *Discuss and review compliance with written documentation outlining LADOT's internal control systems as required by FTA, including signature and source document requirements. The results of this review and inspection shall be documented in the final report.*

Task 6 - Operating Data and Service Summary (Form S-10)

Discuss with the LADOT PM LADOT's procedure for accumulating and recording Passenger Miles Traveled (PMT) data in accordance with NTD requirements. Inquire whether the procedure used is (1) a 100 percent count of actual PMT or (2) an estimate of PMT based on statistical sampling meeting FTA's 95 percent confidence and ± 10 percent precision requirements.

If LADOT conducts statistical samples for estimating PMT, inquire whether: (1) the sampling procedure is one of the two procedures suggested by FTA and described in the FTA [NTD Sampling Manual](#); or (2) LADOT uses an alternative sampling procedure. Inquire whether the procedure has been approved by FTA or whether a qualified statistician has determined that the procedure meets FTA's statistical requirements.

For actual Vehicle Revenue Miles (VRM) data, document the collection and recording methodology and determine that deadhead miles are systematically excluded from the computation.

Interview the person responsible for maintaining and reporting the NTD data whether the operations meet FTA's definition of fixed guideway (FG). Discuss the measurement of fixed guideway and related directional route miles (DRM) with the person reporting the NTD data and determine that the mileage is computed in accordance with FTA's definitions of FG and DRM.

Task 6 Deliverable(s):

1. *Discuss the procedures outlining compliance with recording FTA required data on the S-10 form with LADOT management, including Passenger Miles Traveled (PMT), vehicle revenue miles (VRM), fixed guideway (FG) and directional route miles (DRM). Document the results in the draft and final reports.*

Task 7 - Contractual Relationship (Purchased Transportation - Form B-30)

Interview the personnel reporting the NTD data regarding the amount of Purchased Transportation (PT) generated fare revenues. The PT fare revenues should equal the amount reported on the Contractual Relationship form (B-30).

Obtain a copy of the PT contract and determine that the contract:

- Specifies the specific public transportation services to be provided;
- Specifies the monetary consideration obligated by LADOT or a governmental unit contracting for the service.
- Specifies the period covered by the contract and that this period overlaps the entire, or a portion of, period covered by LADOT's NTD report; and is signed by representatives of both parties to the contract.

Task 7 Deliverable(s):

1. *Interview LADOT management regarding Purchased Transportation (PT) generated fare revenues and ensure consistency with the amount on the FTA Contractual Relationship form B-30. Review PT contracts for consistency with FTA requirements. Document the results of this review in the draft and final reports.*

Task 8 - Capital Expenses (Form F-20)

Determine that Capital Expenses were reported and identify which class type the capital projects belong. There are two classes of capital projects: (1) Improvements relating to existing transit services; and (2) Capital for expansion of service such as implementing new services, or building a new facility to accommodate planned services.

Task 8 Deliverable(s):

1. *Interview LADOT staff regarding reporting of Capital Expenses consistent with Form F-20 and FTA requirements. Document the results of this review in the draft and final reports.*

Task 9 - Operating Expenses (Form F-30)

Compare operating expenses with audited financial data, after reconciling items are removed. The purchased transportation fare revenues should equal the amount reported on the Contractual Relationship form. Compare the data reported on Total Modal Operating Expenses data form (F-30).

Task 9 Deliverable(s):

- 1. Interview LADOT staff regarding reporting of Operating Expenses consistent with Form F-30 and FTA requirements. Document the results of this review in the draft and final reports.*

Task 10 - Preparation of Final Reports

Receipt of the final report is required before the final invoice can be processed.

Task 10.1 Draft Report

Upon completion of review and analysis, the Auditor will prepare a draft of the Independent Auditor's Report, which will be submitted to LADOT management for review, comment and approval. The report will include an executive summary, introduction, a detailed discussion of methods and approach, and conclusions. A sample of an audit report is found in the [2024 Reporting Policy Manual](#) - Appendix A-3 and A-4: "Audit Templates - Independent Auditor Statement for Federal Funding Allocation Data". The report shall be submitted in PDF format.

Task 10.2 Administrative Final Report

After addressing LADOT management review comments and any subsequent outstanding issues, the Auditor will deliver an administrative final report, which responds to LADOT's comments on the first draft. The administrative final report will be submitted in PDF format to LADOT for review and approval.

Task 10.3 Final Report

After addressing LADOT management review comments and any subsequent outstanding issues, the Auditor will deliver a final report in PDF format, print-ready for official release to the FTA.

