



Task Order Solicitation No. 83 Strategic Asset Management Plan

Bureau of Engineering (BOE) Pre-Qualified On-Call (PQOC) Wastewater and Environmental Services Consultants List

**City of Los Angeles
Department of Public Works
Bureau of Street Services (StreetsLA)**

October 8, 2025

1. Introduction

The 2017 Fellows' Urban Leadership Skills Experience (FUSE) Report on the state of the street-related infrastructure in the City of Los Angeles (City) detailed the lack of a comprehensive data system for the City's inventory of street infrastructure, which would allow the City to centrally coordinate and plan maintenance. In response to the FUSE Report's assessments and recommendations, the StreetsLA developed an Enterprise Asset Management System (EAMS).

The StreetsLA developed the Bureau's first EAMS roadmap to ensure alignment with the Bureau's vision, mission, and policies. The roadmap focuses on the following objectives:

- Enable holistic planning, coordination, and working cross-functionally across various StreetsLA programs and other City agencies.
- Enable the StreetsLA to make informed and defensible decisions on capital and operational investments to achieve goals set forth in the City's General Plan, Community Plan, Regional Transportation Plan, Sustainability Plan, Resiliency Plan, and the Bureau's Racial Equity Plan.
- Increase proactive maintenance and reduce the need for unplanned reactive maintenance.
- Optimize the lifecycle of street assets by strategically targeting maintenance activities based on available resources.

- Sequence activities across different functions to maximize funding and resources.
- Improve operational processes and costs by automating and digitizing business processes.
- Anticipate and mitigate risks and liabilities by factoring in past incidents into the program planning and prioritization.

Phase 1 of the implementation of the EAMS was to deliver the Project as a work management process for all operational programs in the Bureau. The primary focus was to manage physical assets, which involved managing the work associated with those assets throughout their lifecycle.

The StreetsLA has completed the following areas:

- Developed a Strategic Plan to guide the Bureau's mission through the EAMS implementation.
- Conducted comprehensive gap analysis/benchmarking in the overall organizational structure, resulting in the identification of areas of improvement and the development of corresponding plans and frameworks.
- Documented and analyzed key bureau-wide business workflows and development of data integration specifications.
- Developed a Change Management Plan, focusing on data cataloging and change management processes.
- Completed the implementation of six (6) operational programs in June 2025. While these are now active, we would need to enable more robust cross-functional collaboration.

The City's commitment to modernizing its capital project delivery is directly informed by Mayor Karen Bass's Executive Directive (ED) No. 9, 'Streamlining Capital Project Delivery and Equitably Investing in the Public Right-of-Way', issued on October 16, 2024. This directive mandates the establishment of a centralized, enterprise-wide asset management system to digitally capture and manage all public right-of-way assets, including critical data on their condition, maintenance history, and lifecycle costs. This foundational system is essential for enabling data-driven capital planning, accurately assessing deferred maintenance liabilities, enhancing transparency for stakeholders, and ensuring equitable investment across Los Angeles's diverse communities. This Task Order Solicitation (TOS) seeks solutions that directly support the City's commitment to these objectives as outlined in ED No. 9.

In Phase 2, the development of the Strategic Asset Management Plan (SAMP) would elevate ED No. 9 from a mandate to a detailed, actionable roadmap for infrastructure excellence. While ED No. 9 sets the vision for centralized asset management and data-driven capital planning, the SAMP provides the robust framework, methodologies, and

performance measures necessary to realize these goals. It outlines comprehensive lifecycle management processes, from data collection standards and condition assessments to maintenance strategies and capital investment prioritization, ensuring resources are optimally allocated based on asset risk and criticality. Furthermore, the SAMP fosters the cross-departmental collaboration vital for breaking down silos, establishes a systematic approach to risk management, and champions a culture of continuous improvement in infrastructure stewardship.

In addition, the StreetsLA would like to refocus on the Bureau's current system infrastructure environment, primarily in our Hyper-V structure. Although the Bureau already maintains a functional Hyper-V infrastructure, we lack the resources and specialized expertise required to design, configure, and optimize a fully integrated Hyper-V cluster. Our internal Information Technology (IT) team has limited capacity to address advanced clustering, shared storage, and hybrid integration between on-premises and cloud environments. To maximize the value of our existing infrastructure and ensure high availability, scalability, performance, compliance, and establish a disaster recovery plan, it is necessary to engage a consultant with the technical expertise to validate configurations, create the cluster, and provide knowledge transfer to operate, maintain, and expand the system.

