

Department of Public Works
Bureau of Street Services
Report No.1

Date: October 14, 2022
CD No(s). ALL

REQUEST FOR AUTHORITY TO ISSUE THE TASK FOR SOLICITATION NO. 702 TO TETRA TECH, INC., CONTRACT NO. C-134484, AND TO MGE ENGINEERING, INC., CONTRACT NO. C-134469, FROM THE PRE-QUALIFIED ON-CALL (PQOC) BRIDGE/CIVIL ENGINEERING AND OTHER DESIGN AND SUPPORT SERVICES CONSULTANTS LIST TO PROVIDE DESIGN AND ENGINEERING SUPPORT SERVICES FOR CIVIL ENGINEERING AND DESIGN SUPPORT FOR STREETS LA PROGRAMS (WORK ORDER NOS. M0016541 & M0A16606)

RECOMMENDATIONS:

THE BOARD OF PUBLIC WORKS (BOARD):

1. AUTHORIZE the Bureau of Street Services (StreetsLA) Director to issue the Task for Solicitation to Tetra Tech, Inc., Contract No. C-134484, from the Pre-Qualified On-Call (PQOC) Consultant List to provide design and engineering support services for Civil Engineering and Design Support for StreetsLA Programs, as stated in the Task Order Solicitation (TOS) No. 702A, with a budget authority of \$1,254,334.00, which includes contingency and as-needed construction management services; and
2. AUTHORIZE the StreetsLA Director to issue the Task for Solicitation to MGE Engineering, Inc., Contract No. C-134469, from the Pre-Qualified On-Call (PQOC) Consultant List to provide design and engineering support services for Civil Engineering and Design Support for StreetsLA Programs, as stated in the Task Order Solicitation (TOS) No. 702B, with a budget authority of \$1,438,027.91, which includes contingency and as-needed construction management services.

TRANSMITTAL

Copy of TOS No. 702 entitled "Civil Engineering and Design Support for StreetsLA Programs".

RECITAL

On November 1, 2019, the Board approved the PQOC list of consultants to provide civil engineering and design support services for StreetsLA programs. The contract with Tetra Tech was executed on November 20, 2019 and will expire on November 13, 2024. The contract with MGE Engineering was executed on November 20, 2019 and will expire on November 13, 2024.

TOS Description

StreetsLA's Pavement Preservation Program maintains a street network of 23,000 lane miles and strives to maintain all improved streets and related thoroughways in good to excellent condition. In addition, StreetsLA implements street improvement projects which include access ramps, sidewalks, pedestrian and bike facilities, bus landing facilities, hardscaping and landscaping, and other concrete construction. In conjunction with both of these programs, StreetsLA has identified a need for engineering design services in support of these programs, specifically topographic survey, engineering design, and construction management services for access ramps.

The use of the PQOC list is required to complete this project since City staff are currently occupied with other projects and do not have the capacity to deliver this project within the required timeline. All improvements will be within the City's Right-of-Way, and the project is located at various locations throughout the City.

Summary of Selection and Negotiations

StreetsLA solicited proposals from all 30 consulting firms on the Bureau of Engineering (BOE) (PQOC) bridge/civil engineering and other design and support services consultant list. Thirteen (13) consultants attended the non-mandatory meeting on June 22, 2022:

1. JMDiaz, Inc.
2. D R Consultants & Designers, Inc.
3. HNTB Corporation
4. MGE Engineering, Inc.
5. Kimley-Horn & Associates, Inc.
6. Ardurra
7. KPFF Consulting Engineers
8. MARRS Corp, Inc.
9. V&A, Inc.
10. Tetra Tech, Inc.
11. HDR Engineering, Inc.
12. E.W. Moon, Inc.
13. PacRim Engineering, Inc.

Subsequently, six consultants submitted proposals by the submission date of July 18, 2022:

1. MGE Engineering, Inc.
2. D R Consultants & Designers, Inc.
3. HNTB Corporation
4. JMDiaz, Inc.
5. Tetra Tech, Inc.
6. Harris & Associates, Inc.

