



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

**Task Order Solicitation (TOS) No. 103**

**Construction Management Support Services for  
the Street Improvement Division**

**February 5, 2026**

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



## **1.0 INTRODUCTION**

The Bureau of Engineering (BOE), Street Improvement Division (SID) currently holds inventory to approximately 130 projects in various stages of project delivery totaling approximately \$700,000,000 in construction value. These works include sidewalk and curb ramp reconstruction, curb extensions, high visibility cross walks, both striped and protected bike lanes, new street trees, parkway enhancements, traffic signal upgrades, leading traffic calming measures, bus shelters, and pedestrian scale lighting signage. As these projects complete design and are advertised for construction implementation, construction is typically managed by the BOE staff; however, due to staffing shortages, construction management of these projects will need to be completed by consulting firms acting as staff augmentation.

The SID is seeking the services of an Engineering Consultant (Consultant) from the PQOC Wastewater and Environmental Engineering Services Consultants List to submit a proposal to provide construction management support and related services to assist the BOE's delivery of Street Improvements Projects.

This Task Order will cover the construction management of up to potentially 19 construction projects estimated at approximately \$108,355,600 in construction costs, with construction timelines that range from 12 to 30 months. A detailed information table is provided in Attachment A-1 and includes: 1) project name, 2) estimated construction cost, 3) anticipated award time, and 4) anticipated construction duration.

## **2.0 SCOPE OF SERVICES**

The scope of services for this Task Order is to provide construction management support and related services as needed and to support the successful construction delivery of various SID projects. The services are anticipated to start as early as March 2026 and shall continue through the end of the PQOC Wastewater and Environmental Engineering Services Consultant contract, which expires July 11, 2027. The services will go beyond the current PQOC contract, at which point the TOS can be reissued at the City Engineer's direction.

The structure of services will include a combination of staff augmentation and as-needed services. The payment method will be based on cost reimbursement or a combination of cost reimbursement and lump sum, at the City of Los Angeles's (City) discretion. The Consultant's Construction Manager may be required to work both at the Consultant's office (or telecommute per Consultant's policy), at the City's office located in downtown Los Angeles, and/or the field office as specified per construction Project site, with oversight provided by the City. Other Consultant staff would be required to work at the Consultant's office, field office, or telecommute, per Consultant's policy. Furthermore, while the intent is for the Consultant to start work on projects from the inception, Consultants may be required to step into ongoing projects while concurrently identifying and implementing enhancements to help optimize the Program. Additionally, Consultants will be required to utilize the BOE's E2020 system for all aspects related to Construction Management.

### **2.1 Construction Managers (CMs)**

- Provides staff augmentation with a full-time Construction Manager registered either as a Professional Civil Engineer in the State of California or a Certified Construction Manager, with a minimum of 10 years of experience in construction management
- A minimum of two (2) years of progressively responsible experience in street improvement and/or mobility construction management, including utility relocations, traffic control coordination, and work within active public rights-of-way

- Manages construction by City forces and/or private General Contractors in accordance with the BOE Project Delivery Manual (PDM) and as directed by the Program Manager
- Oversees on-site and day-to-day construction activities and coordination with City forces and/or General Contractor, the BOE Project Manager, Bureau of Contract Administration Inspectors, and other City Departments
- Provides and maintains construction document control using BOE systems and procedures, including, but not limited to, E2020 and UPRS
- Conducts and issues minutes for weekly on-site construction job meetings with City forces and/or General Contractor, client departments, outside consultants, and Project stakeholders regarding construction progress, plan review, scheduling, and budgets
- Resolves construction and/or permitting issues and other jurisdictional requirements with regulatory agencies as required
- Reviews, processes, and/or drafts responses to request for information (RFI), submittals, shop drawings, plan clarifications, correspondence, and other construction documents and communications
- Reviews and provides report responses to baseline schedule, monthly schedule updates, time impact analysis, and recovery schedules with expertise in Critical Path Method (CPM) schedule analysis, Primavera P6, and Microsoft (MS) Project scheduling software
- Ability to prepare and review construction cost estimates
- Experience with negotiating and processing change orders
- Oversees preparation of record drawing as-builts and Project closeout
- Provides daily and weekly progress updates on construction activities, including notes, logs, and photographs
- Conducts on-site job walks, field meetings, and focus meetings pertinent for issue resolution during construction. Coordinates work with other City bureaus, departments, the public, and other governmental agencies.
- Good communication skills, both written and oral, to provide frequent reports to City Management on Project status concerning issues, budget, and schedule
- Knowledge and ability to anticipate, research details, and develop solutions to inform management of potential delays and field problems
- Familiarity with all aspects of construction documents, including the Department of Public Works General Conditions, General Requirements, Technical Specifications, plans, City Standards, etc., to ensure full execution of the construction contract