TOS No. 83 seeks professional services to complete Phase 2 as indicated in Section 2 - Scope of Services.

2. Scope of Services

The term of the service is estimated to be approximately one (1) year to complete TOS No. 83. Two (2) teams are expected to deliver the work: one focused on the SAMP implementation and the other on the supporting system implementation.

The Consultant shall provide professional services to develop the SAMP to include asset management policies and an asset information strategy to provide the Bureau a framework and standardized processes for asset management and preventive maintenance applicable to current and future assets. Moreover, the Consultant shall develop asset management plans and standardized processes for median islands, bikeways infrastructure maintenance, and asset risk.

The Consultant shall review the StreetsLA's existing Hyper-V infrastructure and implement a highly available Hyper-V failover cluster. This includes the design, build, and configuration of all required components to ensure resilience, scalability, and performance. The Consultant shall also provide documentation and knowledge transfer to enable the internal IT team to effectively operate and maintain the system in alignment with best practices.

2.1 Deliverables

The StreetsLA has identified services outlined as follows:

SAMP (Sections 2.1.1 to 2.1.5)

The Consultant should identify, elaborate, and structure where the following services are not sufficient or aligned with best practices for the SAMP. The successful Consultant shall provide details on how they will most effectively provide, coordinate, and implement the plan for each component based on their expertise and understanding of the requirements.

Hyper-V System Infrastructure (Section 2.1.6)

The full implementation of the Hyper-V system infrastructure, as outlined in this scope of work, is necessary to ensure a fully integrated, highly available, and scalable virtualization platform. This will maximize the use of existing on-premises and cloud resources while providing performance, resilience, and disaster recovery capabilities.

2.1.1 Asset Management Policies and Decision-Making

The Consultant shall formulate, articulate, and document the asset management policies to ensure that they are aligned with industry benchmarks and regulatory prerequisites, as it relates to the principles of ISO 55001. The Consultant shall interact with key stakeholders to collaboratively articulate and integrate clear asset management policies into the SAMP. The Consultant will not only focus on policy development but also facilitate the practical application of these policies in the OpenGov Enterprise Asset Management (EAM) and other relevant tools by recommending suitable schema, configuration settings, and templates. The Consultant shall hold periodic meetings with OpenGov to ensure alignment of the system with the plan. The Consultant shall review and understand current standards and further develop effective performance measures for all service users. The Consultant shall review and understand the organizational structure and develop a plan for decision-making regarding asset management, such as, but not limited to, prioritizing work and treatment application types.

Deliverables:

- Develop an Asset Management Policy aligned with ISO 55001 and Mayor Karen Bass's ED No. 9.
- Develop a detailed SAMP with all essential components.
- Prepare a SAMP executive summary and a Responsible, Accountable, Consulted, and Informed (RACI) chart identifying key stakeholders and their roles in achieving SAMP objectives.
- Prepare a competency gap analysis report to establish the minimum required staff support needed for comprehensive support of the EAMS, data management, integrations with other systems, and end-user needs compared to the current list of positions that are budgeted to support the

StreetsLA's EAMS.

2.1.2 Asset Information Strategy

The Consultant shall provide advice on asset information collection best practices, tools, and strategies; evaluate current processes; and suggest methodologies for standardized data that align with the principles of ISO 55001. The Consultant shall assist in creating an asset information schema for OpenGov EAM and developing a logical asset hierarchy for efficient asset management and reporting. The Consultant shall assist the Business Process team in developing a continuous improvement strategy and associated tools to manage continuous improvement projects. The Consultant shall identify, scope, and prioritize improvement opportunities and translate functional goals into strategies and projects with measurable objectives. The Consultant shall advise the team on process improvement methodologies and strategies for deployment throughout the organization via formal and informal training and knowledge sharing. The Consultant shall advocate and demonstrate the benefits of applying this methodology to align with the Bureau's strategic objectives and performance metrics.

Deliverables:

- Recommendations on asset information collection methodologies in alignment with ISO 55001.
- Develop a general asset information schema for OpenGov EAM configuration.
- Develop guidelines for maintaining asset information integrity and accuracy. Provide a gap analysis report to identify discrepancies in the current business requirements and workflow documentation from the SAMP and a corresponding list of recommended actions required to eliminate each gap.
- Provide effective documentation strategies and outline standard operating procedures (SOPs).
- Provide a gap analysis report to identify which EAM workflows, layouts, and automations are not in alignment with the SAMP and a corresponding list of recommended actions required to update each workflow, layout, and automation.

