

CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: May 7, 2024

To: Honorable City Council
c/o City Clerk, Room 395
Attention: Heather Hutt, Transportation Committee Chair

From: Laura Rubio-Cornejo, General Manager 
Department of Transportation

Subject: **REQUEST FOR AUTHORIZATION FOR THE LOS ANGELES DEPARTMENT OF
TRANSPORTATION TO EXECUTE 128 AGREEMENTS FOR ON-CALL PROFESSIONAL
CONSULTANT SERVICES**

SUMMARY

The Mayor's Office approved and transmitted the attached report to the Los Angeles Department of Transportation (LADOT). This report is now referred to the Council for review and approval of a five-year agreement with each of the 128 firms that qualified to provide On-Call Professional Consultant Services in at least one of the 14 identified service categories.

RECOMMENDATION

That the City Council:

Authorize the General Manager of LADOT, or designee, to execute a five-year agreement with each of the 128 firms that qualified for the Department's On-Call Professional Consultant Services pre-qualified list (Attachment).

BACKGROUND

LADOT had a pre-qualified list (Bench) of on-call professional consulting firms to provide various services across different service categories since 2013. To meet on-going needs, LADOT released a Request for Qualifications (RFQ) on July 31, 2023 for on-call professional services to continue having a pre-qualified bench list of firms that provide as-needed consulting services for the Department and for the City in general. Responses were due on September 8, 2023, and LADOT received a total of 131 timely responses.

DISCUSSION

LADOT recommends executing contracts with 128 of the firms that submitted responses to the RFQ to establish a new Bench list. Of the 131 firms that submitted proposals, one firm deemed non-responsive for failing to attend the Mandatory Virtual Pre-Qualification Meeting prior to the submission deadline, and two firms did not meet the minimum 70-point requirement through the evaluation process in any of the services categories for which they applied. Seven firms did not qualify in all of their selected categories but did qualify in at least one category; those firms are recommended for a contract award only for the categories for which they qualified.

Once the Bench list is established, performance of professional services will not begin until consultants participate in LADOT's Task Order Solicitation (TOS) process. When LADOT identifies a specific project and requires consultant services assistance, LADOT will release a TOS and invite consultants in the relevant service category to participate in the TOS process and submit a bid or proposal for the specific project. An evaluation panel of LADOT staff will examine each task order proposal that meets the mandatory requirements as outlined in the TOS and make a selection, if any, of the best firm to perform the services requested. LADOT and the Consultant will enter into a Task Order Agreement prior to commencing work, and LADOT will send a Notice to Proceed informing consultant work can commence. Other departments may also utilize the TOS process for the LADOT Bench list if the service categories align with their needs.

FISCAL IMPACT

There is no impact to the General Fund. The use of the On-Call Professional Services Bench list for a specific program or project is contingent upon securing funds through the budget or other interim budgetary actions prior to participating in the Task Order Solicitation process and engaging any consultant.

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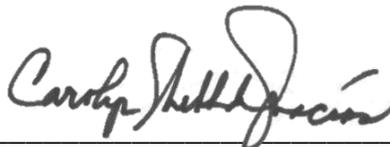
Attachment

T R A N S M I T T A L

TO Department of Transportation	DATE 05/06/2024	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT	

**REQUEST FOR AUTHORIZATION FOR THE LOS ANGELES DEPARTMENT OF
TRANSPORTATION TO EXECUTE 128 AGREEMENTS FOR ON-CALL PROFESSIONAL
CONSULTANT SERVICES**

Approved, ED3 Waived, and Transmitted for further processing.



MAYOR
(Carolyn Webb de Macias for)

CITY OF LOS ANGELES
INTER-DEPARTMENTAL MEMORANDUM

Date: March 4, 2024

To: The Honorable Karen Bass, Mayor
Office of the Mayor
Attention: Heleen Ramirez, Legislative Coordinator

From: Laura Rubio-Cornejo, General Manager 
Department of Transportation

Subject: **REQUEST FOR AUTHORIZATION FOR THE LOS ANGELES DEPARTMENT OF
TRANSPORTATION TO EXECUTE 128 AGREEMENTS FOR ON-CALL PROFESSIONAL
CONSULTANT SERVICES**

SUMMARY

The Los Angeles Department of Transportation (LADOT) is requesting authority to execute a five-year agreement with each of the 128 firms that qualified to provide On-Call Professional Consultant Services in at least one of the 14 identified service categories. LADOT is also requesting a waiver from the Executive Directive (ED) 3 review process due to the urgency of establishing a new pre-qualified Bench list.

RECOMMENDATION

That the City Council, subject to concurrence by the Mayor:

Authorize the General Manager of LADOT to execute a five-year agreement with each of the 128 firms that qualified for the Department's On-Call Professional Consultant Services pre-qualified list (Attachment A).

BACKGROUND

LADOT has had a pre-qualified list (Bench) of on-call professional consulting firms to provide various services across different service categories since 2013. New Bench lists were established through RFQ processes in both 2016 and 2019. In February 2020, the Mayor authorized LADOT to execute contracts with 119 selected firms to establish a new Bench list. After these contracts were executed, the COVID-19 pandemic and the City's Cost Containment measures enacted shortly after the pandemic began hindered LADOT's ability to issue Task Order Solicitations and fully utilize the Bench list of contractors for the first 12 to 18 months of the contract term. These contracts had three-year terms that were set to start expiring in February 2023.

In December 2022, LADOT requested authority to execute amendments with 96 of the firms to extend the contract terms by 12-months to allow for additional time to utilize the Bench list for Task Order Solicitations and for the completion of 10 open projects. The extension was also requested to allow for sufficient time for LADOT to issue a new RFQ to solicit consultants to establish a new pre-qualified list for On-Call Professional Consultant Services to replace the current list. In February 2023, the Office of the City Administrative Officer (CAO) recommended an 18-month extension, until August 2024, to

provide LADOT with sufficient time to issue a new RFQ to establish a new Bench list. In April 2023, the Transportation Committee approved an 11-month extension (C.F. 23-0388). The 96 contracts expired in January 2024.

LADOT has on-going needs for on-call professional consultant services to assist the Department with project and service delivery, as directed by the Mayor and City Council. Although LADOT continues to perform as much work as practicable with existing in-house staff, the need to contract work out is occasional in nature, highly specialized, and typically cannot be addressed within LADOT or other City departments in a timely manner. A Bench provides LADOT with the flexibility to advance work when internal capacity limits the department's ability to deliver projects on schedule and to accelerate schedules when directed by the Mayor or City Council. The demand for on-call professional consultant services is even greater with the continued implementation and augmentation of various LADOT and Mayoral programs such as LADOT's Strategic Plan, the City's Mobility Plan, the Sustainable City pLAN, and grant programs and opportunities.

LADOT released a RFQ on July 31, 2023 for on-call professional services to continue having a pre-qualified bench list of firms that provide as-needed consulting services for the Department and for the City in general. LADOT coordinated with the Office of Procurement (OOP) to publicize the RFQ to reach as many potential proposers as possible, including posting information about the RFQ opportunity on various LADOT and OOP social media outlets. Responses were due on September 8, 2023, and LADOT received a total of 131 timely responses.

DISCUSSION

LADOT evaluated past usage of on-call professional consultant services, surveyed Department staff, and determined that all 13 existing service categories were still needed, and based on staff feedback, an additional category for Infrastructure Maintenance and Quick-Build Services was recommended as a new service category. Many firms that submitted responses to the RFQ included qualifications for more than one service category, resulting in 347 total proposals requiring evaluation by LADOT. Qualified respondents are recommended to be awarded a contract within one or more service categories (detailed in Attachment A).

Service Categories

As directed in the RFQ, all firms were required to indicate which of the 14 service categories they wanted to be considered for qualification. Firms were not restricted in the number of categories they self-identified for consideration. The service categories in the RFQ are as follows. Complete descriptions of the service categories as indicated in the RFQ are provided in Attachment D.

1. Information Technology
2. Marketing and Public/Media Relations
3. Public Engagement
4. Parking Consulting
5. Transit Consulting
6. Engineering and Design Consulting
7. Transportation Planning
8. Urban and Design Planning
9. RFP and Grant Writing
10. Training and Professional Development
11. Audit Services
12. Management Consulting
13. Construction Management
14. Infrastructure Maintenance and Quick-Build

Requirements for Consideration of Responses

Recommendation of contract award in one or more service categories is based on the respondent's experience, compliance with City's contracting administrative requirements, and meeting the minimum scoring requirement in the evaluation process. Respondents were required to submit a Statement of Qualifications including cover letter, introduction, and proof of qualification for the service category/categories for which they would like to be considered.

Experience Requirement

As described in the RFQ, a minimum period of five years of experience performing work in their respective field of service(s) for any of the 14 service categories is required to be considered to qualify for a contract. For firms that have less than five years in existence, LADOT considered experience of the firm's principals or project leads as an alternative in meeting the minimum requirement for qualification. This exception allows LADOT to consider new and emerging businesses while seeking well-qualified applicants.

Three service categories have an exception to the five-year experience requirement as described below:

1. Marketing and Public/Media Relations Services– three years of experience providing Marketing and Public/Media Relations services as a primary function, with at least one year of this experience performed in the Los Angeles market
2. Public Engagement Services – two years of experience providing public engagement services as a primary function
3. Urban Design and Planning Services – three years of experience providing public realm/open space design and planning as a primary function

Project Qualification Forms

Another requirement was for respondents to submit Project Qualification Forms with information for at least five projects for each individual service category for which they are applying. This information was used to demonstrate the ability to deliver the services requested in the RFQ. During the evaluation process, a firm's failure to provide at least five qualifying projects may have resulted in a firm being deemed non-responsive and disqualified from consideration, which was determined on a case-by-case basis.

City Contracting Requirements

Respondents were also required to submit all required compliance documents per the City's contracting administrative requirements with the response to the RFQ. Per the RFQ, failure to comply with the contracting requirements would render the firm non-responsive and disqualified from consideration.

Evaluation Process

As part of the evaluation process, LADOT assembled evaluation panels consisting of three LADOT staff members for each of the 14 service categories. In several of the service categories that received a significant number of responses, there was a second evaluation panel. As indicated in the RFQ, proposals were evaluated using the following criteria:

- 40% Qualification of the consultant
 - Consultant's background and experience in the field to be considered
 - Consultant's experience with projects of similar size and scope
 - Consultant's experience working with large jurisdictions and implementations
 - Consultant's capability to reallocate resources effectively as needed to meet project schedule and needs
- 40% Qualification of the Staff Members
 - Project manager(s) and key staff members' background and experience in the services to be considered
 - Project manager(s) and key staff member's experience with projects of similar size and scope
 - Sub consultant's (if any) background and experience with services to be considered
- 20% References
 - Consultant's references will be contacted for comments

Proposals were required to score a minimum of 70 out of 100 possible points to be considered for a contract award.

List of Qualified On-Call Professional Consultants

LADOT received 131 Statements of Qualification in response to the RFQ. Of the total submission, 128 firms are recommended for contract award. One firm was deemed non-responsive for failing to attend the Mandatory Virtual Pre-Qualification Meeting prior to the submission deadline, as described in the RFQ. Two firms did not meet the minimum 70-point requirement through the evaluation process in any of the services categories for which they applied. Seven firms did not qualify in all of their selected categories but did qualify in at least one category; those firms are recommended for a contract award only for the categories for which they qualified.

The qualifying (selected) firms for contract award are listed in Attachment A, and the non-responsive and non-qualifying firms are listed in Attachment B.

Utilization of the Pre-Qualified List of On-Call Professional Consultants (Task Order Process)

LADOT does not guarantee a minimum amount of business or compensation as part of a contract award recommendation, and does not obligate itself to utilize any of the On-Call Professional Consultants for any set percentage of work. Performance of professional services will not begin until consultants participate in LADOT's Task Order Solicitation (TOS) process. When LADOT identifies a specific project and requires consultant services assistance, LADOT will release a TOS and invite pre-qualified consultants in the relevant service category to participate in the TOS process and submit a bid or proposal for the specific project. TOS notifications will be sent to all individuals and firms in a specific service category list based on LADOT's needs.