Staff from StreetsLA evaluated the six consultant proposals using the criteria as listed in the TOS:

1. Capability and qualifications of the team as demonstrated by the solicitation response and the interview (if conducted) in the completeness of the proposed scope of services which leads to project readiness for construction in a most effective approach (30 points)
2. Project understanding as illustrated by the solicitation response and the interview (if conducted) (25 points)
3. Capability and qualifications of the Project Manager as reflected on prior City projects and/or on similar projects for other clients (20 points)
4. Capability and qualifications of the prime and sub-Consultants as reflected on prior City projects and/or on similar projects for other clients (15 points)
5. History of the firm in successful budget and schedule compliance, particularly on previous City projects (10 points)

The following table outlines the rankings and scores:

| Consulting Firm | Contract No. | Score |
|-----------------------------------|---------------------|--------------|
| Tetra Tech, Inc. | C-134484 | 98 |
| MGE Engineering, Inc. | C-134469 | 96 |
| HNTB Corporation | C-134473 | 90 |
| D R Consultants & Designers, Inc. | C-134487 | 87 |
| Harris & Associates, Inc. | C-134472 | 84 |
| JMDiaz, Inc. | C-134489 | 80 |

The six consultants were all invited for an interview with StreetsLA staff, where the major focus of the consultant presentations centered on responding to StreetsLA's listed criteria.

Through the selection process, the firms were evaluated by StreetsLA staff, and Tetra Tech and MGE Engineering were selected. Both Tetra Tech and MGE Engineering demonstrated that they have a thorough understanding of the project scope, have the qualifications and experienced team members, a good understanding of City procedures and practices, and provide a good value to the City. Documentation supporting the selection of the consultants, as well as a record of the negotiations, has been included in the project file. A detailed breakdown of the negotiated initial base task plus contingencies and as-needed construction management services is tabulated below.

Disadvantaged Business Enterprise (DBE) Program

This Task will be federally funded. The City will follow the U.S. Department of Transportation's requirements for DBE participation. The City has set an anticipated participation level (APL) of 8 percent. For this Task, Tetra Tech is pledging DBE participation level of 11.7 percent and MGE Engineering is pledging DBE participation level of 49 percent.

On this particular Task, the following firms are proposed to be utilized by the Consultants:

Gender/Ethnicity Codes:

- | | |
|------------------------------|-----------------------------------|
| AA = African American | HA = Hispanic American |
| APA = Asian Pacific American | SAA = Subcontinent Asian American |
| NA = Native American | C = Caucasian |
| M = Male | F = Female |

| Prime or Sub consultants | Gender/Ethnicity | DBE/OBE* | % of Base Task | Task Amount |
|---------------------------------|-------------------------|-----------------|-----------------------|-----------------------|
| Tetra Tech (Prime) | | OBE | 88.3% | \$974,734.00 |
| Alliance Group (Sub) | M/APA | DBE | 11.7% | \$129,600.00 |
| Total DBE Participation | | | 11.7% | \$129,600.00 |
| Total OBE Participation | | | 88.3% | \$974,734.00 |
| Initial Base Task | | | 100% | \$1,104,334.00 |

| | |
|--|-----------------------|
| Contingency & As-needed Construction Management Services | \$150,000.00 |
| Subtotal Task Budget Authority | \$1,254,334.00 |

*Other Business Enterprise

| Prime or Sub consultants | Gender/Ethnicity | DBE/OBE* | % of Base Task | Task Amount |
|--|------------------|----------|----------------|-----------------------|
| MGE Engineering (Prime) | M/APA | DBE | 26% | \$334,587.99 |
| V&A (Sub) | M/HA | DBE | 23% | \$298,484.89 |
| Psomas (Sub) | | OBE | 51% | \$654,955.03 |
| Total DBE Participation | | | 49% | \$633,072.88 |
| Total OBE Participation | | | 51% | \$654,955.03 |
| Initial Base Task | | | 100% | \$1,288,027.91 |
| Contingency & As-needed Construction Management Services | | | | \$150,000.00 |
| Subtotal Task Budget Authority | | | | \$1,438,027.91 |
| Total Task Budget Authority | | | | \$2,692,361.91 |

*Other Business Enterprise

Contractor Performance Evaluation

In accordance with Division 10, Chapter 1, Article 13 of the Los Angeles Administrative Code, the appropriate City personnel responsible for the quality control of this personal services contract shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration, Special Research & Investigation Section upon termination of the contract.

STATUS OF FUNDING

The project currently has \$1,081,000 funding from the Los Angeles Department of Transportation (LADOT) Crosswalk Upgrade Program Development Fund No. 100, Department No. 86, Appropriation Unit No. 003040.