2.1.3 Asset Risk Management Plan

The Consultant shall conduct a comprehensive assessment of assets to identify

risks, vulnerabilities, and potential threats in alignment with the principles of ISO 55001. The assessment will include a review of asset conditions, maintenance history, regulatory requirements, and other relevant factors that may impact asset performance and longevity.

Based on the findings of the risk assessment, the Consultant will prioritize risks according to their severity, likelihood, and potential impact on operations. Risks will be categorized into high, medium, and low priority levels to guide the development of risk mitigation strategies.

The Consultant shall develop a set of recommended risk mitigation strategies tailored to each identified risk category. These strategies may include preventive maintenance programs, asset replacement plans, safety protocols, training initiatives, and other measures aimed at reducing risk exposure and enhancing asset reliability.

Deliverables:

- Deliver a comprehensive Asset Risk Management Plan, including all assessment findings, prioritized risks, recommended mitigation strategies, implementation plan, and monitoring framework.
- Develop guidelines for maintaining asset risk management plans aligned with ISO 55001.
- Establish a monitoring and evaluation framework to track the progress and impact of the Asset Risk Management Plan.

2.1.4 Guardrail Management Plan

As part of the SAMP, the Consultant shall prepare a Guardrail Management Plan that establishes a standardized process for identifying, prioritizing, and implementing guardrail-related work. While most guardrail activity is incidental to larger street improvement or safety projects, the plan shall ensure the City can effectively document needs, align projects with state and federal grant opportunities, and maintain compliance with California Department of Transportation (Caltrans) and American Association of State Highway and Transportation Officials (AASHTO) standards.

The Guardrail Management Plan shall define procedures for the identification of needs (via inspections, safety audits, collision reports, and community requests), establish prioritization criteria based on safety risk and funding availability, and outline processes for installation, replacement, repair, and removal. The Consultant shall also provide recommendations for integrating guardrail assets into the City's EAMS, monitoring performance, and supporting grant applications.

Deliverables:

- Draft and Final Guardrail Management Plan document.
- Guardrail prioritization matrix/tool.
- SOPs for identification, prioritization, and implementation.
- Integration recommendations for guardrail assets into the City's EAMS and reporting systems.

2.1.5 Median Island and Bikeways Infrastructure Maintenance Management Plan

The Consultant shall develop a Median Island Management Plan and Bikeways Infrastructure Maintenance Management Plan. The goal of these plans is to improve the maintenance and management of median islands and bikeways infrastructure throughout the City in alignment with the principles of ISO 55001. The Consultant shall be responsible for conducting site assessments, developing stakeholder engagement material, and developing comprehensive plans to ensure the long-term sustainability and functionality of these assets.

The Consultant shall conduct a detailed review of past studies, maintenance practices, challenges, reports, and relevant documents related to median islands and bikeways infrastructure maintenance.

As part of this effort, the Consultant shall identify elements to be included in the maintenance management plan, such as regular inspection schedules, tasks and procedures, budget allocation, resources, emergency protocols, performance metrics, and evaluation criteria.

The Consultant shall provide stakeholder engagement material for meetings, coordination, and communication strategies for use by StreetsLA staff.

Deliverables:

- Develop a comprehensive Median Island Management Plan outlining maintenance protocols, schedules, and budget recommendations.
- Provide guidance on best practices for maintaining median islands and bikeways infrastructure to ensure long-term sustainability, consistent with ISO 55001 principles.
- Develop a Bikeways Infrastructure Maintenance Management Plan that outlines responsibilities, tasks, and timelines for ongoing maintenance of the bikeways infrastructure.
- Provide detailed documentation, including maps, charts, and other visual aids, to support the implementation of the plans.

2.1.6 Hyper-V System Infrastructure

2.1.6.1 Planning and Design

Requirements Gathering:

- Determine the number of host servers required.
 - Current number of Hosts (3)
- Specify hardware requirements for hosts (Central Processing Unit (CPU), Random Access Memory (RAM), storage, network adapters).
- Define the shared storage solution (Storage Area Network (SAN), Storage Spaces Direct, Internet Small Computer System Interface (iSCSI), etc.).
- Assess licensing needs for Windows Server and other software.
- Identify the Virtual Machines (VM) to be migrated or created on the new cluster.