LADOT will require consultants to conduct subcontractor outreach via the Business Inclusion Program at the TOS stage of the procurement process. In addition, qualifying consultants eligible for the Local Business Preference Program (LBPP) will be awarded the appropriate points and added to the Consultant's TOS evaluation score for consideration for project award.

An evaluation panel of LADOT staff will examine each task order proposal that meets the mandatory requirements as outlined in the TOS and make a selection, if any, of the best qualified firm to perform the services requested. If a consultant's proposal is selected for award, LADOT and the Consultant will enter into a Task Order Agreement prior to commencing work, and LADOT will send a Notice to Proceed informing consultant work can commence. Other departments may also utilize the TOS process for the LADOT Bench list if the service categories align with their needs.

FISCAL IMPACT

There is no impact to the General Fund. The use of the On-Call Professional Services Bench list for a specific program or project is contingent upon securing funds through the budget or other interim budgetary actions prior to participating in the Task Order Solicitation process and engaging any consultant.

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- Attachment A – Qualified On-Call Professional Consultant Firms By Service Category
- Attachment B – Non-Qualified and Non-Responsive On-Call Professional Consultant Firms
- Attachment C – Sample On-Call Professional Consultant Services Agreement
- Attachment D – Service Category Descriptions

Attachment B - Non-Qualified and Non-Responsive On-Call Professional Consultant Firms

Consultant	Information Technology	Public Engagement	Transit Consulting	Engineering and Design Consulting	Urban Design and Planning	RFP and Grant Writing	Construction Management	Infrastructure Maintenance and Quick Build
ETech-360 Inc. DBA: 360S2G	X							
Actum II, LLC		X						
Hernandez, Kroone & Associates				X				
Light Transit			X					
MWS & Associates					X	X		
Over J Inc	X							
Streets For All		X						
Sylmar Construction Management							X	
Utilicoor								X
Vasquez & Company	X							

AGREEMENT

BETWEEN

THE CITY OF LOS ANGELES

AND

«Consultant»

FOR

ON-CALL PROFESSIONAL CONSULTANT SERVICES

AGREEMENT NO. _____
BETWEEN
THE CITY OF LOS ANGELES
AND
<<CONSULTANT>>
FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES

This Agreement between the City of Los Angeles (hereinafter referred to as “City”), a municipal corporation, acting by and through the Department of Transportation (hereinafter referred to as “LADOT”), and «Consultant», «Jurisdiction» «Type_of_Business» (hereinafter referred to as “Consultant”), individually referred to as “Party” and collectively as “Parties”, is entered into with reference to the following:

WHEREAS, the City has a need for various consulting services that are professional, expert, as needed, and of occasional an nature to assist with varying temporary work assignments; and

WHEREAS, the City performed a Charter Section 1022 review and outreach and determined the work could be performed more feasibly by independent contractors than by City employees; and

WHEREAS, on July 31, 2023, the City issued a Request for Qualifications (RFQ) to solicit responses from firms or individuals interested in being recognized and placed on a pre-qualified services list of on-call consultants; and

WHEREAS, Consultant submitted a response to the RFQ demonstrating qualification and experience in one (1) or more of the requested service categories and City found Consultant’s response to satisfy the requirements set forth in the RFQ; and

WHEREAS, the Consultant possesses the requisite skills, technologies, and proficiencies in a respective area of specialty and has agreed to provide such services to the LADOT; and

WHEREAS, the City and Consultant desire to enter into an agreement to provide on-call professional consultant services for a period of five (5) years; and

NOW, THEREFORE, in consideration of the above premises, and the mutual covenants and agreements herein contained, the Parties agree as follows:

1. PARTIES TO THE AGREEMENT AND REPRESENTATIVES

1.1. Parties to the Agreement

The Parties to this Agreement are:

1.1.1. City – The City of Los Angeles Department of Transportation, a municipal corporation, having its principal office at 100 South Main Street, 10th Floor, Los Angeles, California, 90012.

1.1.2. Consultant – «Consultant», «Jurisdiction» «Type_of_Business», having its principal office at «Address».

1.2. Representatives of the Parties

The representatives of the parties who are authorized to administer this Agreement and to whom formal notices, demands and communications will be given are as follows:

1.2.1. The City's representative is, unless otherwise stated in the Agreement:

Laura Rubio-Cornejo, General Manager
Los Angeles Department of Transportation
100 South Main Street, 10th Floor
Los Angeles, California, 90012

With copies to:

Roy Cervantes, Chief Management Analyst
Los Angeles Department of Transportation
100 South Main Street, 10th Floor
Los Angeles, California, 90012

1.2.2. The Consultant's representative is, unless otherwise stated in the Agreement:

«Consultant_Rep», «Consultant_Rep_Title»
«Consultant»
«Address_1»
«Address_2»

1.2.3. The designated Project Manager for the City is:

Lindsey Estes, Senior Management Analyst II
Los Angeles Department of Transportation
100 South Main Street, 10th Floor
Los Angeles, California, 90012

1.3. Notices

Formal notices, demands and communications to be given hereunder by either party must be made in writing (hardcopy or e-mail) and may be effected by personal delivery or by registered or certified

mail, postage prepaid, return receipt requested and will be deemed communicated as of the date of mailing.

1.4. Notices of Change

If the name of the person designated to receive the notices, demands or communications or the address of such person is changed, written notice will be given in accord with this Section, within five (5) business days of said change.

2. CONDITIONS PRECEDENT TO EXECUTION OF THIS AGREEMENT

2.1. Changes to Documentation

Changes to the foregoing documents affecting the performance of the Consultant under this Agreement must receive City approval in writing before the Consultant may affect the change.

2.2. Contract Assignment

This Agreement is not to be assigned to a substitute Consultant, a successor in interest, or a purchaser of the Agreement without the express permission of the City. If the City does not approve or grant permission to a subsequent Consultant to assume the services outlined in this Agreement, then the Agreement will be terminated.

3. TERMS OF THE AGREEMENT

3.1. Term

The term of this Agreement will commence upon attestation by the Los Angeles City Clerk and will terminate five (5) years thereafter unless otherwise terminated in accordance with the termination provisions in PSC-9 Termination of the Standard Provisions for City Contracts, attached hereto and incorporated herein as Attachment A.

3.2. Conditions of Work Commencement

Performance under this Agreement will not begin until the Consultant participates in LADOT's Task Order Solicitation (TOS) Process, is selected and awarded a Task Order Agreement (TOA), and receives a Notice to Proceed (NTP) from LADOT to commence work.

3.3. Contract Modifications

This Agreement fully expresses all understanding of the parties concerning all matters covered and constitutes the total agreement. Except as may otherwise be provided herein, no addition or alternation hereto shall be valid unless made in the form of a contract amendment, which must be approved by the Mayor and/or City Council and executed by the Parties.

4. SCOPE OF WORK

LADOT has established a pre-qualified professional consultant services list, according to an area of specialty, for each of the following fourteen (14) service categories. Consultant will provide on-call professional consultant services for LADOT in the following service categories:

1. Information Technology Services
2. Marketing and Public/Media Relations Services
3. Public Engagement Services
4. Parking Consulting Services
5. Transit Consulting Services
6. Engineering and Design Consulting Services
7. Transportation Planning Services
8. Urban Design and Planning Services
9. RFP and Grant Writing Services
10. Training and Professional Development Services
11. Audit Services
12. Management Consulting Services
13. Construction Management Services
14. Infrastructure Maintenance and Quick Build Services

A detailed description of each service category can be found in the subsections below.

Consultant qualified for inclusion in one (1) or more service categories on the pre-qualified list; refer to Attachment B – Selected Firms by Service Category, attached hereto and incorporated herein, for service category award details. Consultant will be eligible to participate in the TOS process for the service category they were pre-qualified. The TOS process and procedures are described in detail in Section 6 – Task Order Process and Procedures.

4.1. Information Technology Services

Demonstrate expertise and experience in the practice area within information technology (IT) services listed below. The IT services requested will include, but are not limited to:

4.1.1. System Development and Implementation

Design, development, implementation, and support of customized applications that enhance the efficiency and effectiveness of City operations with respect to the delivery of public services, while improving the overall effectiveness of system performance using techniques consistent with the City's application development frameworks. Design and development work includes, but is not limited to, web-based systems, mobile systems, and geographic information systems (GIS) technologies, such as:

- Mobile and Desktop GIS Computing
- ArcGIS Location Data Platform
- ArcObjects
- CRM – MS Dynamics 365, Salesforce
- SQL, MySQL, Cosmos, and Oracle Databases
- Java, Javascript, VB, VBA, C++, C#
- Autodesk AutoCAD Map

- Cloud Computing Services (AWS, Azure, etc.)
- R, Python, Data Analytics
- KACE Helpdesk
- Mobility Data Specification

4.1.2. Database Management and Optimization

Support of large-scale databases using City standard products. Typical activities include technical support, database administration and management activities that ensure the availability, integrity, and integration of effective information storage techniques of existing business solutions, performance tuning, and the development of customized tools to complement existing software used by City staff to provide timely and consistent database updates.

4.1.3. Systems Analysis and Integration

Perform business and systems analysis to facilitate and coordinate the development of technology solutions, integration of a variety of technologies with current business applications or the development of services or interfaces to establish a relationship with existing applications for the City's business and operational infrastructure and to evaluate and investigate alternative technologies.

4.1.4. Data/Document Capture, Conversion, and Loading

Perform all activities related to the capture, manipulation, and conversion of data, as well as all processes related to quality assurance/quality (QA/QC) control of the information to ensure data integrity, completeness, and adherence to established database standards.

Also, perform all activities related to the process of the digital conversion of paper documents into the City's document imaging system and facilitate the integration of document imaging with different technology platforms such as:

- The conversion of raster and hard copy information to GIS layer files.
- The creation of geospatial database schema for substructure data and the conversion to a vector format. The preferred format is ESRI SDE geospatial database. This may require the consultant to research paper records in the field office to collect some data not on the images.
- The conversion of CAD data to GIS layers.
- Search and find spatially related documents in a variety of document formats from ESRI GIS and AutoDesk GIS products.
- Manage software that enables the City to control, monitor in real time, analyze, visualize, regulate by creating policies or otherwise, score, license and fine permittees or other data providers, as well as to verify the quality of the City Data supplied by those permittees or other data providers.

4.1.5. Programming Services

Provide programming services, including, but not limited to:

- Programming related to expanding the capabilities of our ESRI GIS software.
- VB, .NET, C#, C/C++, Python, Javascript, and R programming languages for applet development.

- Creating processing scripts for data exports in map and GIS layer formats.
- Building GUI tools for QA/QC and workflow management.
- Development of ArcGIS Server, ArcGIS Mobile development, and Autodesk MapGuide.
- Development of desktop editing tools for ESRI ArcMap/ArcGIS Server software so substructure data can be maintained by office staff and support web applications for displaying geographic data.
- Provide transit modeling software and support for ongoing in-house planning.
- Support modeling programs, enterprise development, sewer planning, and asset management.
- Perform application development, enterprise development, programming modeling, and improvement of workflow services.
- Website development and design.
- Utilize Data Analysis tools for research and presentation.

4.1.6. General Information Technology Consulting Services

Provide general IT consulting services including, but not limited to:

- Establish QA/QC process for data conversion from images to vector.
- Perform QA/QC of work by another.
- Convert legacy platforms to newer technologies.
- Define, design, and implement data migration and ETL.
- Website setup and design using a CMS.
- Advise, and troubleshoot network configuration and connectivity issues, including Cisco Switches and networking equipment.
- Configure and implement cloud services for redundant storage and automation tasks.

4.2. Marketing, Public/Media Relations Services

4.2.1. Marketing

Demonstrate expertise and experience in marketing services, strategies, and campaigns including, but not limited to, branding, promotions, consumer and market research, and advertising to promote and achieve various City and/or LADOT's program objectives.

