



**Pre-Qualified On-Call (PQOC)  
Wastewater and Environmental Engineering Services Consultants List**

**Task Order Solicitation (TOS) No. 92**

**Construction Management and Project Management Support Services for  
the Clean Water Division**

**August 28, 2025**

**City of Los Angeles  
Department of Public Works  
Bureau of Engineering**



Clients:



## **1.0 Introduction**

The Stormwater Capture Parks, Safe Clean Water, and Stormwater/National Flood Insurance Programs in the Bureau of Engineering (BOE), Clean Water Division (CWD), plan to utilize consultants to augment the BOE's construction management and project management workforce and utilize the consultants for task-based assignments for scheduling, project management, and construction management. Work locations may include the City of Los Angeles (City) offices, project sites, or a combination of both as needed. These individuals would work in conjunction with City staff to create project teams.

## **2.0 Program Descriptions**

### ***Stormwater Capture Parks Program***

The Stormwater Capture Parks Program (SCP) consists of seven (7) projects located in the east San Fernando Valley. The goal of the SCP is to alleviate local flooding, increase water supplies through stormwater capture and groundwater infiltration recharge, improve water quality, and provide recreational, social, and economic benefits. The SCP will capture up to 1,800 acre-feet of stormwater and urban runoff per year from a 3,410-acre drainage area and divert the runoff into subterranean infiltration galleries located under City parks for infiltration into the underlying groundwater basin. Overflow for the proposed infiltration system will drain into the existing downstream storm drain pipes, flood control channels, or catch basins. The SCP consists of the following seven (7) projects located in the San Fernando Valley in Council District (CD) Nos. 2, 6, and 7: David M. Gonzales Recreation Center (CD No. 7), Valley Village Park (CD No. 2), Fernangeles Park (CD No. 6), Strathern Park (CD No. 2), Valley Plaza Park North (CD No. 2), Valley Plaza Park South (CD No. 2), and Whitsett Fields Park North (CD No. 2). The estimated combined construction valuation of the SCP is \$248,645,000.

### ***Safe Clean Water Program***

On November 6, 2018, the Los Angeles County (County) voters passed the Measure W Safe Clean Water Program (SCW), raising about \$280 million annually and creating a comprehensive regional plan for stormwater capture. The SCW will address the collection of rainwater; reduction of trash, toxins, and bacteria in coastal waters; and our reliance on imported water. The SCW will also fund improvements to protect streams, increase recreation, create green spaces for communities, and meet Federal Clean Water Act requirements. The SCW includes Regional and Municipal projects which typically consist of the following: green streets with stormwater quality and/or stormwater capture best management practice (BMP) improvements in the public right-of-way; low flow diversions; and regional projects implementing larger BMPs, such as underground infiltration galleries, storage tanks, detention basins, or lake rehabilitations. Projects are commonly located in parks managed by the Department of Recreation and Parks (RAP) and may involve the restoration or new construction of recreational spaces, landscaping, and habitat improvements. For more information on the SCW, please visit the following website: <https://safecleanwaterla.org/>.

### ***Stormwater / National Flood Insurance Program***

The Stormwater Program consists of drawing and design efforts, along with project management and construction management efforts for the Flood Control Capital Improvement Program (FCIP). The National Flood Insurance Program (NFIP) efforts consist of the review and feedback of design plans related to the development and/or redevelopment of properties to be in compliance with the mandates provided by the Federal Emergency Management Agency (FEMA). On-call consultant staff will assist the BOE staff members in many to all of these efforts, as directed by the Contract Manager.

### **3.0 Scope of Services**

The purpose of this TOS is to solicit construction management, project management, and scheduling services for the SCP, SCW, and Stormwater / NFIP. The scope of services to be provided by the selected firm(s), and qualifications may include, but is not limited to, the following tasks:

#### **3.1 Scheduler**

- Excellent knowledge of the latest version of Primavera scheduling software
- Excellent knowledge of Microsoft (MS) Project Scheduling software
- Ability to review and assess multiple construction projects' schedules at the same time
- Working knowledge of MS Word and Excel software
- Working knowledge of stormwater pollution-abatement, collection and conveyance systems, and the nature of construction related thereto
- Ability to produce a detailed, integrated design/construction schedule from a summary engineering schedule
- Ability to review the contractors' baseline Critical Path Method (CPM) schedules in detail
- Ability to conform to City General Requirements Section 1321 "Contractor's Construction Schedule and Reports" when reviewing and processing construction schedules
- Ability to monitor job progress and review contractor's schedule updates
- Ability to communicate schedule priorities to construction management team
- Ability to anticipate problems and develop solutions to overcome problems
- Ability to prepare and review time impact analysis per General Requirements Section 1321 "Contractor's Construction Schedule and Reports" and complemented by related sections in General Requirements Section 1254 "Change Orders"
- Experience in negotiating change order time extensions with the contractor
- Good communication skills, both written and oral
- Ability to proactively research details and inform management of potential delays and problems
- Familiarity working within City organizations

#### **3.2 Construction Managers (CMs)**

- A minimum two (2) years of experience with stormwater and/or wastewater construction management
- Knowledge of Primavera and MS Project scheduling software
- Knowledge of the BOE construction management practices and procedures
- Working knowledge of MS Word and Excel software
- Ability to read and interpret contractor's baseline CPM schedules
- Ability to monitor job progress and review contractor's schedule updates
- Ability to review and approve contractor's shop drawings and to determine whether the City's comments are valid and applicable
- Ability to review and process contractor's request for information (RFI)
- Ability to anticipate problems and develop solutions to overcome problems
- Ability to prepare and review construction cost estimates
- Experience with negotiating change orders
- Knowledge of and ability to research details and inform management of potential delays and problems
- Ability to organize and maintain construction records
- Good communication skills, both written and oral
- Familiarity working within City organizations
- Ability to determine when focus meetings are pertinent for issue resolution during construction and conduct focus meetings onsite, and issue meeting minutes
- Ability to analyze contract requirements and environmental impact requirements to ensure full execution of the construction contract
- Ability to provide frequent reports to City Management on project status concerning issues, budget, and schedule
- Ability to conduct weekly meetings onsite with the contractor and issue meeting minutes
- Familiarity with the City's electronic records keeping system, E2020
- Familiarity with all aspects of Construction Documents, including the City's General Conditions, General Requirements, technical specifications, plans, City Standards, etc., to ensure full execution of the construction contract

### **3.3 Project Managers (PMs)**

- A minimum two (2) years of experience with stormwater and/or wastewater project management
- Knowledge of project management principles and techniques including planning, cost estimating, cost control, change orders, project evaluation, and reporting
- Knowledge of and ability to manage a project through pre-design, design, bid and award, construction, and post-construction
- Working knowledge of MS Word and Excel software
- Ability to monitor job progress and contractor's schedule updates
- Ability to route contractor's shop drawings to appropriate staff for review; ability to determine whether City's comments are valid and applicable
- Ability to route contractor's RFI to appropriate staff and/or respond to RFIs
- Ability to anticipate problems and develop solutions to overcome problems

- Knowledge of and ability to research details and inform management of potential delays and problems
- Knowledge of organizational skills and prioritization methods
- Knowledge of the City’s rules and regulations, programs, policies, and procedures regarding construction projects
- Good communication skills, both written and oral
- Familiarity working within City organizations
- Ability to determine when focus meetings are pertinent for resolution of issues during construction and conduct focus meetings
- Ability to provide frequent reports to City Management on project status, concerning issues, budget, and schedule
- Conduct meetings as needed with the client, consultant team, construction management team, the public, or other project stakeholders and issue meeting minutes
- Familiarity with the City’s electronic records keeping system, E2020
- Familiarity with all aspects of Construction Documents, including the City’s General Conditions, General Requirements, technical specifications, plans, City Standards, etc., to ensure full execution of the construction contract.

### 3.4 Assignment of Subtasks

The BOE will award assignments on an “as-needed” basis. The first subtask to be issued will include the below. Please note the construction schedule of each project.