Architecture Design:

- Create a logical and physical network diagram for the cluster.
- Design the storage layout, including Logical Unit Numbers (LUN) or volumes for the Cluster Shared Volume (CSV) and Quorum.
- Develop an Internet Protocol (IP) addressing plan for all cluster components (hosts, cluster network, management, live migration).
- Plan for failover and high availability settings for VMs.

2.1.6.2 Hardware and Software Preparation

Hardware Installation:

- Host servers and shared storage.
- Install and configure network adapters and host bus adapter (HBA) cards.
- Install Windows Server Core or Desktop Experience on all nodes.

Software Installation and Configuration:

- Install a clean, identical version of Windows Server (e.g., Server 2022) on all host servers.
- Perform initial server configuration (server naming, joining to the domain, IP addresses, etc.).
- Install the Hyper-V role and Failover Clustering feature on all nodes.
- Install and configure multipath input/output (MPIO) to the shared storage on each host.

- Configure the shared storage to present LUNs/volumes to all Hyper-V hosts.

2.1.6.3 Cluster Creation and Configuration

Network Configuration:

- Create and configure Hyper-V virtual switches (vSwitches) on each host.
- Implement network interface card (NIC) teaming for network redundancy and performance.
- Configure network settings for management, live migration, and the cluster heartbeat.

Shared Storage Configuration:

- Add the shared storage disks to the Hyper-V hosts.
- Format and initialize the disks as required.
- Create the Cluster Shared Volume(s) (CSV) and the Quorum disk.

Cluster Creation:

- Run the Cluster Validation Wizard to ensure all components are configured correctly.
- Create the new Hyper-V Failover Cluster using the Failover Cluster Manager.
- Configure cluster network roles and settings (e.g., Live Migration networks).

VM Configuration and Migration:

- Configure Hyper-V settings on each host to use the CSV for VM storage.
- Migrate existing VMs (if applicable) to the new cluster.
- Create and configure new highly available virtual machines.
- Test live migration and failover for critical VMs.

2.1.6.4 Testing and Documentation

Testing:

- Conduct manual failover testing for individual VMs and host servers.
- Test network redundancy by simulating a network path failure.
- Verify connectivity to shared storage and test storage path failover.

Documentation:

- Create a detailed as-built document outlining the cluster architecture.
- Document all configuration settings, including IP addresses, storage layouts, and network configurations.
- Provide a runbook for common administrative tasks, such as adding a new host or troubleshooting a failed node.
- Create a diagram of the physical and logical layout of the cluster.

2.1.6.5 Post-Deployment**Knowledge Transfer:**

- Provide training to the internal IT (Systems) team on managing and maintaining the new Hyper-V cluster for ongoing support.
- Review documentation and answer any questions.

2.2 Qualifications and Responsibilities

The StreetsLA is seeking a consultant firm with a strong background in developing the SAMP for large, public-sector transportation organizations. The proposed Project team should demonstrate a strong track record of successfully managing diverse challenges and delivering similar projects on time and on budget.

2.2.1 Relevant Experience**SAMP**

- A minimum of 10 years of experience for the firm in asset management.
- Experience in developing and implementing asset management strategies for transportation environments for large, complex portfolios, with a preference for experience in the public sector.

Hyper-V System Infrastructure

- A minimum of five (5) years of full professional experience in Windows Hyper-V cluster implementation, including Windows Server Administration, Active Directory, Failover Clustering, Microsoft Hyper-V, Network (iSCSI), and Storage (SANs), with multiple completed projects of similar scope and complexity.

2.2.2 Project Management

- Develop a detailed Project plan outlining the deliverables and timeline.
- Ensure that the scope of work is executed according to the agreed-upon timeline, deliverables, and budget.
- Monitor progress across all strategic asset management initiatives, address any issues that arise, make necessary adjustments, and communicate regularly with stakeholders to keep them informed of the Project status and

the advancement of each asset management plan.

- Conduct weekly process and quality review meetings with core Project leads focusing on the integration and consistency of asset management data, policies, and plans.
- Document all processes, decisions, and outcomes related to the EAMS and the development of the SAMP components for future reference and continuous improvement.
- Generate and present monthly Project status reports and invoices, highlighting the progress on the development and implementation of the plans and strategies.
- Conduct Project close-out meeting, including a comprehensive review of the finalized SAMP and its sub-components.
- Possess experience in leading complex projects, managing timelines, budgets, and multidisciplinary teams.
- Possess strong organizational and problem-solving skills.