Services including, but not limited to:

- Develop, design, and deliver promotional, educational, and marketing materials.
- Develop, design, and implement marketing strategies, marketing projects, and sponsorship projects.
- Identify advertising opportunities and develop strategies to promote Department business opportunities.
- Conduct opinion polling and surveys to solicit comments regarding various issues.
- Conduct focus groups to understand public perceptions and opinions about programs, brands, or concepts.
- Develop strategic partnerships with public figures and brands to support projects and programs.

4.2.2. Public/Media Relations

Demonstrate expertise and experience in government public relations services to advance the City and/or LADOT's various missions and projects, improve media relations, and strengthen the standing of City and LADOT with the public at large. Services to include, but are not limited to:

- Conduct opinion surveys to solicit comments regarding various issues.
- Provide media relations expertise including, but not limited to:
 - Draft and distribute news releases or public statements for General Manager or senior executives.
 - Respond to general media inquiries.
 - Organize media events and/or news conferences.
 - Help Department PIO build relationships with media.
- Develop content, manage comments, and other activities for project-related social media accounts, including Facebook, Twitter, Instagram, YouTube, etc., ensuring adherence to City's or LADOT's Social Media Policy.
- Subscribe to media monitoring, clipping, and media management software.
- Create and manage a website that acts as a project's central public information resource and/or community discussion forum that conforms to City's or LADOT's Branding Policy.

4.3. Public Engagement Services

Demonstrate expertise and experience in community and/or civic outreach and engagement relating to social services, social work, social justice, behavioral sciences, youth engagement, environmental justice, arts and culture, equity/intersectionality, and gender-based subjects, preferably with an emphasis in fields relating to transportation planning and design, active transportation, and/or public works types of projects. Services to include, but are not limited to:

- Coordinate with elected officials, Neighborhood Councils, and other City and local agencies regarding public meetings for planning, design, development and implementation of various projects.
- Conduct, coordinate, and/or present at community outreach, meetings, and/or forums.
- Develop strategic communications, objectives, and processes to enhance Public Participation and Engagement efforts.
- Provide youth, young adult, and adult safety education programs in local schools and at other public outlets.
- Conduct, coordinate, and participate in community outreach activities including stakeholder interviews, steering and advisory committees, public workshops, events and public hearings, conducting pop-up and tactical urbanism events as part of public participation and/or design process, project implementation, and post-installation education.
- Conduct classroom and hands-on/on-street education, training, walkthroughs, problem identification, and community engagement.

4.4. Parking Consulting Services

Demonstrate expertise and experience in strategic planning, design, and management relating to parking operations and on and off-street facilities. Services to include, but are not limited to:

- Conduct parking demand, supply, and/or occupancy studies for use in determining parking needs in specific geographic areas.
- Conduct parking rate comparisons and studies within various geographic areas and provide recommendations for parking rates throughout the City.
- Conduct studies to determine what kind of parking technology, Parking Access and Revenue Control System (PARCS) equipment, parking meters and pay stations, is best for a particular parking facility or on-street location.
- Make recommendations for the inclusion of all of the following, including but not limited to, security and surveillance systems, parking guidance system, way-finding signage, external and internal signs, designs for level themes, branding in the design of new parking facilities, and for improvements to existing facilities.
- Provide recommendations and support in managing on and off-street parking operations and policies, including, but not limited to, asset inventory, curbside management strategies, meter maintenance, meter rates, time limits, parking zones, preferential parking districts, enforcement of valet operators, tour bus operators, food truck operators, loading zones, vehicles-for-hire pick-up and drop-off zones, and disabled placard abusers.
- Provide support in the analysis, design, and delivery of parking equipment and technology, including, but not limited to, PARCS equipment, parking meters, pay stations, parking guidance and management systems, security and surveillance systems, way-finding signage, loading zones, vehicles-for-hire zones, and taxi zones.
- Provide recommendations and support with developing and managing goods movement and mobility programs, including, but not limited to, bike sharing, car sharing, pedicabs, taxicabs, vehicles for hire, and freight delivery zones and parking.
- Perform financial analysis and provide recommendations on parking revenue sharing with neighborhoods and business improvement districts, and alternate parking citation pricing.
- Evaluate, design and manage project and construction of improvements to existing and new facilities including surface lots, above-ground and subterranean parking structures, and automated/robotic system structures.
- Analysis and design of improvements to existing and new electrical, lighting, mechanical, solar, and electric vehicle charging systems in parking facilities.
- Conduct specialized training related to parking programs, operations and/or services.
- Identify and analyze methods for funding revenue generating parking facilities, including rates/fees the market could sustain, how many users those rates/fees could attract, estimates for operational costs and long term maintenance, and recommendations for financing capital expenditures.
- Develop recommendations regarding transfer, sale, trade, or other means of utilizing existing resources for: development of new parking sites, lot development with on-site replacement parking, retaining a lot solely as a parking facility, or other potential public use.

- Perform preliminary assessment of preferential parking districts to achieve equitable parking benefits and impacts for users.
- Pilot and implement digital curb management solutions that advance LADOT's Code the Curb Program objectives, including integrating the Curb Data Specification (CDS) into LADOT's parking management systems.

4.5. Transit Consulting Services

Demonstrate expertise and experience in planning and operations, recommending and procuring new transit-related technology, and developing and managing transit facilities infrastructure to increase efficiency, maintain, and enhance the existing transit system. Services to include, but are not limited to:

- Conduct studies to determine and forecast model transit ridership demand, assess safety and security in transit services, analyze transit service and make recommendations for future service plans, and monitor and evaluate quality assurance of transit services.
- Provide research and develop recommendations on new transit-related technology.
- Conduct vehicle inspections and vehicle maintenance quality assurance review.
- Conduct annual ridechecks for transit services.
- Provide software to efficiently plan, monitor and assess transit operations.
- Provide assistance with Transit's Bus Yard Electrification program including but not limited to site power and energy requirements, service planning, electrical load management, grid/infrastructure upgrades, alternative micro-grid solutions, solar plus battery storage, economic feasibility and design.
- Provide and operate Charge Management System or Energy Charge Management System software for battery-electric bus charger management (smart charging).
- Provide design, engineering, installation, permitting, and procurement services for battery-electric bus charger projects.
- Provide data collection, analysis, evaluation, and reporting services for battery-electric buses and bus charger projects.
- Provide grant reporting services.
- Provide assistance with Transit Services Outreach Programs.

4.6. Engineering and Design Consulting Services

Demonstrate expertise and experience in engineering design, analysis, traffic management, and operations to maximize the functionality and needs of the City and/or LADOT's various missions and projects. Services to include, but are not limited to:

- Provide engineering knowledge, skills, experience, and expertise to independently produce engineering design plans, specifications, and estimates (PS&E packages) for all of the following engineering design services, including but not limited to:
 - Traffic Engineering (e.g. Transportation Engineering, etc.).
 - Civil Engineering (including Land Surveying, Utility and Substructures, Structural, Landscape Architecture, and all facets of Streets and Highways Designs, etc.).

- Electrical Engineering/Communication Systems Engineering (including all facets of Intelligent Transportation Systems (i.e. ATIS or ITS), and Transportation Electrical Equipment, etc.).
 - Provide Computer-Aided Drafting Services that adheres to City and /or LADOT Drafting Standards. If designs require inter-jurisdiction collaboration, the adherence to other public agencies drafting standards will also be mandatory.
 - Provide project management expertise in transportation engineering to prepare area-wide Neighborhood Traffic Management (NTM) plans through direct and close consultation with neighborhood organizations, neighborhood councils, elected officials, and other stakeholders. Work scope to include, but is not limited to:
 - Identifying neighborhood traffic-related concerns and problems.
 - Analyzing traffic collision patterns.
 - Analyzing the feasibility, applicability, and effectiveness of potential traffic calming measures.
 - Making recommendations for a comprehensive area-wide plan of traffic calming measures.
 - Prepare traffic simulation studies, conceptual plans, and preliminary cost estimates for traffic calming measures including roundabout, bump outs/curb extensions, median islands, barriers, traffic control modifications, etc.
 - Prepare before and after comparison studies and analyses of the impact of development on neighborhoods, roadway safety projects, the effectiveness of traffic calming measures, etc.
 - Investigate traffic calming research studies and other jurisdictions' policies and practices in the application of neighborhood traffic management tools.
 - Prepare Engineering and Traffic Surveys (Speed Zone Surveys) following current Manual of Uniform Traffic Control Devices (MUTCD) and California Vehicle Code (CVC) requirements, which could include conducting field investigations of current conditions, traffic counts, speed studies, and accident analysis and preparing all supporting documents.
 - Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle wayfinding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.
 - Prepare electrical, civil, and construction engineering design plans for battery-electric bus charger projects.

4.7. Transportation Planning Services

Demonstrate expertise and experience in developing a vision, creating a strategy, and executing the plan that will assist in advancing the City and/or LADOT's various missions and transportation related projects. Services to include, but are not limited to:

- Provide project management expertise in transportation planning and engineering in the area of:
 - Evaluation and modification of mitigation measures proposed by developers.
 - Review of or preparation of the transportation section for a Project's environmental impact report.

- Development and review of Transportation Demand Management (TDM) strategies, and Monitoring Plans and Programs.
- Mobility improvement studies, corridor improvement analyses, and general transportation planning studies.
 - Prepare travel demand forecast models and assist with model updates, calibration, validation and other modeling related functions.
 - Conduct various small to large-scale transportation-planning studies and analyses in the following area, but not limited to:
 - Roadway safety projects – road reconfigurations, street design projects, etc.
 - Traveler data at building and/or district level – parking utilization, vehicle miles traveled (VMT) metrics, etc.
 - Travel behavior trends.
 - Transportation performance using microsimulation and impact studies.
 - Active transportation focusing on safety, connectivity, walk-ability, etc.
 - Roadway capacity of Complete Streets reconfigurations.
 - Pre and Post-Project analysis.
 - Large scale safety plans.
 - Perform research design and statistical approaches to modeling various mobility and public realm indicators.
 - Assist in the preparation of new standard plans that conform to the vision of the Mobility Plan 2035 and the associated Complete Streets Design Guide.
 - Develop pedestrian, bicycle, safe routes to school, and first/last mile connectivity and mobility plans, infrastructure assessments, and recommendations for funding, phasing, and implementation.
 - Assist in the preparation of a climate action plan, and VMT mitigation banks, and/or exchanges.
 - Evaluate the changes to mobility user experience, and measure of accessibility by various modes of travel due to changes in land use policies, real estate development, and transportation investments and services.
 - Advanced planning to define mobility investment needs, including designing and collecting user surveys, travel data collection and gathering public input.
 - Establish an annual active transportation count program, standardized count templates, and procedures for annual compliance.
 - Conduct a Systemic safety analysis.

4.8. Urban Design and Planning Services

Demonstrate expertise and experience in designing the public realm, public open space, road configurations, and street scape design relating to urban design and planning related services.

Services to include, but are not limited to:

- Conduct initial assessment, existing conditions reporting, and inventory of applicable physical, social, and environmental elements and current site conditions.
- Conduct assessment of active transportation-related programs as they relate to existing and planned transportation, infrastructure, street design, zoning, and neighborhood character.

- Conduct various data collection, including but not limited to safety, economic, demographic, and public realm assessments; such as pedestrian and bicycle counts, vehicular speed and volume, vehicular yielding behavior, etc.
- Map production of existing infrastructure, demographics, transit services, and land uses within study areas.
- Conduct planning and project feasibility studies for urban design strategies, transit neighborhoods, new development typologies, and infrastructure analysis.
- Analyze and evaluate existing mobility, traffic studies and planning, and identifying opportunities for pedestrian and community enhancements.
- Evaluate and prioritize various streetscape, public works projects, urban design improvements and area programming, and present findings to local community stakeholders.
- Prepare street cross-section designs and draft design guidelines for adjacent development sites, for implementation through design overlays, streetscape plans, new street standards, or other strategies.
- Provide conceptual and final streetscape, public space, building design guidelines, and landscape design services.
- Provide cost estimates and opinions of probable construction costs associated with implementation of streetscape plans.
- Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle wayfinding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.
- Identify various sources of funding available to implement streetscape improvements and design guidelines.