The remaining amount, \$1,611,361.91, will be front funded through the StreetsLA Budget (Fund 100, Department 86, Appropriation Unit No. 3040). With the approval from the Mayor and Council on StreetsLA's implementation plan, Fund No. 41A, Department No. 50, Appropriation Unit No. 50WKJS in the amount of \$9,679,109 will be available to reimburse StreetsLA for the use of budgetary funds. The remaining funding is for design and construction of access ramps associated with pavement preservation activities.

The following is a table summary of the funding sources:

| Funding Sources | | | |
|---|-----------------------|---------------|-----------------------|
| Fund No. | Contract | Contingencies | Total |
| LADOT Crosswalk Upgrade Program Fund No. 100/86/003040 | \$1,081,000.00 | \$0.00 | \$1,081,000.00 |
| StreetsLA Fund 41A - SDRF Fund No. 100/86/003040 | \$1,611,361.91 | \$0.00 | \$1,611,361.91 |
| Total | \$2,692,361.91 | \$0.00 | \$2,692,361.91 |

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The City's liability under this contract shall only be to the extent of the present City appropriation to fund the contract. However, if the City shall appropriate funds for any succeeding years, the City's liability shall be to the extent of such appropriation, subject to the terms and conditions of the contract.

(EA CK AMB SL)

Report reviewed by:

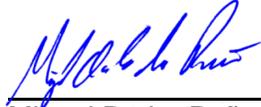
StreetsLA (ESD/FMD)

Report prepared by:

Bureau of Street Services (StreetsLA)
Engineering Services Division

Al M. Bazzi, P.E. ENV SP
Principal Civil Engineer

Statement as to Funds approved by:



Miguel De La Peña, Director
Office of Accounting
Date: 10/06/2022

Respectfully submitted,

 for
Keith Mozee
Executive Director and
General Manager
Bureau of Street Services

Questions regarding this
report may be referred to:
Al Bazzi, Principal Engineer
E-mail: al.bazzi@lacity.org

TASK ORDER SOLICITATION NO. 702**ENGINEERING SUPPORT FOR STREETS LA PROGRAMS****BUREAU OF ENGINEERING (BOE)
PRE-QUALIFIED ON-CALL (PQOC) BRIDGE/CIVIL ENGINEERING AND OTHER
DESIGN AND SUPPORT SERVICES CONSULTANTS****CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUREAU OF STREET SERVICES (STREETS LA)****June 10, 2022****1.0 Introduction**

The City of Los Angeles (City), Department of Public Works, Bureau of Street Services (StreetsLA) is seeking consultant firms, active on the current Pre-Qualified On-Call (PQOC) Bridge/Civil Engineering and Other Design Support Services Consultants list, to submit their proposals to provide engineering design, support and related services.

StreetsLA's Pavement Preservation Program maintains a street network of 23,000 lane miles and strives to maintain all improved streets and related thoroughways in good to excellent condition. In addition, StreetsLA implements street improvement projects which include access ramps, sidewalks, pedestrian and bike facilities, bus landing facilities, hardscaping and landscaping, and other concrete construction. In conjunction with both of these programs, StreetsLA has identified a need for engineering design services in support of these programs, specifically topographic survey, engineering design, design support during construction, and construction management services for access ramps, in compliance with Americans with Disabilities Act (ADA), standard plans and specifications of the City of Los Angeles (City). All improvements will be within the City's Right-of-Way, and the project is located at various locations throughout the City.

2.0 Scope of Services

StreetsLA is seeking the services of two consultant firms for this project with the capabilities to design approximately 250 access ramps per selected firm within 12 months from issuance of Notice to Proceed for this Task Order. Topographic survey, engineering design, design support during construction, and construction management are required activities for all access ramps. The engineered access ramps, including necessary adjoining sidewalks, curb and gutter, and driveway approaches, are required to be in compliance with ADA and City standard plans and specifications. The consultants will be reporting to the Project



Management Team (PMT) at StreetsLA. The consultants will be required to deliver engineering design as further defined under Design Services, Technical Interface, and Staffing sections of this Task Order Solicitation (TOS). The services provided are subject to a periodic review, at least once quarterly or as deemed necessary by the PMT.