2.2.3 Deep Understanding of Asset Management Principles

- Thorough knowledge of the **ISO 55000 series** of international standards for asset management (ISO 55000, 55001, and 55002). This is the global benchmark for SAMP.
- Understanding of asset lifecycle management (acquisition, operation, maintenance, renewal, and disposal).
- Knowledge of asset criticality, risk assessment, and levels of service frameworks.
- Familiarity with various maintenance strategies (preventive, predictive, reliability-centered maintenance, and reactive).

2.2.4 Proven Strategic Planning and Development Skills

- Ability to develop comprehensive strategic plans, not just tactical ones.
- Experience in conducting current state assessments, gap analyses, and future state design.
- Ability to translate high-level organizational objectives into actionable asset management strategies and measurable outcomes.

2.2.5 Strong Data Management and Analytical Skills

- Proficiency in collecting, analyzing, and interpreting large datasets related to assets (condition, performance, cost).
- Experience with **EAMS** – understanding their capabilities and how to leverage them for strategic planning. It is highly valued to have experience with OpenGov EAMS.
- Ability to use data to inform decision-making, justify investments, and measure performance.

2.2.6 Fiscal Management and Business Case Development

- Understanding of lifecycle costing, capital vs. operating expenses, and financial modeling related to asset investments.
- Ability to develop strong business cases for asset management initiatives and justify funding requests.

2.2.7 Exceptional Communication and Stakeholder Engagement Skills

- Ability to communicate complex technical information clearly and concisely to diverse audiences (front-line staff, technical experts, and senior leadership).
- Strong facilitation and workshop leadership skills to gain consensus and buy-in from various stakeholders.

2.2.8 Required Certificates / Licenses

- Professional Engineer (PE) licensed in California — At least one (1) key team member must hold a valid California PE license in Civil Engineering.
- Certified Asset Management Assessor (CAMA) or equivalent — At least one (1) key staff member must hold CAMA certification (endorsed by the World Partners in Asset Management) or demonstrate equivalent credentials in asset management systems aligned with ISO 55000.

2.2.9 Preferred / Desirable Certifications

- Institute of Asset Management (IAM) Certificate or Diploma: These are globally recognized qualifications in asset management.
- Certified Asset Management Professional (CAMP): Another reputable certification.
- Project Management Professional (PMP): This certification is also a strong asset.

The Consultant's performance will be evaluated on a monthly basis or more often to determine if they are performing adequately and feedback will be given to the firm's client services manager.

The Consultant staff will be required to work in the Consultant's home office or remote location and commence work immediately once the Notice to Proceed (NTP) is issued. The Consultant Project Manager shall meet with the City's Program Manager and Project Manager on a weekly basis or as necessary to provide progress updates.

2.3 Payment

This is a lump sum task order. The Consultants are expected to submit their best, realistic, and accurate costs that offer the best value to the City for the TOS to cover all deliverables as mentioned in Section 2 - Scope of Services. Please provide the cost proposal of the TOS per Attachment 1 - Consulting Services Cost Estimate of the lump sum cost and Attachment 2 - Deliverables Breakdown Cost. The proposal shall include

employee salaries (hourly rate), overhead, other direct costs, subcontract expenses, and profit.

Payment shall be made upon the satisfactory completion of the tasks or milestones as set forth in the task order.

The Consultant shall be paid using percentage completed and delivered as indicated in Section 2 above and per the City’s acceptance of the invoices for the tasks performed and delivered.

3. Solicitation Schedule

| | |
|--------------------------------------|----------------------|
| Issue TOS..... | October 8, 2025 |
| Pre-Proposal Meeting..... | October 15, 2025 |
| Last Day to Submit Questions* | October 24, 2025 |
| Response to Questions** | October 31, 2025 |
| Last Day to Submit the Proposal..... | November 7, 2025 |
| Interviews on the Week of..... | November 17-21, 2025 |
| Select and Negotiate..... | December 8-12, 2025 |
| Issuance of NTP*** | January 31, 2026 |

*Questions shall be submitted to the OneDrive using the link below:
https://lacitybss-my.sharepoint.com/:f/g/personal/407484_bsscloudla_org/EmWC8NJ5Y5BHpaHtPnvWjp0BYz6oen9HBqr_HUmE8GzC4w

**Responses to the questions will be issued through an Addendum.

***Board Approval required prior to the issuance of the NTP.

The Consultant shall not contact City staff after the TOS is issued.