4.9. RFP and Grant Writing Services

Demonstrate expertise and experience in developing, writing, and managing various solicitations for service and/or grant applications for the City and/or LADOT. Services to include, but are not limited to:

- Provide assistance with grant preparation and administration.
- Preparation of funding application packages for local, regional, state, and federal funding cycles, and other funding opportunities that may become available.
- Assist in preparing Requests for Proposals and/or Qualifications (RFP and/or RFQ), including development of scope of work, evaluation criteria, assistance in the selection of a contractor, and other procurement documents for the following, including, but not limited to:
 - Parking Meter Post Contractor.
 - Parking Technology.
 - Expansion of Parking Programs.
 - Parking Facility Operators and/or PARCS equipment.
 - Transportation Planning and Feasibility Studies.
 - Implementation of Active Transportation, Complete Streets, Vision Zero, Capital Projects, and Projects that reduce VMT.
 - Transit Technology.

- Electrification Strategy.
- Transit Service Operations.
- Transit Sign Installation and Maintenance.
- Transit Marketing.

4.10. Training and Professional Development Services

Demonstrate expertise and experience in designing, administering, and delivering professional development services for staff at all levels and classifications to ensure employees have the technical and interpersonal skills required to deliver services effectively to the public. Services to include, but are not limited to:

- Provide specialized training specific to Department needs and the professional development and job performance of LADOT staff, including, but not limited to:
 - Public Speaking and Presentation skills
 - Information Technology Usage, Cyber Security Awareness
 - Managing Public/Private Sector Partnerships
 - Emotional Intelligence and Awareness
 - Interpersonal Communication
 - Supervisory skills, including but not limited to delegation, active listening, and performance management
 - Work Culture Change Management
 - Professional Writing
 - Customer Service
 - Executive Coaching
 - Conflict Resolution
 - Inter-generational Differences
 - Harassment Prevention
 - Unconscious Bias
 - Diversity and Inclusivity
 - Project Management
 - Community Engagement
 - Crisis Communication
 - Social Media
 - Survey Design
 - Safety
 - Job Performance

4.11. Audit Services

Demonstrate expertise and experience in audit and/or consulting services, e.g develop information gathering strategies and tools, analyze and interpret results of data gathered, ensure data gathered can support all conclusions, and produce well-written reports for any audit, review, agreed-upon procedure, or other related service. Services to include, but are not limited to:

Audit Assistance:

- Conduct financial and performance audits in accordance with generally accepted auditing standards.
- Conduct operational reviews.
- Conduct contract compliance audits.
- Develop information gathering strategies and tools.
- Analyze and interpret the results of data gathered.
- Provide quality control by ensuring data and findings gathered can support all conclusions.

- Produce well-written reports for any audit, review, agreed-upon procedure.
- Produce enhanced, interactive reports and information presentations to increase understanding and citizen interaction.

Data Services:

- Provide periodic Economic, Demographic and Forecasting Data feeds.
- Provide data analytic services.
- Provide services for visually exploring, cleaning, and preparing structured and unstructured data for analysis.
- Provide data visualization and preparation services.
- Provide a summary of transit characteristics, including financial, operating, and asset statistics in accordance with FTA's National Transit Database Policy Manual and the Uniform System of Accounts (USOA).

4.12. Management Consulting Services

Demonstrate expertise and experience in strategic planning and organization/performance analysis, identifying problem sources, developing methodologies for improvement, and presenting recommendations for more effective or efficient performance. Services to include, but are not limited to:

4.12.1. Strategic Management

Demonstrate expertise and experience in defining and developing strategies to meet organizational long-term goals. Services to include, but are not limited to:

- Develop long-range strategic plans for various sections, bureaus, Department, and/or City.
- Provide recommendations relating to current and future policies and regulations, and update manuals as needed.

4.12.2. Operations Management

Demonstrate expertise and experience in design and control of production processes and redesigning operations to achieve more efficient and effective performance. Services to include, but are not limited to:

- Develop and implement a methodology for evaluating the performance of outreach projects and delivering pre- and post-project evaluation summaries.
- Conduct facility audits to evaluate facility operational performance and to monitor staff performance according to set standards.
- Perform operational needs assessment to review current processes and provide recommendations for improvement.
- Perform asset inventory and condition assessment of various devices, equipment, facilities, etc.
- Conduct customer service studies and assist in the development of benchmark goals and key performance indicators.

4.12.3. Project Management

Demonstrate expertise and experience in oversight and leadership in executing projects from planning to completion and analyzing available data to identify trends and inefficiencies. Services to include, but are not limited to:

- Perform research on various projects, collecting, analyzing, presenting on data collected, and providing recommendations.
- Effectively manage a project from start to finish by providing guidance, solutions, and strategies for various City or LADOT projects.

4.12.4. Risk and Compliance Management

Demonstrate expertise and experience in law, regulations, compliance, and risk to identify and assess risks implicit in the City's or Department's operations and to improve and/or maintain policy and compliance with all rules and regulations. Services to include, but are not limited to:

- Perform IT Risk and Security assessments for a variety of department systems and platforms.
- Assist in the timely review of contracts and provide consultative services in the area of insurance requirements and indemnification language.
- Assist in loss control, claims management and analysis.
- Conduct actuarial studies and complete actuarial reports to assist in analyzing liabilities and improve decision-making.

4.13. Construction Management Services

Demonstrate expertise and experience as Construction Manager (CM) with construction oversight to business models of Design-Bid-Build and Design-Build deliveries. Working in conjunction with LADOT staff, CM will provide qualified individuals to various construction job sites and to function as LADOT-contracted Construction Resident Engineers. Under LADOT's oversight, the CM services will include, but are not limited to:

- Determine construction feasibility and/or shovel-readiness. Act as point-person to necessary intra-City and/or Inter-Agency Permits on LADOT's behalf.
- Provide value-engineering and construction risk assessments. Provide corrective or alternative construction management techniques that will control budgets and time.
- Manage the construction of Federal Aid projects with a complete understanding of, and adherence to, the Federal Aid and the Caltrans Local Assistance processes, and all associated federal funding requirements.
- Act as resource for all pertinent Federal, State, and City codes and regulations that govern construction; including but not limited to worksite safety, labor, quality assurance, and materials procurement.
- Validate work performed by LADOT contractors and process construction progress payments.
- Prepare contract change documents and necessary reports to City's governing authorities.
- Perform data entry for various grant-based on-line information databases.

- Provide construction claims management and act as CM point-person to resolve contractual disputes.

4.14. Infrastructure Maintenance and Quick Build

4.14.1. Infrastructure Maintenance

Demonstrate expertise and experience in services specifically to maintain the built condition of pilot programs and/or quick build utilizing new and or innovative treatments/materials, intended to persist for interim periods until permanent infrastructure can be built, ensuring both their functionality and aesthetics. These materials may include but are not limited to Bus Loading islands (such as ZICLA platforms), Passenger Loading zones, and Curb extensions. The maintenance work is intended to keep these installations in working order until they can be replaced with permanent infrastructure that can be maintained on an ongoing basis. Services to include, but are not limited to:

- Washing services, inclusive of high-pressure hot water washing and power scrubbing, usage of biodegradable soaps and detergents, and the ability to carry out power washing.
- Graffiti removal services.
- Removal of debris generated by landscape activities from the site. Including ability to recycle and compost organic debris collected, as appropriate.
- Make repairs as needed to the pavement; repairs may include patching of asphalt/concrete and repainting striping.
- Sweeping of gutters, including confined gutters behind structural elements.

4.14.2. Quick Build

Demonstrate expertise and experience in installation of materials for quick build elements. Including ability to implement designs based off 2D and or 3D CAD designs. Ability to install product based on standard plans. Ability to conduct limited traffic control and generate traffic control plans as necessary. Ability to work with and install a variety of materials. Services to include, but are not limited to:

- Installation of Delineators/Bollard or other temporary anchored and/or glued elements.
- Installation of Thermoplastic Paint and/or Striping.
- Installation of MMAX or other roadway/asphalt paint.
- Installation of intersection and/or crosswalk murals.

5. CONSULTANT RESPONSIBILITIES AND DUTIES

5.1. Professional Services

Consultant will perform professional services to accomplish the work required to be performed under this Agreement.

5.2. Professional Licenses and Certifications

Consultant is required to maintain all professional licenses and/or certifications throughout the duration of this Agreement if such professional license and/or certification are required to perform a particular task project.

5.3. Independent Contractor Status

The Consultant's services are being performed as an independent contractor and not as an agent or employee of the City; therefore, the Consultant is not entitled to any vacation, sick leave, workers' compensation, pension or any other City benefits. In addition, it is expressly understood and acknowledged by the parties hereto that any amount payable hereunder shall be paid in gross amount, without reduction of any federal and state withholding or other payroll taxes, estimated taxes, social security payments, unemployment compensation payments, or any other fees or expenses to the appropriate authority. Consultant is responsible for assuming and remitting any applicable taxes, payments, fees, or expenses to the appropriate authority.

5.4. Non-Legal Representation of the City

Consultant is not and will not be a legal representative or agent of City and must refrain from any action that would create or tend to create obligations, expressed or implied, on behalf of City. Consultant is not to be authorized to make any promises, warranty, or representation except as specifically provided for in this Agreement or as otherwise agreed to in writing between parties.

5.5. Negligent Performance Damages

Except as specified in this Agreement, Consultant is and will remain liable, in accordance with applicable law, for all damages to City caused by Consultant's negligent performance of any of the services furnished under this Agreement, except for errors, omissions, or other deficiencies to the extent attributable to the City, City furnished data, or any third party.

5.6. Press Releases, Artwork, Reports, and Other Services

Consultant is responsible for the professional quality, technical accuracy, timely completion, and the coordination of all press releases, artwork, reports, and other services furnished by Consultant under this Agreement. Consultant must, at no additional cost to City, correct or revise any errors, omissions, or other deficiencies in the press releases, artwork, reports, and other services.

5.7. Personnel Wages and Benefits

Consultant is solely responsible to pay all consultant's employee wages and benefits. Without any additional expense to LADOT, Consultant must comply with the requirements of liability, workers' compensation, employment insurance and social security. Consultant will hold City harmless from any liability, damages, claims, costs, and expenses of any nature arising from alleged violations of personal and personnel practices.

5.8. Subconsultant Fees

Consultant is solely responsible to pay for work performed for Consultant by any subconsultant entered into by Consultant pursuant to the conduct of service under this Agreement. City will not have any liability to any subconsultant for payment.

6. TASK ORDER PROCESS AND PROCEDURES

Pre-qualified consultants understand and agree that LADOT and the City have no financial responsibility for any costs incurred by consultants responding to a TOS. LADOT reserves the right to reject Task Order Proposals (TOP) and re-issue or cancel the TOS with no monetary obligations and/or other penalty conditions to the City.

6.1. Task Order Solicitation

When consultant services are needed, LADOT will issue a Task Order Solicitation (TOS) through the City's Regional Alliance Marketplace for Procurement (RAMP), at www.rampla.org, which will include a project scope of work, tasks, and evaluation criteria. Individuals and firms can only respond to a TOS if they are pre-qualified for the service category specified in the solicitation. LADOT may issue a TOS to more than one (1) service category for tasks that require multiple disciplines.

The LADOT will indicate on the TOS whether the project will be paid using the Percentage of Completion or Cost Reimbursement Hourly Billing Rate method.

6.2. Task Order Proposals

Notified consultants will respond by providing a TOP that includes detailed scope of work, including but not limited to milestones, deliverables, total project cost, staff available to perform the work, schedule of performance, and any other necessary information, as prescribed in the TOS.

A TOP must include a detailed list of key personnel and qualifications for each position for the Task Order project. Detailed resumes for all personnel must be submitted. Consultants may submit sub-consultants selected through the Business Inclusion Program (BIP) Outreach Process conducted through RAMP, for each new TOS Proposal. Additional information regarding this subcontractor outreach can be found in the subsection below. Consultants will describe the firm's previous experience working with sub-consultants. If sub-consultants are proposed, detailed resumes of all personnel must be submitted along with billing rates.