Task 10.4 Executive Summary

A concise summary shall be provided, tailored to provide an overview of critical findings and recommendations for quick reference by senior management and key stakeholders

Task 10.5 Report Presentations

The Auditor shall be available to meet with LADOT, the Controller or Controller staff, and/or other City representatives to present the report. The Auditor shall also be available to provide ad-hoc informal reports / presentations, if requested.

Task 10 Deliverable(s)

Task 10 Deliverables 1-4 shall be provided in PDF format. Task 10.5, Report Presentations, shall be provided as a Power Point (PPT) presentation.

1. *Draft Independent Auditor’s Report*
2. *Administrative Final Independent Auditor’s Report*
3. *Final Independent Auditor’s Report*
4. *Executive Summary*
5. *Report Presentations*

3. PROJECT BUDGET

Consultants are encouraged to propose additional or scalable tasks, services, equipment, or technologies not contemplated in the Task Order Solicitation that would improve the deliverables or enhance the project as a whole. LADOT will consider the additional or scalable proposed items and its effect on the anticipated project budget of \$20,000.

4. OTHER REQUIREMENTS

Any and all datasets or data, whether collected or generated in the course of the Project, shall be deemed the exclusive property of the City of Los Angeles. As between the parties, City retains all right of ownership, title, and interest in and to City Data, including all intellectual property rights therein.

5. TENTATIVE PROPOSED PROJECT SCHEDULE

The project is time sensitive and should commence as soon as possible. Estimated milestones are projected as follows:

Project Milestone	Date
Execute Task Order and Issue Notice to Proceed (NTP)	November 2025
Project Kickoff Meeting between LADOT and consultant	December 2025
Begin Audit	December 2025
Draft report due	January 9, 2026
Findings and final report delivered	January 29, 2026

These are estimated timeframes. If a qualified auditor has an interest in the project but feels it cannot meet the desired timeframe based upon scheduling issues related to scope or other factors, please provide an alternative schedule. Timing will be considered along with other evaluation factors, such as proposed work plan, auditor expertise and cost, in selecting a firm to conduct the feasibility analysis and implementation plan.

6. QUALIFICATIONS

This project requires the consultant to have the requisite skills, technologies, and proficiencies to perform the IAS-FFA audit. They shall possess knowledge of performance audit standards, including Generally Accepted Auditing Standards and have familiarity with public sector benchmarking and performance measurement concepts. Consultants should have experience conducting this kind of audit and/or have worked with Metro on similar audits. This financial and compliance audit assures management that recipients of Federal Funding adhere to the statutes of each applicable funding source and that operations data used to allocate funds is fair and in accordance with FTA guidelines.

7. SOLICITATION RESPONSE SCHEDULE AND REQUIREMENTS

The following table outlines the tentative solicitation response schedule. This table and schedule is subject to change at the discretion of LADOT. All potential consultants will be notified of any changes via RAMP.

TOS Response Requirements	Due Date
Issue Task Order Solicitation	July 9, 2025, 12:00 PM
Question Submittal Period Ends	July 30, 2025, 5:00 PM
Answers to Question Submittal Period Published	August 13, 2025, 12:00 PM
Task Order Proposals Due Date	August 27, 2025, 3:00 PM
Consultant Interviews *	September 18, 2025 (Tentative)
Finalize Selection	October 2025 (Tentative)
Execute Task Order Agreement	November 2025 (Tentative)

*Up to the top **three (3)** consultants may be invited to participate in an on-site oral interview *and product demonstration*. Consultants will receive at least five (5) business days advanced notification to prepare for the optional interview. Upon invitation, consultants will receive detailed interview/presentation instructions.

8. GENERAL REQUIREMENTS

8.1 SUBCONTRACTING

The independent auditor shall perform the key tasks and overall project management of the TOS with resources available within its own organization. No portion of the work related to this project shall be subcontracted without written authorization by LADOT, except that which is expressly identified in the approved Cost Proposal.

Should the use of subconsultants be offered, the consultant should provide the same assurances of competence for the subconsultant, plus the demonstrated ability to manage and supervise the subcontracted work. Subconsultants shall not be allowed to further subcontract with others for work. The provisions of any contract resulting from this TOS shall apply to all subconsultants.

8.2 INSURANCE REQUIREMENTS

The awarded Consultant shall comply with all of the insurance requirements set forth in the Form Gen 146, attached hereto and incorporated herein in Attachment A, Standard Provisions. Required insurance shall be fully paid for, and evidence of such payment provided to the City upon City's request, in advance of the signing of the Task Order Agreement. Moreover, insurance certificates shall include an Additional Insured Endorsement naming the City an additional insured, completed by the consultant's insurance company or its designee.