## **2.2 As-Needed Services**

### **2.2.1 Construction Scheduler**

- A minimum of 10 years of experience in construction scheduling
- Excellent knowledge of the latest version of Primavera scheduling software
- Excellent knowledge of 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 street improvement and mobility projects and 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 CPM schedules in detail
- Ability to conform to the City's 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 the 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 and identify opportunities for recovery
- Familiarity working within City organizations
- Ability to attend Project meetings, including attending and conducting focused meetings to resolve schedule issues, preparing meeting minutes, and necessary follow-up actions

**Note:** *This section is for more specific duties related to construction scheduling; however, it does not intend to relieve the basic duties of the review of baseline schedule as discussed in the Construction Management duties illustrated above.*

### **2.2.1 Cost Estimator**

- A minimum of 10 years of experience in construction estimating for Public Works projects
- Strong knowledge of construction means, methods, materials, labor equipment, and subcontracting
- Ability to review estimates prepared by other estimators and provide comments, clarifications, and recommendations for accuracy and completeness
- Develop and prepare construction change orders with supporting documentation, pricing breakdowns, and justifications
- Collaborate with project managers, engineers, and clients to clarify project scope, drawings, and specifications
- Analyze drawings, specifications, and proposals to determine the full scope of work
- Maintain up-to-date knowledge of industry costs, market conditions, and construction trends
- Negotiate with subcontractors and suppliers to obtain competitive pricing
- Ensure compliance with company standards, procedures, and Project requirements
- Provide input during Project planning and assist with budgeting and cost control

## **3.0 ASSIGNMENT OF TASKS**

As mentioned in the introduction, this Task Order will cover the construction management of up to potentially 19 construction projects estimated at approximately \$108,360,000 in construction costs, with construction timelines that tentatively range from 12 to 30 months.

The BOE plans to award projects on an as-needed basis and would follow the order of anticipated award date, but may assign tasks out of order or add or remove projects as needed, based on project priorities, new insurgence of projects, or additional BOE Construction Management staff availability.

## **4.0 STAFFING REQUIREMENTS**

The Consultant will be required to provide a team(s) that can meet the requirements of this TOS. Additionally, due to the large magnitude of projects, the City may elect to choose multiple Consultant teams as necessary. The Consultant's Team shall propose a number of staff per project or number of projects. The Construction Manager must have the following minimum credentials and/or experience:

- Licensed as a Professional Civil Engineer in California, with at least 10 years of full-time experience in street construction. Alternatively, the Construction Manager may be a Certified Construction Manager, in lieu of a Professional Engineer, with at least 10 years of experience in street construction.
- Extensive knowledge of the code standards set by the most current Americans with Disabilities Act (ADA) Standards for Accessible Design and the latest code requirements for Public Right of Way Accessibility Guidelines (PROWAG), City Special Orders, BOE CAD Standards, BOE Standard Plans, BOE General Conditions, General Requirements, Technical Specifications, and Greenbook/Brown Book requirements
- Excellent knowledge and proficiency in the E2020 system to facilitate construction management procedures including, but not limited to, processing RFIs, Submittals, Change Orders, Plan Clarifications, Correspondences to General Contractor, distribution of meeting minutes, and any and all aspects of Construction Management document control
- Must have the ability to communicate clearly and precisely, verbally and in writing, with all parties, including City staff, other consultants, utility companies, other agencies, and the public
- Must be able to work well with others in mixed teams, including City staff, Contractors, other consultants, and others
- Ability to exercise administrative and engineering judgment
- Knowledge of and ability to work with Google systems, including Gmail and Google Workspace
- Experience with the design build process, in the event that project delivery will be designated as design build
- Consultant personnel assigned full-time to the Program must be able to work in the City office, on site at the Engineer's/Inspector's field office, and/or the Consultant's office. The Consultant will be responsible for providing equipment to its personnel for worksite flexibility as needed (mobile computers, mobile data plans, cell phones, cameras, etc.). The City will provide desktop computers and other standard office amenities for the Consultant team members to use when located in the City office, as applicable.
- The Construction Manager must know how to interpret and implement civil engineering drawings, design plans, specifications, and construction documents for right-of-entry permits, and structural, mechanical, and electrical engineering.
- Must be able to perform field visits and quickly develop solutions to problems
- Must be able to negotiate and navigate difficult situations professionally