<b>SCP</b>					
<b>Project Name</b>	<b>Construction Estimate</b>	<b>Construction Schedule</b>	<b>CM Support Staff (FTE/yr.)</b>	<b>PM Support Staff (FTE/yr.)</b>	<b>Scheduler (FTE/yr.)</b>
David M. Gonzales	\$52,052,605	2/1/26 - 1/31/28	1	1	1
Valley Village Park	\$12,517,126	3/1/26 - 2/29/28	1	-	
Fernangeles Park	\$32,715,243	2/1/26 - 1/31/28	1	-	
Strathern Park North	\$31,688,927	2/1/26 - 1/31/28	1	-	
Valley Plaza Park North	\$50,838,443	4/1/26 - 3/31/28	1	1	
Valley Plaza Park South	\$23,717,897	4/1/26 - 3/31/28	1	-	
Whitsett Fields Park North	\$22,508,641	4/1/26 - 3/31/28	1	-	

\*FTE/yr.: Full-time equivalent per year

<b>SCW</b>
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<b>Project Name</b>	<b>Construction Estimate</b>	<b>Construction Schedule</b>	<b>CM Support Staff (FTE/yr.)</b>	<b>PM Support Staff (FTE/yr.)</b>	<b>Scheduler</b>
La Cienega Neighborhood Green Street Project	\$ 3,300,000	10/1/26 - 3/1/27	0.5	-	1
MacArthur Stormwater Capture Project	\$27,000,000	10/1/26 - 3/1/28	3	-	-
Lincoln Park Lake Neighborhood Greening	\$26,404,461	5/1/27 - 7/31/29	3	-	-
Wilmington Anaheim Green Infrastructure Project	\$15,100,000	3/24/27 - 3/12/29	2	-	-
Wilmington Neighborhood Greening	\$31,763,000	1/1/27 - 3/31/29	3	-	-
Lankershim Boulevard Local Urban Area Flow Management	\$77,374,000	7/1/26 - 2/28/29	3	-	-
Oro Vista Local Urban Area Flow Management	\$34,058,777	12/1/26 - 11/30/28	3	-	-
Wilmington Q Street Local Urban Area Flow Management	\$ 5,899,345	7/1/26 - 2/28/28	0.5	-	-
Angeles Mesa Green Infrastructure Project	\$12,673,845	6/1/27 - 5/31/29	1.5	-	-
Sylmar Channel	\$ 9,495,376	11/1/28 - 10/31/30	1	-	-
Hollenbeck Park Lake Rehabilitation	\$42,499,184	1/1/29 - 6/31/30	3	-	-
Imperial Highway Green Infrastructure	\$17,588,480	4/1/28 - 9/30/29	2	-	-
Baldwin Vista Green Streets	\$ 8,504,843	1/1/27 - 12/31/28	1	-	-

This Task Order will be used for future task-based assignments for project management, construction management, and scheduling. The CWD will award these assignments on an as-needed basis.

Generally, the City is seeking a firm that can demonstrate the following qualifications:

- Good working knowledge of the City’s stormwater and wastewater collection systems
- Experience in project management of stormwater projects
- Experience in the construction of stormwater capture projects and BMPs
- Experience in the rehabilitation and construction of stormwater system facilities, and methods and materials related thereto
- Ability to write clearly and prepare progress reports
- Ability to provide technical and non-technical support for the above services
- Ability to anticipate problems and develop solutions
- Familiarity working within City organizations

**4.0 Term of Engagement**

Work on this contract is expected to continue beyond the term of the current PQOC Wastewater and Environmental Engineering Services Consultant contract, which expires on July 11, 2027. The SCP and SCW will likely outlive the current PQOC contract, at which point the TOS will be reissued at the City Engineer’s discretion. The City may choose to shorten this period, suspend, or cancel the Task Order at any time, at its convenience, without compensation to the Consultant for future work and/or any unperformed work. Work under this Task Order is anticipated to be full-time.

The project cost ceiling for the Stormwater Capture Park Program contract duration is \$7,504,488.

**5.0 Estimated Solicitation Schedule**

Issue TOS	8/28/2025
Mandatory Pre-Proposal Meeting	9/4/2025
Questions Submittal	9/11/2025
Response to Questions	9/18/2025
Submit Solicitation Responses	9/29/2025
Conduct Interviews	10/9/2025
Select and Negotiate	10/23/2025
Issue Task Order	12/11/2025

**6.0 Mandatory Pre-Proposal Meeting**

A mandatory Pre-Proposal Virtual Meeting will be held on:

Thursday, September 4, 2025

2:00 PM – 3:00 PM

Video call link: <https://meet.google.com/hnp-kaex-agm>

(US) +1 405-393-0020

PIN: 626 750 054#

## **7.0 Solicitation Response Requirements.**

Solicitation Responses shall be bound and not exceed 25 pages, exclusive of cover, dividers, and resumes. Five (5) hard copies and one (1) flash drive shall be submitted no later than 3:00 PM on Monday, September 29, 2025, to:

Roshanak Varjavand, Senior Project Manager  
Department of Public Works  
Bureau of Engineering  
Clean Water Division  
1149 South Broadway, 6<sup>th</sup> Floor  
Los Angeles, California, 90015

Solicitation Responses may also be mailed in; however, the Consultant shall be responsible for advising the Task Order Manager if Solicitation Responses are mailed to the above address.