Prior to execution of the Task Order Agreement, the awarded Consultant shall request their Insurance Broker / Agent to complete an Acord 25 Form (Certificate of Liability Insurance) with the required minimum limits and submit to CAO Risk Management via <https://kwikcomply.org>.

8.3 COST PROPOSAL

Consultants shall prepare a Cost Proposal worksheet summarizing each of the tasks, including total costs, as outlined above. Staff roles and rates shall not deviate from the Hourly Rate Form (from the On-Call Professional Consultant Services contract).

If employee classifications required for this project are not listed in the Hourly Rate Form, consultants shall submit a written request with their proposal to add new

employee classifications / titles with an explanation for the addition. Consultants may use the newly requested classification/title to respond to this Task Order Solicitation. Written approval of the requested change will be provided by LADOT Contract Administration prior to execution of a Task Order Agreement. The approved employee classifications / titles will only apply to the resulting Task Order Agreement relating to this Task Order Solicitation.

The consultant shall include proposed subconsultants roles and costs for each of the tasks as appropriate.

Direct expenditures shall be a standalone category in the Task Order Proposal. Anticipated direct expenditures shall be directly associated to the project's performance and be clearly defined. Proposed costs shall be presented as a not to exceed amount and shall require supporting documentation for reimbursement. All travel costs shall adhere to City Travel Policies to qualify for reimbursement.

Please follow the format provided in the On-Call Professional Consultant Services contract (Sample Fee Schedule, attached herein as Attachment B -Sample Fee Schedule for Cost Reimbursement - Hourly Billing Method.) If subconsultants will be used also complete TOS Schedule A - Subconsultant Information Form (Attached herein as Attachment C).

8.4 SUBMITTAL REQUIREMENTS

Proposals shall be submitted no later than **August 27, 2025, at 3:00 PM PDT.**

All solicitation responses shall be submitted as follows:

At this time, LADOT will not accept any hard copy responses, including hand-delivery, USPS, or mail courier. All solicitation responses shall be received by the deadline stated above and are to be submitted electronically through Hightail (<https://www.hightail.com/lite-signup>) to ladot.transitcontracts@lacity.org, with a copy to lindsey.estes@lacity.org. The file name shall contain the respondent company name, TOS#, Project name, and Part 1 or 2 (e.g. CompanyName_TOS#AA-999_ProjectA_Part1).

Hightail offers registration for a free account that allows senders to send files with a maximum size of 100MB. Senders will receive an email confirmation once the recipient receives a link to the files. Access to the files will expire after a certain amount of days (auto generated by the Hightail system).

Any technical difficulties encountered while submitting a proposal through Hightail shall be reported immediately to both the LADOT Transit Procurement staff at ladot.transitcontracts@lacity.org and the LADOT Contract Administrator at lindsey.estes@lacity.org. The email shall be received prior to the TOS Proposal due date and time and shall include the following:

1. Company Name and contact information;
2. Description of difficulties encountered, including screenshots or other information to document the technical issue encountered; and
3. Description and supporting documentation, if applicable, of attempts to troubleshoot with Hightail.

Based on evaluation of the above information the Department may provide the Consultant the opportunity to submit the proposal via an alternate method. If the above procedures are not followed as stipulated or sufficient evidence provided, the Department will not accept the proposal.

8.5 ORGANIZATION OF PROPOSALS

Proposals shall be in PDF format with Optical Character Recognition (OCR) enabled and submitted as follows:

Part 1: This portion of the response shall include documents as described below and shall not exceed 40 pages, exclusive of cover, dividers, resumes, and other response requirements as described further in this document. The Appendix shall be included in this portion of the response.

Section 1: Cover Letter: A cover letter/statement of interest, signed by an officer of the firm, indicating the firm's interest in the project and highlighting its qualifications to perform this project.

Section 2: Project Understanding and Approach: Explain your understanding of the scope of work. Discuss in detail the proposed approach and methodology that will be utilized to complete each task in the scope of work defined within this TOS, and expand the scope as needed to accommodate the proposed approach and methodology. This should include descriptions of the consultant's methods for stakeholder engagement, risk management, and maintaining timelines and budgets. The proposal should also detail the technologies and software the consultant has used in similar projects, with an emphasis on how these tools enabled efficient data analysis, performance monitoring, and operational improvements.

Section 3: Statement of Qualifications/Related Experience: Describe similar projects you or your firm have recently completed and your record of compliance to budgets and schedules on those projects. List no more than five (5) relevant project experiences. The proposal should include detailed descriptions of previous work, highlighting the consultant's role in transit system analysis.