4. Pre-Proposal Meeting

A Pre-Proposal Meeting is scheduled for Wednesday, October 15, 2025, from 10:00 AM to 11:00 AM PST for the Project Manager to provide more information on this TOS. The link for the meeting is with Google Meet at <https://meet.google.com/kmk-qicr-fts> or dial: (US) +1 650-761-0601 PIN: 443 854 023#

5. Solicitation Response Requirements

All solicitation responses must be in writing and submitted in the following manner:

The digital/electronic submission shall be submitted as a Portable Document Format (PDF) transmittal and shall not exceed 15 pages (12 pt. minimum font size). The pages exclude cover, dividers, resumes, fee estimate, and other response requirements as described further in this document. The response shall be submitted via OneDrive in PDF. Proposals must be submitted no later than **Friday, November 7, 2025, at 4:00 PM PST**, to the OneDrive link below:

<https://lacitybss->

my.sharepoint.com/:f/g/personal/407484_bssccloudla_org/EhYD4_cKTqpAtDS4T6c_WLcBJAjnoUB4iNbibr-FUGTrVQ

Proposals will be evaluated based on the criteria set forth in this TOS and how the Consultant proposes to accomplish and perform each specific service and unique problems perceived by the Consultant and their solutions or otherwise reasonably considered relevant.

Solicitation responses shall include:

Section 1: Project understanding: Explain your firm's overall approach to the work.

Section 2: Related Experience: Describe similar recent assignments with government agencies in which the firm provided support services.

Section 3: Project Team

- Provide the Project team organization chart and describe background, roles, and responsibilities of key team members.
- Provide information on Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and Other Business Enterprise (OBE) involvement.
- Provide statement pertaining to each Consultant's availability.

Section 4: Detailed scope of work as described in Section 2

Section 5: Projected cost calculations and schedule must be submitted for:

- Utilize the Consulting Services Cost Estimate and Deliverables Breakdown Cost (see Attachment Nos. 1 and 2) or provide an estimate in a similar format and break down staffing level support. Submit as a lump sum amount for the entire proposal.
- Cost projection for named subconsultants to be used for this task: **18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE** for the scope of services.
- Provide a schedule to meet milestones and how the team will accomplish it.

Appendix: Include the resume of personnel anticipated to be assigned to the Project.

6. Selection Criteria

The City will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this TOS. The City may appoint a selection committee to perform the evaluation. Each proposal will be analyzed to determine overall responsiveness and qualifications under the TOS. The selection committee may select

all, some, or none of the Consultants for interviews. The evaluation criteria consider:

| No. | Criteria | Weight |
|-----|---|--------|
| 1 | Capability and the qualifications of the firm to provide the required scope of services as demonstrated by the solicitation response and interview if deemed required | 40% |
| 2 | The Project team's and/or individual team member's experience as it relates to the scope of the Project | 20% |
| 3 | The best value offered to the City considering cost and capability of the proposed Project Team to effectively deliver the required TOS scope of services | 25% |
| 4 | Proposed Project team's knowledge of the City's operations, procedures and practices | 15% |

7. Business Inclusion Program (BIP)

The City's PQOC Wastewater and Environmental Engineering Services Contract requires the use of MBE, WBE, SBE, EBE, DVBE, and OBE firms.

The anticipated participation levels for this TOS are as follows:

| Business Enterprise | Anticipated Levels |
|---------------------|--------------------|
| MBE Participation: | 18% |
| WBE Participation: | 4% |
| SBE Participation: | 25% |
| EBE Participation: | 8% |
| DVBE Participation: | 3% |

The Consultant must submit a Schedule B (Attachment No. 3) with their proposal, which will list selected subconsultants derived from their approved Schedule A.

8. Non-Collusion Affidavit

A Non-Collusion Affidavit must be included with your proposal declaring that this proposal is genuine, and 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 No. 4.

9. Contract Manager

The City's Contract Manager is Mr. Ethan Wong, Principal Civil Engineer, Environmental Engineering Division, BOE, ethan.wong@lacity.org.

10. Task Order Manager

The City's Task Order Manager is Mr. Sunil Rajpal, Principal Civil Engineer, Advanced Planning and Asset Management Division, StreetsLA. Please contact Khoa Nguyen at khoa.nguyen@lacity.org or (213) 776-8960, if you have any questions.

11. 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.

12. 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.

Attachments:

1. [Consulting Services Cost Estimate](#)
2. [Deliverables Breakdown Cost](#)
3. [BIP Schedule B](#)
4. [Non-Collusion Affidavit](#)