**5.0 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 Project will likely go beyond 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

**6.0 ESTIMATED SOLICITATION SCHEDULE**

Issue TOS	February 5, 2026
Pre-Proposal Meeting	February 12, 2026

Last Day to Submit Questions	February 20, 2026
<b>Solicitation Response Due</b>	<b>March 11, 2026</b>
Conduct Interviews	Week of March 16 or March 23, 2026
Selection and Negotiations	Week of March 30, 2026
Issue Task Order/Partial Notice to Proceed (NTP) (<\$150,000)	Week of April 6, 2026
Issue Full Board Authority NTP	Week of May 11, 2026

## **7.0 SERVICES AND FEE PROPOSALS**

The Consultant shall adhere and submit to the following:

- **ATTACHMENT A-1 List of Projects:** The Consultant shall fill out their number of full-time equivalent (FTE)/year for the projects listed in the appropriate column. **If the Consultant deems that they do not have sufficient staffing resources to provide support for ALL projects listed herein, the Consultant shall only provide resources for the projects for which they can support.**
- **ATTACHMENT A-2 Cost Proposal Worksheet:** The Consultant shall complete the information by listing the personnel name, respective Construction Management position, Construction Project the firm is assigning them to, as well as the remaining billing information as outlined in the spreadsheet. If more than one Construction Manager is planned to be assigned to one project, then the Consultant must include that additional person in a separate entry. Furthermore, for the as-needed services, which are the Cost Estimator and Scheduler, the Consultant shall enter in names and billing rates accordingly of staff who can be assigned to this TOS, but shall not fill out the Construction Project and FTE/year, as this is not known yet.
- **ATTACHMENT A-3 Schedule B - Task Order List of Subconsultants:** The Consultant shall complete and submit this form as part of their Proposal.

The requested fee proposal shall be prepared in accordance with the terms and conditions of your executed PQOC Wastewater and Environmental Engineering Services Contract.

## **8.0 COMPENSATION METHOD**

Compensation for services provided shall be on a Cost Reimbursement - Hourly Billing Rate Basis as specified in Section 7.2 of the PQOC Contract.

## **9.0 SOLICITATION RESPONSE REQUIREMENTS**

Solicitation Responses shall be submitted as follows:

- Three (3) original hard copies of the Solicitation responses shall be submitted to:

Nur Malhis, P.E., Division Engineer  
Bureau of Engineering, Street Improvement Division  
1149 South Broadway

Los Angeles, CA 90015

- A digital/electronic copy shall be submitted as a PDF transmittal by e-mail to Nur Malhis at [nur.malhis@lacity.org](mailto:nur.malhis@lacity.org).

Bound Solicitation Responses shall include:

**Section 1 - Project Understanding:** Explain your firm's overall approach to providing staff support to the BOE.

**Section 2 - Related Experience:** Provide the Project Team's experience in providing similar support for construction management and other support services for construction projects.

**Section 3 - Project Team:** Provide the Project Team organization chart; backgrounds, roles, and responsibilities of key team members; and resumes of those who will work on the Project in the Appendix. Provide information on Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Emerging Business Enterprises, Disabled Veteran Business Enterprises, and Other Business Enterprises (MBE/WBE/SBE/EBE/DVBE/OBE) subconsultant involvement.

**Section 4 - Detailed Scope of Work and Schedule:** Expand and develop the City's scope of work and schedule contained herein.

**Section 5** - See Section 7.0 Services and Fee Proposal.

**Appendix** - Include Resumes

The Solicitation Responses shall be transmitted **no later than 2 pm on Wednesday, March 11, 2026**.