A Principal and Project Manager must be designated and identified for the project. Consultant will detail Principal and Project Manager's background, experience, professional qualifications and licenses, and role within the firm (detail their responsibilities and duties for the project including who will be in charge of Quality Assurance and Quality Control (QA/QC) for other team members. In addition, the TOP must detail background, experience, professional qualifications and licenses of each key staff, and describe the tasks to be assigned to all personnel working on the project. LADOT reserves the right to accept or reject any or all conditions and ask for replacement personnel.

The qualifications of proposed personnel will be evaluated in terms of their previous experience and capabilities. The relevant experience of key personnel, especially the Project Manager, will be of major importance in the evaluation of the TOP.

6.2.1. Business Inclusion Program

The City's BIP subcontractor outreach process, the policy that requires respondents to solicitations to perform subcontractor outreach to disadvantaged firms, will be applied during the TOS process. Consultant will be required to perform and submit the BIP subcontractor outreach and negotiate in good faith to all available MBE/WBE/SBE/EBE/DVBE/OBE firms which could perform a portion of the scope of work required in the TOS. As proof of the Consultant outreach efforts, the Consultant is required to perform the BIP Outreach on the RAMP. Instructions for the BIP outreach requirement will be provided in the TOS.

6.2.2. Business Inclusion Program Waiver

LADOT will waive the requirements of the BIP for projects valued at \$150,000 or less and indicate the BIP waiver on the TOS. LADOT may also seek a waiver of the BIP requirements from the Mayor's Office for projects where sub-consulting opportunities cannot be identified.

6.2.3. Sample Fee Schedule

Fee schedule samples are provided for Consultants to use when preparing their response. LADOT will only accept fee schedules similar to those prescribed in Attachment D – Sample Fee Schedule for Percentage of Completion Method and Attachment E – Sample Fee Schedule for Cost Reimbursement Hourly Billing Rate Method.

When applying rates, consultant must recognize whenever the proposed project enters a subsequent contract period and apply the appropriate rates accordingly as detailed in their Attachment C – On-Call Professional Consultant Services Hourly Rates Form.

6.3. Task Order Proposal Submission

Consultant must submit an electronic copy, preferably in Adobe PDF format, to the Project Manager by the TOS deadline.

6.4. Task Order Proposal Evaluation

LADOT's selection criteria for awarding Professional Consultant Services TOS work will vary for each project and will depend on the needs of the specific project. Selection criteria may include, but is not limited to, Consultants' applicable capabilities, experience, past performance, availability, knowledge of City practices and procedures, costs, and proposed time to complete a project.

6.4.1. Local Business Preference Program

The Local Business Preference Program (LBPP) will be applied during the Task Order process. Qualifying consultants eligible for Local Business Prime or Local Business Subcontractor(s) preference points will be awarded the appropriate points that will be added to the Consultant's evaluation score provided their TOP is in excess of \$150,000.

The local business must be certified by Bureau of Contract Administration, Office of Contract Compliance and identified on RAMP prior to the TOS due date in order to participate in the LBPP. Refer to Appendix A, Section M – Local Business Preference Program of the RFQ for additional details.

6.5. Selection and Non-Selection Notices

6.5.1. Notice of Selection

After completing evaluations of timely proposals, the evaluation panel will make a recommendation(s) to LADOT management for project award. LADOT will notify the selected firm(s) via a Notice of Selection Letter. Firms are required to confirm their acceptance of LADOT's selection to initiate finalizing the TOS process. Confirmation deadline will be provided in the Notice.

6.5.2. Notice of Non-Selection

Firms not selected for project award will receive a notice from LADOT notifying them of their non-selection status.

6.6. Task Order Agreement

6.6.1. Task Order Agreement Document

If a Consultant's proposal is selected for award, LADOT and the Consultant will enter into a TOA prior to commencing work. Anticipated TOA includes, but is not limited to, the following:

- 6.6.1.1.** Project details including, but not limited to, term, compensation, scope of work, tasks and sub-tasks, and consultant's TOP.
- 6.6.1.2.** Evidence of a valid/current City of Los Angeles Business Tax Registration Certificate (BTRC) during the term of the TOA.
- 6.6.1.3.** Proof of insurance coverage as identified by the City's Risk Management. Consultant's insurance broker/agent is required to complete, upload and submit forms electronically on KwikComply, the City's online insurance compliance website at <https://kwikcomply.org>. The City uses standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance.

6.6.1.4. The entire TOS, addenda (if any), and proposal submitted by consultant will be incorporated and made part of the TOA.

6.6.2. Personnel Change

If Consultant needs to make personnel changes in the TOP, Consultant must submit a written request, at least fifteen (15) days in advance and indicate the reasons for the reassignment, for replacement(s) of key project personnel and/or amendments to job classifications, positions, or titles, subject to the approval of LADOT, before any change can take place.

6.6.3. Independent Contractor Status

The performance of Consultant's service under a TOA will be in the capacity of an independent contractor and it is understood that no employee or sub-consultant of Consultant will be considered a City employee by virtue of the contract agreements.

6.7. Notice to Proceed

Upon execution of the TOA, LADOT will send a NTP letter informing Consultant work may commence. The NTP letter may include the start date of project, end date of project, specific tasks or directives for project, product delivery schedule, not to exceed amount, and payment schedule. LADOT reserves the right to determine which information to include in the NTP.

6.8. Consultant Responsibilities

6.8.1. Documentation

Consultant will be required to maintain all project records as requested by LADOT. For the purpose of audit and investigation, LADOT, or any of its duly authorized representatives, shall have access to any and all Consultant's original books, documents, papers, and records that pertain to the contract. Consultant must retain said original books, documents, papers, and records within Southern California for three (3) years following final payment under the contract. All project invoices and related records are subject to audit by the City. All project records prepared by Consultant will be owned by City and will be made available to City at no charge.

6.8.2. Monitoring and Reporting

Consultant must meet with LADOT staff as needed, as determined by LADOT, to discuss issues that may arise with regard to the projects and will work closely with LADOT staff to resolve the issues.

7. COMPENSATION AND INVOICING

7.1. Compensation

The LADOT does not guarantee a minimum amount of business or compensation and does not obligate itself to utilize any of the On-Call Professional Consultants for any set percentage of the work. The LADOT will pay Consultant an amount for task(s) and/or deliverable(s) in accordance with the TOP and TOA for each individual project. The LADOT at its sole discretion will indicate on the TOS whether the project will be paid using the Cost Reimbursement Hourly Billing or Percentage of Completion method.

Consultant shall inform LADOT of any additional project costs due to unforeseen delays and unexpected changes to the scope of work. LADOT will acknowledge unexpected changes via a Change Order according to Section 8 – Change Orders, Deletions or Additions of this Agreement. Additional project costs must be itemized by Consultant and approved by LADOT before payment is made.

7.1.1. Lump Sum Method

Consultant is compensated for designated milestones for a specific task order, and shall be based upon the percentage of work completion, and/or task completion. All of the selected respondent's costs including employee salaries, overhead, travel costs, other direct costs, subcontract expenses, and profit are included in the Lump Sum Amount.

7.1.2. Cost Reimbursement Hourly Billing

Consultant is compensated based on the approved hourly rates as specified in Attachment C – On-Call Professional Consultant Services Hourly Rates Form, attached hereto and incorporated herein, and any allowable and approved expenses or additions to personnel classifications, titles, or positions which shall be set forth in the Task Order Solicitation, Task Order Proposal, Task Order Agreement, and Notice to Proceed. If this method of billing is used for a TOS, any associated travel costs must comply with the City's Travel Policy, which is administered by the City Controller, and will be provided upon TOS award or upon request.

7.2. Invoice Requirements

For services provided under this Agreement, the Consultant will be paid by the City for the approved task(s) and/or deliverable(s) as outlined in the terms of this Agreement and in the TOP for each individual project within sixty (60) calendar days after receipt and approval of the Consultant's invoices by the City.

The Consultant must submit invoices to:

City of Los Angeles
Los Angeles Department of Transportation
100 South Main Street,
Los Angeles, California, 90012

Attention: LADOT Project Manager

All invoices for LADOT's approved task(s) and/or deliverable(s) must include the following information for payments to be processed:

1. Name and address of Consultant
2. Date of invoice
3. Agreement number
4. Project name
5. Remittance address
6. Description of the task(s) performed and/or deliverable(s) during billing period
7. Amount of invoice
8. A progress report attached to the invoice detailing work performed during the billing period, which may include the following:
 - Task(s) and/or deliverable(s) and the percentage of completion or summary of employees, by classification, working on the project (billing hours) by task.
 - Time spent in completing the task(s) and/or deliverable(s)
 - Percentage of total project completed to date
 - Total budgeted project amount
 - Percentage of total amount billed to date
 - Summary of work performed during the billing period
 - Any other relevant information
9. Other additional information as requested by LADOT

7.3. Conditions for Payment

Payment to Consultant will be authorized after acceptance of the task(s) and/or deliverable(s) and receipt of a properly completed invoice (in that order).

Consultant shall deliver products and invoices to the City upon completion of tasks as described in the TOP for each individual project. City shall pay Consultant for the approved product and in the amount specified in the TOP. This amount will include payment for all services performed. Payments will be due and payable upon the completion of the City's review and approval of the work product.

8. CHANGE ORDERS, DELETIONS OR ADDITIONS

8.1. Suggested Changes

Consultant may suggest changes be made to the project's SOW contemplated in the TOA. Suggested changes will be considered by LADOT. If Department is agreeable to changes, LADOT will effect suggested changes via a change order and in accordance with the applicable provisions of Sections 8.2 through 8.4. No changes will be made without prior written approval of LADOT.

8.2. Request for Change

In the event LADOT identifies a change(s) is needed to the project's SOW, LADOT will submit a written request for such changes, deletions, or additions in the following manner:

- 8.2.1. The nature of the change, deletion, or addition requested including a brief description of any new or altered requirements, a description of the requested work to be changed, deleted, or added, and to the extent possible reference to the portions of this Agreement, including Exhibits, Attachments, or other documents that will be affected.
- 8.2.2. The proposed change to the Schedule of Tasks, if any.
- 8.2.3. Whether or not LADOT is willing to alter any requirement(s) to accommodate the change, deletion or addition.

8.3. Consultant Response to Change Order

Within ten (10) business days following the Consultant's receipt of LADOT's written request for a change, deletion, or addition, Consultant must prepare and deliver to LADOT a written statement, which must include the following information:

- 8.3.1. The impact of the change on existing requirements.
- 8.3.2. The cost of the change or addition and recommendation for appropriate offsets in the TOA, if possible.
- 8.3.3. The estimated time schedule to incorporate the change, deletion, or addition.
- 8.3.4. Impact of the change on Consultant's ability to perform its obligations.
- 8.3.5. Any proposed changes to LADOT's description of work or schedule of performance.
- 8.3.6. The period of time for which statement is valid.

8.4. Task Order Agreement Revision

Upon acceptance by LADOT of Consultant's written statement for a proposed change, LADOT will deliver to Consultant a revised TOA specifying the particulars set forth in Subsections 8.1 – Request for Change and 8.2 – Consultant Response to Change Order as agreed. The parties must sign and execute the revised TOA to effect the change(s).

9. NON-EXCLUSIVE

The LADOT and the Consultant understand and agree this is a non-exclusive Agreement to provide services to the LADOT and that the LADOT reserves the right to enter into agreement with other contractors/consultants to provide similar services during the term of this Agreement.

10. OWNERSHIP OF DOCUMENTS AND DISPLAYS

Unless otherwise provided for herein, all work products originated and prepared by the Consultant or its subcontractors of any tier under this Agreement will remain the exclusive property of the City for its use in any manner it deems appropriate.