2.1 Design Services

Design Services shall include, but not limited to:

1. Perform all calculations, engineering and design reviews to complete site designs in accordance with local, state, and federal requirements, including the City of Los Angeles Standard Plans, the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design, and the California Building Code (CBC) or current applicable standards
2. Perform all calculations, engineering, and design reviews to complete site designs in accordance with Universal Design principles, reducing barriers to access and optimizing pedestrian use of the reconstructed element to the maximum extent feasible
3. Prepare detailed engineering design plans; plans shall be signed and stamped by a California registered Professional Civil Engineer
4. Prepare hybrid design of the site to identify the scope of work and to provide a site plan. The hybrid plan may be sufficient to identify the work required for sites that do not require a full design. Hybrid plans are required to be signed by a California registered Professional Civil Engineer
5. Incorporate feasible means to avoid removal of trees and relocation of utilities
6. Coordinate with utility companies if the utility can't be avoided
7. Utilize surveying services to perform field surveys where necessary for design
8. All curb ramp designs must provide elevation callouts for joining with existing surrounding surfaces
9. Provide design plans in AutoCAD 2018 or later, in accordance with the BOE CAD Standards. Required AUTOCAD and CIVIL3D skills include, but are not limited to:
 - a. Creating and editing sites and feature lines
 - b. Creating surfaces using feature lines and grading objects
 - c. Creating alignments, cross sections, and profiles related to street flow line and structural design
 - d. Drafting and modifying notes, plans, sections, and details on retaining wall, retaining curb, non-walkable surface, etc.
 - e. Using XRef and LandXML
 - f. Creating and editing BOE Standard Label Styles
 - g. Drafting site plans and civil plans using view ports, annotative features, and plot style
 - h. Creating and editing blocks and dynamic blocks
 - i. Using Data Link and Extraction features
10. All work shall be completed in a timeline acceptable to the PMT.
11. Calculations necessary to prepare drawings



12. Check and interpret field notes
13. Research existing plans and maps for data concerning site/area to be designed
14. Obtain information from other public agencies including City, County and State codes
15. Use manufacturers, catalogs, and other sources for use in preparing plans and drawings
16. Calculate distances, ties, angles, area curves, grades, slopes, elevations, coordinates, traverses, closures, alignments, stationing, material and labor costs and quantities, as needed to complete designs
17. Conduct site visits and site investigation
18. Work with PMT staff to coordinate and prioritize design work as needed
19. Must be able to perform field visits safely and quickly develop engineering solutions to design issues
20. Must be knowledgeable and proficient in the requirements of the applicable Standard Specifications for Public Works Construction (SSPWC) as supplemented/modified by BOE "Brown Book" and Standard Plans for Public Works Construction "Green Book" (SPPWC)
21. All completed design drawings must be wet-stamped and signed by a Civil Engineer holding a current and clear registration as a Professional Engineer issued by the Board of Registration for Professional Engineers and Land Surveyors of the State of California

2.2 Construction Management Services

Construction Management Services shall include, but not limited to:

1. Provide construction management services by a California registered Professional Civil Engineer
2. Manage construction of improvements provided by City forces
3. Provide construction phase design support, responding to Requests for Information (RFI's), coordinating with outside agencies to relocate utilities and reviewing As-Built drawings
4. Provide progress updates of construction activities including notes, logs and photographs
5. Coordinate street tree work with the Bureau of Street Services (StreetsLA) Urban Forestry Division (UFD) with respect to street tree preservation, removal, and replacement, including root and canopy pruning
6. Coordinate work with the City Bureaus & Departments, and other governmental agencies.

2.3 Technical Interface

Consultants shall enter and maintain data and information on sites for which designs and/or calculations are needed. Data and information will be housed in existing StreetsLA websites and data banks as directed by the PMT. Consultant shall deliver



regular reports updating status of current design work, number of designs completed to date and number of designs pending with estimated time to complete for each pending design.

2.4 Design Approval

Consultant shall submit proposed designs to the PMT. Designs shall be done in AutoCAD and shall clearly indicate enough detail to provide clear unambiguous construction direction. It will be the sole discretion of the PMT to approve or disapprove the design, in whole or in part, as submitted. All designs submitted for approval must be COMPLETE and shall contain the following elements as a minimum:

1. Plan view, drawn to scale, with North arrow oriented towards the top of the sheet
2. Plan view to contain adequate dimensions to provide clear and unambiguous construction direction.
3. Sections and other details as needed.
4. Name of designer
5. Date of design drawing
6. Wet stamp and signature of PE
7. Total number of pages comprising a single design

PM will advise Consultant of design approval/disapproval within five (5) days of initial submission. Incomplete designs will not be accepted by the PMT.