## **10.0 SELECTION CRITERIA**

The BOE staff will numerically score the proposals based on the criteria and weighting below.

	<b><u>Evaluation Criteria</u></b>	
<b>A</b>	The capability of the Consultant Firm's team to provide the deliverables as demonstrated by their approach, solicitation response, and interview	<b>30</b>
<b>B</b>	The Consultant Firm's construction management and outlined support services experience on street improvement projects	<b>20</b>
<b>C</b>	The Consultant Firm's value offered to the City considering cost in comparison to professional capabilities and experience of the Firm's team	<b>20</b>
<b>D</b>	The Consultant Firm's ability to coordinate Task Order activities with City staff on timely basis or on short notice, as well as their knowledge of City procedures and practices	<b>20</b>
<b>E</b>	The Consultant Firm's experience in delivering similar services and projects to other clients as well as evaluation of past work with the BOE	<b>10</b>
	<b>Total</b>	<b>100</b>

## **11.0 BUSINESS INCLUSION PROGRAM (BIP)**

It is the long-standing policy of the BOE that personal services contracts should, to the maximum extent reasonably feasible, include the utilization of sub-consultants

(MBE/WBE/SBE/EBE/DVBE/OBE). The City has set anticipated participation levels of 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE.

In the event that the Consultant is including new sub-consultants not previously listed on the Schedule A of the contract in the proposal, the Consultant shall first conduct outreach in accordance with the contract's Article 17 – BIP.

Prior to negotiation of this task order, the selected Consultant may be asked to submit documentation supporting any outreach efforts undertaken to potential subconsultants and evaluation of selected subconsultants, for all proposed subconsultants, for the Project that are not listed in the Schedule A of the Consultant's contract.

## **12.0 INSURANCE REQUIREMENTS**

Insurance policies must be current and on file with the Office of the City Administrative Officer (CAO) Risk Management when the task order is awarded to the selected Consultant. Work cannot commence or continue if the proper proof of insurance forms are not on file with the CAO. Also, invoices will not be paid if the proper proof of insurance forms are not on file with the CAO.

## **13.0 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.

## **14.0 PROGRAM AND PROJECT MANAGER**

All questions and written notices shall be forwarded to the Program Manager:

Nur Malhis, P.E, Division Manager  
Bureau of Engineering, Street Improvement Division  
1149 South Broadway  
Los Angeles, CA 90015  
Mailstop 494  
Email: [nur.malhis@lacity.org](mailto:nur.malhis@lacity.org)

## **15.0 NON MANDATORY PRE-PROPOSAL MEETING**

A non-mandatory pre-proposal meeting will be held virtually via Google Meet **on Thursday, February 12, 2026**. Anyone can join using the following:

TOS 103 Pre-Proposal Meeting  
February 12, 2026 · 1:00 – 2:00 pm  
Time Zone: America/Los Angeles

Google Meet Information  
Video call link: <https://meet.google.com/cdg-cvck-asp>  
Or dial: (US) +1 402-744-0189 Pin: 333 204 626#

The host of the meeting is Nur Malhis and can be reached through e-mail at [nur.malhis@lacity.org](mailto:nur.malhis@lacity.org).

## **16.0 DISCLAIMER**

The BOE may or may not decide to award any or part of this task order in one or multiple NTPs based on its sole convenience and shall not be responsible for any solicitation response costs. Furthermore, the schedule of any or part of this task order is dependent on the availability of funding and can be postponed at any time.

The BOE reserves the right to 1) award none, some, or all parts of the proposal to the selected Consultant, 2) reject any and all proposals, as well as 3) award this TOS to multiple firms if deemed appropriate, and furthermore, BOE shall not be responsible for any solicitation response costs. Furthermore, the schedule of any or part of this task order is dependent on the availability of funding and can be postponed at any time.

Furthermore, the BOE reserves the right to stop work and re advertise the TOS, if the selected Consultant or Consultant(s) do not perform in a satisfactory manner.

## **17.0 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.

## **ATTACHMENTS:**

- A-1. List of Projects
- A-2. Cost Proposal Worksheet
- A-3. Schedule B - Task Order List of Subconsultants
- B. Non-Collusion Affidavit

cc: Nur Malhis ([nur.malhis@lacity.org](mailto:nur.malhis@lacity.org))