Work products are all works, tangible or not, created under this Agreement including, without limitation, documents, material, data, reports, manuals, specifications, artwork, drawings, sketches, computer programs and databases, schematics, photographs, video and audiovisual recordings, sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas matters and combinations thereof, and all forms of intellectual property. Consultant hereby assigns, and agrees to assign, all goodwill, copyright, trademark, patent, trade secret and all other intellectual property rights worldwide in any work products originated and prepared by Consultant or its subcontractors of any tier under this Agreement. Consultant further agrees to execute any documents necessary for the City to perfect, memorialize, or record the City's ownership or rights provided herein.

For all work products delivered to City that are not originated or prepared by the Consultant or its subcontractors of any tier under this Agreement, the Consultant hereby grants a non-exclusive perpetual license to use such work products for any City purpose. Consultant shall not provide or disclose any work product to any third party without prior written consent of City.

Any subcontract entered into by Consultant relating to this Agreement, to the extent allowed hereunder, will include a like provision for work to be performed under this Agreement to contractually bind or otherwise oblige its subcontractors performing work under this Agreement such that City's ownership and license rights of all work products are preserved and protected as intended herein. Failure of Consultant to comply with this requirement or to obtain the compliance of its subcontractors with such obligations will subject Consultant to the imposition of any and all sanctions allowed by law, including but not limited to termination of Consultant's Agreement with City.

Any reports, documents, drawings, and data files provided by Consultant in an electronic format, on computer disk or other electronic media, in accordance with the service covered by this Agreement or as a courtesy to City do not constitute the complete delivery of Consultant's professional work product. Because the electronic media may be damaged or altered during transfer, original paper prints must be submitted and will control where there are any differences between the paper prints and electronic media. The electronic format provided by Consultant must be compatible with City's computer equipment or software, and must contain no defects and be virus free.

The provisions of this Section will survive expiration or termination of this Agreement.

10.1. Backup License

To the extent this Section and its subsections does not provide City with full ownership, right, title, and interest in and to any derivative works, Contractor hereby grants City a perpetual, irrevocable, fully paid, royalty-free, worldwide license to reproduce, create derivative works from, distribute, publicly display, publicly perform, and use the derivative work, with the right to sublicense each and every such right.

11. CONFIDENTIAL INFORMATION

Contractor shall hold in confidence and not disclose or disseminate the deliverables and all other materials utilized or produced by Consultant pursuant to this Agreement, unless expressly authorized herein. Contractor may disclose the deliverables or other materials utilized or produced by Consultant under this Agreement, under the following circumstances only: (1) where at the time of disclosure, the aforementioned deliverables and materials have already become available to the public through no fault of Contractor, or (2) where Contractor is expressly authorized in writing by City. In addition, Contractor may disclose the aforementioned deliverables and materials to the extent that such disclosure is (a) necessary for Contractor to enforce its rights under this Agreement or (b) required by law or by the order of a court or similar judicial or administrative body, provided that (to the extent legally permissible) Contractor promptly notifies City in writing of such required disclosure, Contractor cooperates with City if City seeks an appropriate protective order, and Contractor discloses no more information than is legally required.

12. STANDARD PROVISIONS FOR CITY CONTRACTS

For the purposes of this Agreement, the term “Contractor” means “Consultant” in the Standard Provisions for City Contracts.

By entering into this Agreement with the City, the Consultant agrees to abide by the provisions set forth in Attachment A – Standard Provisions for City Contracts.

12.1. Indemnity: Design Professionals

For the purposes of this Agreement, Section PSC-18 Indemnification of the Standard Provisions for City Contract shall be limited for design professional services per California Civil Code § 2782.8 as noted below.

12.1.1. For all contracts, and amendments thereto, entered into on or after January 1, 2007, with a public agency for design professional services, all provisions, clauses, covenants, and agreements contained in, collateral to, or affecting any such contract, and amendments thereto, that purport to indemnify, including the duty and the cost to defend, the public agency by a design professional against liability for claims against the public agency, are unenforceable, except for claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the design professional. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. This section shall not be waived or modified by contractual agreement, act, or omission of the parties. Contractual provisions, clauses, covenants, or agreements not expressly prohibited herein are reserved to the agreement of the parties.

12.1.2. All contracts and all solicitation documents, including requests for proposal, invitations for bid, and other solicitation documents, between a public agency and a design professional, are deemed to incorporate by reference the provisions of this section.

12.1.3. For purposes of this section, the following definitions apply:

12.1.3.1. Public agency includes any county, city, city and county, district, school district, public authority, municipal corporation, or other political subdivision, joint powers authority, or public corporation in the state. Public agency does not include the State of California.

12.1.3.2. Design professional includes all of the following:

12.1.3.2.1. An individual licensed as an architect pursuant to Chapter 3 (commencing with Section 5500) of Division 3 of the Business and Professions Code, and a business entity offering architectural services in accordance with that chapter.

12.1.3.2.2. An individual licensed as a landscape architect pursuant to Chapter 3.5 (commencing with Section 5615) of Division 3 of the Business and Professions Code, and a business entity offering landscape architectural services in accordance with that chapter.

12.1.3.2.3. An individual registered as a professional engineer pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, and a business entity offering professional engineering services in accordance with that chapter.

12.1.3.2.4. An individual licensed as a professional land surveyor pursuant to Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code, and a business entity offering professional land surveying services in accordance with that chapter.

12.1.4. This section shall only apply to a professional service contract, or any amendment thereto, entered into on or after January 1, 2007.

12.1.5. The amendments made to this section by the act adding this subdivision shall apply to services offered pursuant to a design professional contract, or any amendment thereto, entered into on or after January 1, 2011.

12.1.6. Nothing in this section shall abrogate the provisions of Section 1104 of the Public Contract Code.

12.2. Insurance Requirements

The Consultant must comply with all of the insurance requirements set forth in Attachment A – City’s Standard Provisions for City Contracts and the risk categories set forth in Exhibit A as identified by the City’s Risk Management.

13. ENTIRE AGREEMENT

13.1. Complete Agreement

This Agreement contains the complete Agreement between the parties. No verbal agreements(s) or conversation(s) with any officer or employee of either party will affect or modify the terms and conditions of this Agreement.

13.2. Counterparts and Electronic Signatures

This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument. The Parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by the CITY) and sent by email shall be deemed original signatures.

13.3. Order of Precedence

This Agreement, and any exhibits, attachments or documents incorporated herein by inclusion or by reference, including the RFQ and Proposal, constitutes the complete and entire Agreement between the City and the Consultant. In the event of any inconsistencies between the bodies of this Agreement, exhibits, attachments, RFQ, and Proposal, the order of precedence will be as follows:

1. This Agreement between the City of Los Angeles and <<Consultant>>
2. Attachment A - Standard Provisions for City Contracts
3. RFQ for On-Call Professional Consultant Services
4. Consultant Proposal

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

THE CITY OF LOS ANGELES

<<CONSULTANT>>, <<JURISDICTION>>
<<Type_of_Business>>

By: _____
Laura Rubio-Cornejo
General Manager
Department of Transportation

By*: _____
<<Consultant_Rep>>
<<Consultant_Rep_Title>>

Date: _____

Date: _____

APPROVED AS TO FORM:

Hydee Feldstein Soto, City Attorney

By**: _____

By: _____
Michael Nagle
Deputy City Attorney

Title: _____

Date: _____

Date: _____

ATTEST:

Holly L. Wolcott, City Clerk

NOTE: If Contractor is a corporation, two signatures are required.

By: _____

* The signature of President, Chairman of the Board, or Vice President is required here; and

** an additional signature of Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer is also required for the Corporation.

Date: _____

Agreement Number: _____

ATTACHMENT A

Standard Provisions for City Contracts

DRAFT

ATTACHMENT B

Selected Firms by Service Categories

DRAFT

Left intentionally blank

List is pending Mayor's approval and will be provided upon execution of agreement.

ATTACHMENT C

On-Call Professional Consultant Services Hourly Rates Form

DRAFT

ATTACHMENT D

Sample Fee Schedule for Percentage of Completion Method

SAMPLE PERCENTAGE OF COMPLETION METHOD FEE SCHEDULE

Date:

Project Title:

Service Period From:

Service Period To:

Task/ Subtask	Task Description	Amount
1	Category or Description for Task 1	\$ 134,000.00
1.1	Category or Description for Subtask 1.1	\$ 89,000.00
1.2	Category or Description for Subtask 1.2	\$ 20,000.00
1.3	Category or Description for Subtask 1.3	\$ 15,000.00
1.4	Category or Description for Subtask 1.4	\$ 10,000.00
2	Category or Description for Task 2	\$ 212,000.00
2.1	Category or Description for Subtask 2.1	\$ 37,000.00
2.2	Category or Description for Subtask 2.2	\$ 75,000.00
2.3	Category or Description for Subtask 2.3	\$ 100,000.00
3	Category or Description for Task 3	\$ 219,250.00
3.1	Category or Description for Subtask 3.1	\$ 20,750.00
3.2	Category or Description for Subtask 3.2	\$ 68,000.00
3.3	Category or Description for Subtask 3.3	\$ 120,000.00
3.4	Category or Description for Subtask 3.4	\$ 10,500.00
4	Category or Description for Task 4	\$ 43,400.00
4.1	Category or Description for Subtask 4.1	\$ 30,900.00
4.2	Category or Description for Subtask 4.2	\$ 12,500.00
	Grand Total	\$ 608,650.00

ATTACHMENT E

Sample Fee Schedule for Cost Reimbursement Hourly Billing Method

SAMPLE COST REIMBURSEMENT HOURLY BILLING METHOD FEE SCHEDULE

Date:
 Project Title:
 Service Period From:
 Service Period To:

Task/ Subtask	Task Description	Position	Project Manger		Senior Engineer		Engineer		Task Total Hours	Total Amount
		Contract Year	1st Yr	2nd Yr	1st Yr	2nd Yr	1st Yr	2nd Yr		
	Hourly Rate		\$250	\$255	\$180	\$188	\$130	\$137		
1	Category or Description for Task 1		\$ 4,500	\$ 3,825	\$ 2,700	\$ 2,444	\$ 3,250	\$ 2,466	104	\$ 19,289.00
1.1	Category or Description for Subtask 1.1		8	6	4	5	8	4	35	\$ 6,778.00
1.2	Category or Description for Subtask 1.2		2	2	4	3	6	2	19	\$ 3,348.00
1.3	Category or Description for Subtask 1.3		3	4	4	3	6	7	27	\$ 4,793.00
1.4	Category or Description for Subtask 1.4		5	3	3	2	5	5	23	\$ 4,266.00
2	Category or Description for Task 2		\$ 3,750	\$ 2,805	\$ 1,620	\$ 2,256	\$ 1,820	\$ 1,781	74	\$ 14,106.00
2.1	Category or Description for Subtask 2.1		6	7	4	5	4	5	31	\$ 6,150.00
2.2	Category or Description for Subtask 2.2		4	2	3	6	7	3	25	\$ 4,499.00
2.3	Category or Description for Subtask 2.3		5	2	2	1	3	5	18	\$ 3,383.00
3	Category or Description for Task 3		\$ 4,000	\$ 2,805	\$ 1,800	\$ 2,256	\$ 1,170	\$ 1,644	70	\$ 13,745.00
3.1	Category or Description for Subtask 3.1		3	4	4	4	2	3	20	\$ 3,913.00
3.2	Category or Description for Subtask 3.2		5	2	2	3	2	3	17	\$ 3,355.00
3.3	Category or Description for Subtask 3.3		4	2	2	3	2	3	16	\$ 3,105.00
3.4	Category or Description for Subtask 3.4		4	3	2	2	3	3	17	\$ 3,302.00
4	Category or Description for Task 4		\$ 2,000	\$ 2,040	\$ 900	\$ 940	\$ 650	\$ 548	35	\$ 7,113.00
4.1	Category or Description for Subtask 4.1		4	6	3	3	3	2	21	\$ 4,298.00
4.2	Category or Description for Subtask 4.2		4	2	2	2	2	2	14	\$ 2,780.00
	Task Sub-Total									\$ 54,253.00

NOTE: 1. LADOT will reimburse firms based on total not-to-exceed amount for each listed Task; listed Subtask hours are only estimates and will not be used to limit payment for each Subtask.
 2. Reallocation of hours between Subtasks is allowed, within a specific Task, subject to LADOT approval. However, reallocation of hours between Tasks will require a Change Order document.