2.5 Staffing

Consultants shall include a team consisting of technicians and engineers, civil engineers, engineering designers, management staff and other staff capable of providing the needed design support as outlined above and/or directed by the PMT.

The Design Team shall include the following: Lead Designers and Designers. The Consultant team must have the following minimum credentials and/or experience:

1. At least one licensed Professional Civil Engineer registered in the State of California for every three non-licensed designers
2. At least 10 years of full-time experience with street improvement plans/projects (Lead Designers)
3. At least 3 years of full-time design experience in street improvement plans (Designers)
4. At least 10 years of full-time experience using Computer-Aided Drafting and Design (CADD) software (Lead Designers)
5. At least 3 years of full-time experience using Computer-Aided Drafting and Design (CADD) software (Designers)



6. Must have experience with and the ability to prepare civil engineering drawings, design plans, specifications, construction documents, and construction estimates
7. Extensive knowledge of the current codes and standards set by the 2010 ADA Standards for Accessible Design and the CBC, BOE Street Design Manual, BOE CAD Standards, BOE Standard Plans, Greenbook/Brown Book requirements, and the Public Right-of Way Accessibility Guidelines (PROWAG)
8. Must have the ability to communicate clearly and precisely, verbally and in writing, with all Project parties including City staff, utility companies, other agencies, and the public
9. Must be able to work well with others in mixed teams, including City staff, contractors, other consultants, and others
10. Must be able to perform field visits and quickly develop solutions to problems
11. Ability to implement instructions, guidelines, policies, procedures
12. Ability to exercise engineering judgment
13. Ability to conduct field investigations and measurements, and conduct research using various maps, databases, software, the internet, and other sources
14. Ability to use measurement tools, including smart levels, measuring tape/wheel, etc.

The Construction Management Team shall include the following: Lead Construction Manager and Construction Manager. The consultants team must have the following minimum credentials and/or experience:

1. The Lead Construction Manager is required to be a licensed Professional Civil Engineer registered in the State of California
2. At least 10 years of full-time experience with construction management of street improvement plans/projects (Lead Construction Manager)
3. At least 3 years of full-time experience with construction management of street improvement plans/project (Construction Manager)
4. Must have experience with and the ability to understand and enforce civil engineering drawings, design plans, specifications, construction documents, and construction estimates
5. Extensive knowledge of the current codes and standards set by the 2010 ADA Standards for Accessible Design and the CBC, BOE Street Design Manual, BOE CAD Standards, BOE Standard Plans, Greenbook/Brown Book requirements, and the Public Right-of Way Accessibility Guidelines (PROWAG)
6. Must have the ability to communicate clearly and precisely, verbally and in writing, with all Project parties including City staff, utility companies, other agencies, and the public
7. Must be able to work well with others in mixed teams, including City staff, contractors, other consultants, and others
8. Must be able to perform field visits and quickly develop solutions to problems



- 9. Ability to implement instructions, guidelines, policies, procedures
- 10. Ability to exercise engineering judgment
- 11. Ability to conduct field investigations and measurements, and conduct research using various maps, databases, software, the internet, and other sources
- 12. Ability to use measurement tools, including smart levels, measuring tape/wheel, etc.

3.0 Term of Engagement

The term of engagement of this TOS is anticipated to be up to the term of the Pre-Qualified On-Call Consultants Contract. Consultants will be hired on an as-needed basis with no guarantee for the duration of the position. The City reserves the right to release the candidate or replace at any time.

In the case of scope of work modification, the consultants shall submit the modified cost estimate to the City for written permission prior to starting.

The Consultants are expected to complete the work for this Task Order within 12 months from issuance of the Notice to Proceed.

4.0 Projected Costs

Firms are expected to submit their best, realistic and accurate costs that offer the best value to the City for this work.

5.0 Solicitation Schedule

- Issue Task Order SolicitationJune 10, 2022
- Pre-Proposal Meeting.....June 22, 2022
- Receive Solicitation ResponsesJuly 6, 2022
- Select and Negotiate.....Approx. 2 weeks after Solicitation Responses Received
- Receive Board Approval and Issue Notice to Proceed...Approx. 4 weeks after Solicitation Responses Received

A job walk will not be conducted.