Section 4: Project Team: Provide the project team's background, roles and responsibilities of key team members by task including subconsultants. Identify the team leader, and specify the hierarchy of the proposed team structure in an organizational chart. Provide resumes of those who will actually work on the project in the Appendix.

Section 5: Detailed Schedule: Expand and develop the Project Schedule contained in Section 5 - Tentative Proposed Project Schedule - of this TOS. Provide a detailed schedule reflecting tasks, sub-tasks, and deliverables.

Part 2: The Cost Proposal / Fee estimate documents shall be submitted as a separate PDF file. These response requirements are excluded from the page limit established above.

Section 6: Cost Proposal/Fee Estimate: Provide fee breakdown tables by task and sub-task summarizing scope of work activities by discipline and by sub-consultants. Include the number of hours and hourly rate for each staff member.

Section 7: Non-Collusion Affidavit: Attachment D - Non-Collusion Affidavit shall be submitted with proposal (by Prime only).

Proposals not containing the information as requested in this Section 8 - General Requirements may be deemed incomplete and not considered for award.

Proposals will be evaluated based on the overall best value to LADOT based on the criteria set out in this TOS or otherwise reasonably considered relevant. Proposals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Consultant's ability to meet the requirements of this TOS.

8.6 SELECTION CRITERIA

Based upon the criteria in the following table, LADOT will assign a total point value for each proposal and, if needed, the highest ranked consultant(s) may be invited to advance to the second round of evaluation.

	CRITERIA	WEIGHT
1	Consultant Experience: Qualifications of the firm(s) and the staff members who will be performing the work; availability of the consultant / team and staff members to complete the proposed work within the project schedule; and the Team’s technical expertise and experience in the analyses of large transit systems, as it relates to the scope of the project as demonstrated by the solicitation response.	20%
2	Quality of Approach & Methodology: Consultant’s understanding of the City’s transit system, surrounding transit systems, the inner workings of these systems, as well as the service and finance of these systems. The appropriateness of the consultant’s proposed methodology to the technical and analytical tasks required.	25%
3	Understanding of Functional and Technical Requirements: Consultant’s understanding of the technical requirements, including transit service and financial analysis, documentation of findings, data collection and synthetization, community and stakeholder engagement, graphic design, and marketing and production.	30%
4	Past Performance: Past performance and experience working as a consultant on similar comprehensive transit audit analysis projects. Criteria of past performance to be examined are in respect to quality, budget, and schedule.	15%
5	Value of Services and Cost: The value offered to the City considering cost in comparison to professional capabilities and experience of the project team.	10%
	TOTAL	100%

The Department may choose to conduct interviews, oral presentations, and/or seek clarification from consultant(s) prior to award of Task Order Agreement.

9. QUESTIONS AND ANSWERS

Question Submission Form:

https://docs.google.com/forms/d/e/1FAIpQLSeGAocT8TSIzt4rGaHSB-h7zgA8EuNKFUuoF5ECIL3aL_ulRA/viewform

Consultants shall submit any inquiries regarding this TOS in writing via Google Form through the link provided above, prior to the end of the Question Submittal Period. The Question Submittal Period ends on **July 30, 2025, at 5:00 PM PDT.**

Questions submitted after the “Question Submittal Period Ends” date will not be answered. Questions submitted outside of this Google Form will not be answered. No individual responses will be provided to questions.

LADOT may combine and re-phrase similar questions into a single question with an appropriate response to be provided to all potential consultants. Responses will be posted within the Opportunity Listing on RAMPLA.

10. SOLICITATION ADMINISTRATORS

Lindsey Estes, Department Contract Coordinator
lindsey.estes@lacity.org

Vanessa Bulkacz, Transit Procurement
ladot.transitcontracts@lacity.org

Robert Rosenwald, Project Manager
robert.rosenwald@lacity.org

11. DISCLAIMERS

The Task Order Solicitation does not commit the City to proceed with the project, pay any costs incurred in the preparation of a response to this request, or to procure or contract for further services. The City reserves the right to accept or reject any responses received as a result of this solicitation or to cancel this solicitation in part or in its entirety.

Notwithstanding any provisions in this solicitation, all provisions of the existing On-Call Professional Consultant Services contract are in full force and effect during the performance of the services and are incorporated herein by reference.

12. ATTACHMENTS

Attachment A - Standard Provisions / Form Gen 146
Attachment B - Sample Fee Schedule for Cost Reimbursement - Hourly Billing Method
Attachment C - TOS Schedule A - Subconsultant Information Form
Attachment D - Non-Collusion Affidavit