Direct Costs (if applicable)		
1	Materials	\$ 1,500.00
2	Printing	\$ 2,500.00
3	Programming	\$ 2,000.00
4	Translation	\$ 1,000.00
	Direct Costs Sub-Total	\$ 7,000.00
	Grand Total	\$ 61,253.00

EXHIBIT A

Insurance Requirements

DRAFT

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/07/2023

Agreement/Reference: Information Technology Services (Service Category: #4.1)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$2,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

\$1,000,000

Other: CYBER LIABILITY:

a. Technology Errors and Omissions Liability and Professional Misconduct = \$2 Million per each occurrence; \$2 Million aggregate

b. Unauthorized Computer Access, Security and Privacy Liability, Network Interruption, and Cyber Extortion = \$2 Million per each occurrence; \$2 Million aggregate

c. Cloud Computing Liability = \$2 Million per each occurrence; \$2 Million aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/07/2023

Agreement/Reference: Marketing and Public/Media Relations Services (Service Category: #4.2)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$2,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Advertising Injury Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Special Event Insurance = \$1 Million per occurrence; \$1 Million General Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/07/2023

Agreement/Reference: Public Engagement Services (Service Category: #4.3)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$1,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Special Event Insurance = \$1 Million per occurrence; \$1 Million General Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/07/2023

Agreement/Reference: Parking Consulting Services (Service Category: #4.4)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$2,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

\$1,000,000

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

\$1,000,000

Other:

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/07/2023

Agreement/Reference: Transit Consulting Services (Service Category: #4.5)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$2,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Cyber Liability (Stand Alone Policy) = \$2 Million per occurrence; \$2 Million Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: Engineering and Design Consulting Services (Service Category: #4.6)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$2,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

\$2,000,000

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Umbrella Liability = \$2 Million per occurrence; \$2 Million Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: Transportation Planning Services (Service Category: #4.7)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$1,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Umbrella Liability = \$1 Million per occurrence; \$1 Million Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: Urban Design and Planning Services (Service Category: #4.8)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$5,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

\$2,000,000

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

\$1,000,000

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Umbrella Liability = \$1 Million per occurrence; \$1 Million Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: RFP and Grant Writing Services (Service Category: #4.9)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$1,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other:

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: Training and Professional Development Services (Service Category: #4.10)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$1,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Umbrella Liability = \$1 Million per occurrence; \$1 Million General Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: Audit Services (Service Category: #4.11)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$1,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

\$1,000,000

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Umbrella Liability = \$1 Million per occurrence; \$1 Million General Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: Management Consulting Services (Service Category: #4.12)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$1,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Umbrella Liability = \$1 Million per occurrence; \$1 Million General Aggregate

Cyber Liability (Stand Alone Policy) = \$1 Million per occurrence; \$1 Million General Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: Construction Management Services (Service Category: #4.13)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$1,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

\$2,000,000

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Umbrella Liability = \$1 Million per occurrence; \$1 Million General Aggregate

Required Insurance and Minimum Limits

Name: On-Call Professional Consultant Services

Date: 07/14/2023

Agreement/Reference: Infrastructure Maintenance and Quick Build (Service Category: #4.14)

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)

WC Statutory

EL \$1,000,000

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

General Liability City of Los Angeles must be named as additional insured

\$2,000,000

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

Automobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)

\$1,000,000

Professional Liability (Errors and Omissions)

\$1,000,000

Discovery Period 12 Months After Completion of Work or Date of Termination

Property Insurance (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

Pollution Liability

Surety Bonds - Performance and Payment (Labor and Materials) Bonds

100% of the contract price

Crime Insurance

Other: Umbrella Liability = \$2 Million per occurrence; \$2 Million General Aggregate

The following subsections provide a detailed description of each service category requested.

1.1. Information Technology Services

Demonstrate expertise and experience in the practice area within information technology (IT) services listed below. The IT services requested will include, but are not limited to:

1.1.1. System Development and Implementation

Design, development, implementation, and support of customized applications that enhance the efficiency and effectiveness of City operations with respect to the delivery of public services, while improving the overall effectiveness of system performance using techniques consistent with the City's application development frameworks. Design and development work will include, but is not limited to, web-based systems, mobile systems, and geographic information systems (GIS) technologies, such as:

- Mobile and Desktop GIS Computing
- ArcGIS Location Data Platform
- ArcObjects
- CRM – MS Dynamics 365, Salesforce
- SQL, MySQL, Cosmos, and Oracle Databases
- Java, Javascript, VB, VBA, C++, C#
- Autodesk AutoCAD Map
- Cloud Computing Services (AWS, Azure, etc.)
- R, Python, Data Analytics
- KACE Helpdesk
- Mobility Data Specification

1.1.2. Database Management and Optimization

Support of large-scale databases using City standard products. Typical activities include technical support, database administration and management activities that ensure the availability, integrity, and integration of effective information storage techniques of existing business solutions, performance tuning, and the development of customized tools to complement existing software used by City staff to provide timely and consistent database updates.

1.1.3. Systems Analysis and Integration

Perform business and systems analysis to facilitate and coordinate the development of technology solutions, integration of a variety of technologies with current business applications or the development of services or interfaces to establish a relationship with existing applications for the City's business and operational infrastructure and to evaluate and investigate alternative technologies.

1.1.4. Data/Document Capture, Conversion, and Loading

Perform all activities related to the capture, manipulation, and conversion of data, as well as all processes related to quality assurance/quality (QA/QC) control of the information to ensure data integrity, completeness, and adherence to established database standards.

Also, perform all activities related to the process of the digital conversion of paper documents into the City's document imaging system and facilitate the integration of document imaging with different technology platforms such as:

- The conversion of raster and hard copy information to GIS layer files.
- The creation of geospatial database schema for substructure data and the conversion to a vector format. The preferred format is ESRI SDE geospatial database. This may require the consultant to research paper records in the field office to collect some data not on the images.
- The conversion of CAD data to GIS layers.
- Search and find spatially related documents in a variety of document formats from ESRI GIS and AutoDesk GIS products.
- Manage software that enables the City to control, monitor in real time, analyze, visualize, regulate by creating policies or otherwise, score, license and fine permittees or other data providers, as well as to verify the quality of the City Data supplied by those permittees or other data providers.

1.1.5. Programming Services

Provide programming services including, but not limited to:

- Programming related to expanding the capabilities of our ESRI GIS software.
- VB, .NET, C#, C/C++, Python, Javascript, and R programming languages for applet development.
- Creating processing scripts for data exports in map and GIS layer formats.
- Building GUI tools for QA/QC and workflow management.
- Development of ArcGIS Server, ArcGIS Mobile development, and Autodesk MapGuide.
- Development of desktop editing tools for ESRI ArcMap/ArcGIS Server software so substructure data can be maintained by office staff and support web applications for displaying geographic data.
- Provide transit modeling software and support for ongoing in-house planning.
- Support modeling programs, enterprise development, sewer planning, and asset management.
- Perform application development, enterprise development, programming modeling, and improvement of workflow services.

- Website development and design.
- Utilize Data Analysis tools for research and presentation.

1.1.6. General Information Technology Consulting Services

Provide general IT consulting services including, but not limited to:

- Establish QA/QC process for data conversion from images to vector.
- Perform QA/QC of work by another.
- Convert legacy platforms to newer technologies.
- Define, design, and implement data migration and ETL.
- Website setup and design using a CMS.
- Advise and troubleshoot network configuration and connectivity issues, including Cisco Switches and networking equipment
- Configure and implement cloud services for redundant storage and automation tasks.

1.2. Marketing, Public/Media Relations Services

1.2.1. Marketing

Demonstrate expertise and experience in marketing services, strategies, and campaigns including, but not limited to, branding, promotions, consumer and market research, and advertising to promote and achieve various City and/or LADOT's program objectives. Services to include, but are not limited to:

- Develop, design, and deliver promotional, educational, and marketing materials
- Develop, design, and implement marketing strategies, marketing projects, and sponsorship projects.
- Identify advertising opportunities and develop strategies to promote Department business opportunities.
- Conduct opinion polling and surveys to solicit comments regarding various issues.
- Conduct focus groups to understand public perceptions and opinions about programs, brands, or concepts.
- Develop strategic partnerships with public figures and brands to support projects and programs.

1.2.2. Public/Media Relations

Demonstrate expertise and experience in government public relations services to advance the City and/or LADOT's various missions and projects, improve media relations, and strengthen the standing of City and LADOT with the public at large. Services to include, but are not limited to:

- Conduct opinion surveys to solicit comments regarding various issues.
- Provide media relations expertise including, but not limited to:
 - Draft and distribute news releases or public statements for General Manager or senior executives.
 - Respond to general media inquiries.
 - Organize media events and/or news conferences.
 - Help Department PIO build relationships with media.
- Develop content, manage comments, and other activities for project-related social media accounts, including Facebook, Twitter, Instagram, YouTube, etc., ensuring adherence to City's or LADOT's Social Media Policy.
- Subscribe to media monitoring, clipping, and media management software.
- Create and manage a website that acts as a project's central public information resource and/or community discussion forum that conforms to City's or LADOT's Branding Policy.

4.3. Public Engagement Services

Demonstrate expertise and experience in community and/or civic outreach and engagement relating to social services, social work, social justice, behavioral sciences, youth engagement, environmental justice, arts and culture, equity/intersectionality, and gender-based subjects, preferably with an emphasis in fields relating to transportation planning and design, active transportation, and/or public works types of projects. Services to include, but are not limited to:

- Coordinate with elected officials, Neighborhood Councils, and other City and local agencies regarding public meetings for planning, design, development and implementation of various projects.
- Conduct, coordinate, and/or present at community outreach, meetings, and/or forums.
- Develop strategic communications, objectives, and processes to enhance Public Participation and Engagement efforts.
- Provide youth, young adult, and adult safety education programs in local schools and at other public outlets
- Conduct, coordinate, and participate in community outreach activities including stakeholder interviews, steering and advisory committees, public workshops, events and public hearings, conducting pop-up and tactical urbanism events as part of public participation and/or design process, project implementation, and post-installation education.
- Conduct classroom and hands-on/on-street education, training, walkthroughs, problem identification, and community engagement.

4.4. Parking Consulting Services

Demonstrate expertise and experience in strategic planning, design, and management relating to parking operations and on- and off-street facilities. Services to include, but are not limited to:

- Conduct parking demand, supply, and/or occupancy studies for use in determining parking needs in specific geographic areas.
- Conduct parking rate comparisons and studies within various geographic areas and provide recommendations for parking rates throughout the City.
- Conduct studies to determine what kind of parking technology, Parking Access and Revenue Control System (PARCS) equipment, parking meters and pay stations, is best for a particular parking facility or on-street location.
- Make recommendations for inclusion of, but not limited to, security and surveillance systems, parking guidance system, way-finding signage, external and internal signs, designs for level themes, branding in the design of new parking facilities, and for improvements to existing facilities.
- Provide recommendations and support in managing on and off-street parking operations and policies, including, but not limited to, asset inventory, curbside management strategies, meter maintenance, meter rates, time limits, parking zones, preferential parking districts, enforcement of valet operators, tour bus operators, food truck operators, loading zones, vehicles-for-hire pick-up and drop-off zones, and disabled placard abusers.
- Provide support in the analysis, design, and delivery of parking equipment and technology, including, but not limited to, PARCS equipment, parking meters, pay stations, parking guidance and management systems, security and surveillance systems, way-finding signage, loading zones, vehicles-for-hire zones, and taxi zones.
- Provide recommendations and support with developing and managing goods movement and mobility programs, including, but not limited to, bike sharing, car sharing, pedicabs, taxicabs, vehicles for hire, and freight delivery zones and parking.
- Perform financial analysis and provide recommendations on parking revenue sharing with neighborhoods and business improvement districts, and alternate parking citation pricing.
- Evaluate, design and manage project and construction of improvements to existing and new facilities including surface lots, above-ground and subterranean parking structures, and automated/robotic system structures.