6.0 Solicitation Response Requirements

Solicitation Responses shall be bound and not exceed 15 pages (12 pt. minimum font size), exclusive of cover, dividers, resumes, fee estimate, and the Non-Collusion Affidavit as described further in this document. **One (1) electronic copy (Adobe Portable Document Format, PDF)** is required and shall be submitted no later than **4:00pm (PST) on Wednesday, July 6, 2022**. A hard copy is not required.

Solicitation Responses shall be submitted electronically to all the following e-mail



addresses listed below with the subject line: **TOS 702 Engineering Support for StreetsLA Programs - Solicitation Submission - followed by your firm's name.**

Chuck.Kwan@lacity.org

Edwin.Avetyan@lacity.org

Solicitation Responses shall include:

Section 1 - Project Understanding: Demonstrate your understanding of the entire project and explain your firm's overall approach to complete the task.

Section 2 - Related Experience: Describe similar projects your firm recently completed and the history of compliance to budget and schedule on the previous projects. Demonstrate the relevancy of your past record to the carrying out of this Project.

Section 3 - Project Team: Provide project team organization chart and describe background, roles and responsibilities of key team members. Provide information on DBE involvement.

Section 4 - Detailed Scope of Services and Schedule: Develop the Scope of Services and Project Schedule based on your understanding of the project.

Section 5 - Develop a detailed table summarizing scope of work activities including the personnel and proposed hours.

Appendix - Include resumes of personnel anticipated to be assigned to the project.

In addition, hard copy cost calculation worksheets using the attached cost proposal worksheets for the work described in 2.0 – Scope of Services, must be mailed or postmarked by **4:00pm (PST) on Wednesday July 6, 2022** to:

StreetsLA, Executive Office
1149 South Broadway, Suite 400
Los Angeles, CA 90015
Attention: Shirley Lau

7.0 Selection Criteria

Task Order Proposals will be evaluated on the following criteria:

1. Capability and qualifications of the team as demonstrated by the solicitation response and the interview (if conducted) in the completeness of the proposed scope of services which leads to project readiness for construction in a most effective approach (30 points)
2. Project understanding as illustrated by the solicitation response and the interview (if conducted) (25 points)



3. Capability and qualifications of the Project Manager as reflected on prior City projects and/or on similar projects for other clients (20 points)
4. Capability and qualifications of the prime and sub-Consultants as reflected on prior City projects and/or on similar projects for other clients (15 points)
5. History of the firm in successful budget and schedule compliance, particularly on previous City projects (10 points)

The consultant shall provide references of the prime, the sub-consultants, and the project manager upon StreetsLA's request.

8.0 DBE Participation Levels

Construction of this project, or portions thereof, may be federally funded. DBE participation goal is set at 8% per Article 17 of the PQOC contract. The selected Consultant shall submit Exhibit 10-O2 of the Caltrans Local Assistance Procedures Manual.

9.0 COVID-19 Vaccination Requirements

Employees of Contractor and/or persons working on its behalf, including, but not limited to, subcontractors (collectively, "Contractor Personnel") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with City employees, contractors, or volunteers, (2) working on City property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, "In-Person Services"). "Fully vaccinated" means that 14 or more days have passed since Contractor Personnel has received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel has been fully vaccinated. The contractor shall retain such proof for the document retention period set forth in this Agreement. The contractor shall grant medical or religious exemptions to Contractor Personnel as required by law.

10.0 Non-Mandatory Pre-Proposal Meeting

A non-mandatory pre-proposal meeting is scheduled for Wednesday, **June 22, 2022 from 8:00 A.M. to 9:00 A.M. PST** for the Project Managers to provide more information on this TOS. Interested parties can join with Google Meet at meet.google.com/jcz-nueq-vbt or by phone at (US) +1 234-759-5374, PIN: 926 521 312#.

11.0 Contract Manager



The City's Contract Manager is Kevin Minne, Principal Civil Engineer, Bridge Improvement Division, Bureau of Engineering, kevin.minne@lacity.org.

12.0 Task Order Manager(s) / Project Management Team (PMT)

The City's Task Order Managers are Chuck Kwan, Engineering Services Division, Bureau of Street Services, (213) 847-0935, chuck.kwan@lacity.org, and Edwin Avetyan, Engineering Services Division, Bureau of Street Services, (213) 847-4219, edwin.avetyan@lacity.org. All questions should be directed to Chuck Kwan and/or Edwin Avetyan.

13.0 Non-Collusion Affidavit

A non-collusion affidavit must be included and signed by the Consultant and returned with the proposal.

14.0 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.