Solicitation Responses shall include:

- **Section 1 – Project Understanding:** Explain your firm’s overall approach in providing staff support to the BOE.
- **Section 2 – Related Experience:** Provide the Project Team’s experience in providing similar support for project management, construction management, and scheduling services for construction projects.
- **Section 3 – Project Team:** Highlight the experience of the proposed PMs, CMs, and scheduler, and include relevant experience and familiarity to the solicited task. Provide the Project Team’s organization chart, background, roles, responsibilities, and resumes of the team members that will be assigned to the projects.
- **Section 4 – Detailed Scope of Services and Schedule:** Itemize each project’s cost and specify if sufficient resources are available to meet the Programs’ schedules.
- **Section 5 – Fee Estimate:** Provide a cost estimate detailing the proposed tasks based on the Compensation Method, see Section 10 below. A detailed cost breakdown including the proposed staff, billing rates, subconsultant cost breakdown, direct costs, and anticipated hours shall be provided.
- **Appendix:** Include resumes.

Bound Solicitation Responses shall include:

- Resumes demonstrating that the candidates are capable of meeting the requirements of the scope of services indicated in Sections 3.1 through 3.3 above.

Resumes shall include education history, work experience history with dates, and references from past clients. Each resume shall be limited to no more than two (2) pages.

- Cost calculations for each individual candidate indicated in Sections 3.1, 3.2, and 3.3 above (one (1) scheduler, three (3) PMs, six (6) CMs) over a one-year period, considering all direct and indirect costs allowed by the firm’s contract with the City.

**8.0 Selection Criteria**

The selection criteria considers:

<b>Criteria</b>	<b>Weight</b>
The capability of the candidate to provide the scope of services as described in the solicitation response and interview.	30%
The candidate’s construction management, project management, and scheduling experience on stormwater projects.	20%
The value offered to the City considering cost in comparison to professional capabilities and experience of the candidate.	20%
The candidate’s ability to coordinate Task Order activities with City staff on a timely basis or on short notice.	20%
The candidate's knowledge of City facilities, procedures, and practices.	10%

**9.0 Business Inclusion Program (BIP) Anticipated Participation Levels (APLs)**

The City has set the APLs of 18% minority (MBE), 4% women (WBE), 25% small (SBE), 8% emerging (EBE), and 3% disabled veteran business enterprises (DVBE). The proposal shall include a complete Task Work Order List of Subconsultants Form (Schedule B). See Attachment A.

**10.0 Compensation Method**

Compensation for services provided shall be on a Cost Reimbursement - Hourly Billing Rate basis as specified in Article 7.2 of the contract.

**11.0 Contract Manager and Solicitation Manager**

The City’s Contract Manager is Ethan Wong, Division Engineer, Environmental Engineering Division and can be reached by phone at (310) 648-6120. The TOS Manager is Roshanak Varjavand, Senior Civil Engineer, CWD and can be reached by phone at (213) 485-5420.

**12.0 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.

Any errors, omissions or revisions from the Consultant's Task Order Proposal will not be accepted if received after the deadline. If you are the successful firm, the City will expect you to honor your proposal as submitted. 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.

### **13.0 Confidentiality**

All documents, information, City Data, and materials provided to the Consultant by the City or developed by the Consultant pursuant to this Contract (collectively "Confidential Information") are confidential. The Consultant shall not provide, and shall prohibit its employees and subcontractors from providing or disclosing, any Confidential Information or their contents or any information therein either orally or in writing, to any person or entity, etc. except as authorized by the City or as required by law. The Consultant shall immediately notify the City of any attempt by a third party to obtain access to any Confidential Information.

### **14.0 Non-Collusion Affidavit**

A Non-Collusion Affidavit must be included with your proposal declaring that this proposal is genuine, not sham or collusive, nor made in the interest or on behalf of any person named and the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer. See Attachment B.

## **Appendices**

Attachment A - Task Work Order List of Subconsultants Form (Schedule B)

Attachment B - Non-Collusion Affidavit