- Analysis and design of improvements to existing and new electrical, lighting, mechanical, solar, and electric vehicle charging systems in parking facilities.
- Conduct specialized training related to parking programs, operations and/or services.
- Identify and analyze methods for funding revenue generating parking facility, including rates/fees the market could sustain, how many users those rates/fees could attract, estimates for operational costs and long term maintenance, and recommendations for financing capital expenditures.
- Develop recommendations regarding transfer, sale, trade, or other means of utilizing existing resources for: development of new parking sites, lot development with on-site replacement parking, retaining a lot solely as a parking facility, or other potential public use.
- Perform preliminary assessment of preferential parking districts to achieve equitable parking benefits and impacts for users.
- Pilot and implement digital curb management solutions that advance LADOT's Code the Curb Program objectives, including integrating the Curb Data Specification (CDS) into LADOT's parking management systems.

4.5. Transit Consulting Services

Demonstrate expertise and experience in planning and operations, recommending and procuring new transit-related technology, and developing and managing transit facilities infrastructure to increase efficiency, maintain, and enhance the existing transit system. Services to include, but are not limited to:

- Conduct studies to determine and forecast model transit ridership demand, assess safety and security in transit services, analyze transit service and make recommendations for future service plans, and monitor and evaluate quality assurance of transit services.
- Provide research and develop e recommendations on new transit-related technology.
- Conduct vehicle inspections and vehicle maintenance quality assurance review.
- Conduct annual ridechecks for transit services
- Provide software to efficiently plan, monitor, and assess transit operations.
- Provide assistance with Transit's Bus Yard Electrification program including but not limited to site power and energy requirements, service planning, electrical load management, grid/infrastructure upgrades, alternative micro-grid solutions, solar plus battery storage, economic feasibility and design.

- Provide and operate Charge Management System or Energy Charge Management System software for battery-electric bus charger management (smart charging).
- Provide design, engineering, installation, permitting, and procurement services for battery-electric bus charger projects.
- Provide data collection, analysis, evaluation, and reporting services for battery-electric buses and bus charger projects.
- Provide grant reporting services.
- Provide assistance with Transit Services Outreach Programs.

4.6. Engineering and Design Consulting Services

Demonstrate expertise and experience in engineering design, analysis, traffic management, and operations to maximize the functionality and needs of the City and/or LADOT's various missions and projects. Services to include, but are not limited to:

- Provide engineering knowledge, skills, experience, and expertise to independently produce engineering design plans, specifications, and estimates (PS&E packages) for the following, but not limited to, engineering design services:
 - Traffic Engineering (e.g. Transportation Engineering, etc.)
 - Civil Engineering (including Land Surveying, Utility and Substructures, Structural, Landscape Architecture, and all facets of Streets and Highways Designs, etc.)
 - Electrical Engineering/Communication Systems Engineering (including all facets of Intelligent Transportation Systems (i.e. ATISAC or ITS), and Transportation Electrical Equipment, etc.)
- Provide Computer-Aided Drafting Services that adheres to City and /or LADOT Drafting Standards. If designs require inter-jurisdiction collaboration, the adherence to other public agencies drafting standards will also be mandatory.
- Provide project management expertise in transportation engineering to prepare area-wide Neighborhood Traffic Management (NTM) plans through direct and close consultation with neighborhood organizations, neighborhood councils, elected officials, and other stakeholders. Work scope to include, but is not limited to:
 - Identifying neighborhood traffic-related concerns and problems.
 - Analyzing traffic collision patterns.
 - Analyzing the feasibility, applicability, and effectiveness of potential traffic calming measures.
 - Making recommendations for a comprehensive area-wide plan of traffic calming measures.

- Prepare traffic simulation studies, conceptual plans, and preliminary cost estimates for traffic calming measures including bicycle facilities, roundabouts, bump outs/curb extensions, median islands, barriers, traffic control modifications, etc.
- Prepare before and after comparison studies and analyses of the impact of development on neighborhoods, roadway safety projects, active transportation projects, the effectiveness of traffic calming measures, etc.
- Investigate traffic calming research studies and other jurisdictions' policies and practices in the application of neighborhood traffic management tools.
- Prepare Engineering and Traffic Surveys (Speed Zone Surveys) following current Manual of Uniform Traffic Control Devices (MUTCD) and California Vehicle Code (CVC) requirements, which could include conducting field investigations of current conditions, traffic counts, speed studies, and accident analysis and preparing all supporting documents.
- Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle wayfinding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.
- Prepare electrical, civil, and construction engineering design plans for battery-electric bus charger projects

4.7. Transportation Planning Services

Demonstrate expertise and experience in developing a vision, creating a strategy, and executing the plan that will assist in advancing the City and/or LADOT's various missions and transportation related projects. Services to include, but are not limited to:

- Provide project management expertise in transportation planning and engineering in the area of:
 - Evaluation and modification of mitigation measures proposed by developers.
 - Review of or preparation of the transportation section for a Project's environmental impact report.
 - Development and review of Transportation Demand Management (TDM) strategies, and Monitoring Plans and Programs.
 - Mobility improvement studies, corridor improvement analyses, and general transportation planning studies.
- Prepare travel demand forecast models and assist with model updates, calibration, validation and other modeling related functions.
- Conduct various small to large-scale transportation-planning studies and analyses in the following area, but not limited to:

- Roadway safety projects, lane reconfigurations, street design projects, transit-enhanced network streets, bike-enhanced network streets, etc.
- Traveler data at building and/or district level – parking utilization, trip generation, origin-destination surveys, vehicle miles traveled (VMT) metrics, etc.
- Travel behavior trends
- Transportation performance using microsimulation tools
- Active transportation focusing on safety, connectivity, walk-ability, etc.
- Roadway capacity of Complete Streets reconfigurations
- Pre and Post-Project analysis
- Large scale safety plans
- Perform research design and statistical approaches to modeling various mobility and public realm indicators.
- Assist in the preparation of new standard plans that conform to the vision of the Mobility Plan 2035 and the associated Complete Streets Design Guide.
- Develop pedestrian, bicycle, safe routes to school, and first/last mile connectivity and mobility plans, infrastructure assessments, and recommendations for funding, phasing, and implementation.
- Assist in the preparation of a climate action plan, and VMT mitigation banks and/or exchanges.
- Evaluate the changes to mobility user experience, and measure of accessibility by various modes of travel due to changes in land use policies, real estate development, and transportation investments and services.
- Advanced planning to define mobility investment needs, including designing and collecting user surveys, travel data collection and gathering public input.
- Establish an annual active transportation count program, standardized count templates, and procedures for annual compliance
- Conduct a Systemic safety analysis

4.8. Urban Design and Planning Services

Demonstrate expertise and experience in designing the public realm, public open space, road configurations, and streetscape design relating to urban design and planning related services. Services to include, but are not limited to:

- Conduct initial assessment, existing conditions reporting, and inventory of applicable physical, social, and environmental elements and current site conditions.

- Conduct assessment of active transportation-related programs as they relate to existing and planned transportation, infrastructure, street design, zoning, and neighborhood character.
- Conduct various data collection, including but not limited to safety, economic, demographic, and public realm assessments; such as pedestrian and bicycle counts, vehicular speed and volume, behavioral studies, and public surveys to prepare multi-modal count reporting and evaluation studies of traffic safety projects and other capital projects.
- Map production of existing infrastructure, demographics, transit services, and land uses within study areas.
- Conduct planning and project feasibility studies for urban design strategies, transit neighborhoods, new development typologies, and infrastructure analysis.
- Analyze and evaluate existing mobility, traffic studies and planning, and identifying opportunities for pedestrian and community enhancements.
- Evaluate and prioritize various streetscape, public works projects, urban design improvements and area programming, and present findings to local community stakeholders.
- Prepare street cross-section designs and draft design guidelines for adjacent development sites, for implementation through design overlays, streetscape plans, new street standards, or other strategies.
- Provide conceptual, schematic, detailed, and final streetscape and public space plans, building design guidelines, and landscape design services.
- Provide cost estimates and opinions of probable construction costs associated with implementation of streetscape plans.
- Perform design, fabrication, installation, and replacement of assets including, but not limited to, striping, bicycle racks, bicycle corrals (cycle stalls), vehicular and regulatory signage, pedestrian and bicycle wayfinding signage, project identity signage, wheel stops, public realm barriers and planters, and furnishings.
- Identify various sources of funding available to implement streetscape improvements and design guidelines.

4.9. RFP and Grant Writing Services

Demonstrate expertise and experience in developing, writing, and managing various solicitations for service and/or grant applications for the City and/or LADOT. Services to include, but are not limited to:

- Provide assistance with grant preparation and administration.
- Preparation of funding application packages for local, regional, state, and federal funding cycles, and other funding opportunities that may become available.

- Assist in preparing Requests for Proposals and/or Qualifications (RFP and/or RFQ), including development of scope of work, evaluation criteria, assistance in the selection of a contractor, and other procurement documents for the following, but not limited to:
 - Parking Meter Post Contractor
 - Parking Technology
 - Expansion of Parking Programs
 - Parking Facility Operators and/or PARCS equipment
 - Transportation Planning and Feasibility Studies
 - Implementation of Active Transportation, Complete Streets, Vision Zero, Capital Projects and Projects that reduce VMT
 - Transit Technology
 - Electrification Strategy
 - Transit Service Operations
 - Transit Sign Installation and Maintenance
 - Transit Marketing
 - Transit Vehicle Advertising
 - Transit Customer Service Center and Support
 - Real-Time Bus Arrival Solar-Powered Transit Signs
 - Transit Vehicle Procurement

4.10. Training and Professional Development Services

Demonstrate expertise and experience in designing, administering, and delivering professional development services for staff at all levels and classifications to ensure employees have the technical and interpersonal skills required to deliver services effectively to the public. Services to include, but are not limited to:

- Provide specialized training specific to Department needs and the professional development and job performance of LADOT, including, but not limited to:

- Public Speaking and Presentation skills
- Information Technology Usage, Cyber Security Awareness
- Managing Public/Private Sector Partnerships
- Emotional Intelligence and Awareness
- Interpersonal Communication
- Supervisory skills, including but not limited to delegation, active listening, and performance management
- Work Culture Change Management
- Professional Writing
- Customer Service
- Executive Coaching
- Conflict Resolution
- Inter-generational Differences
- Harassment Prevention
- Unconscious Bias
- Diversity and Inclusivity
- Project Management
- Community Engagement
- Crisis Communication
- Social Media
- Survey Design
- Safety
- Job Performance

4.11. Audit Services

Demonstrate expertise and experience in audit and/or consulting services, e.g. develop information gathering strategies and tools, analyze and interpret results of data gathered, ensure data gathered can support all conclusions, and produce well-written reports for any audit, review, agreed-upon procedure, or other related service. Services to include, but are not limited to:

Audit Assistance:

- Conduct financial and performance audits in accordance with generally accepted auditing standards.
- Conduct operational reviews.
- Conduct contract compliance audits.
- Develop information gathering strategies and tools.
- Analyze and interpret the results of data gathered.
- Provide quality control by ensuring data and findings gathered can support all conclusions.

- Produce well-written reports for any audit, review, agreed-upon procedure.
- Produce enhanced, interactive reports and information presentations to increase understanding and citizen interaction.

Data Services:

- Provide periodic Economic, Demographic and Forecasting Data feeds.
- Provide data analytic services.
- Provide services for visually exploring, cleaning, and preparing structured and unstructured data for analysis.
- Provide data visualization and preparation services.
- Provide a summary of transit characteristics, including financial, operating, and asset statistics in accordance with FTA's National Transit Database Policy Manual and the Uniform System of Accounts (USOA).

4.12. Management Consulting Services

Demonstrate expertise and experience in strategic planning and organization/performance analysis, identifying problem sources, developing methodologies for improvement, and presenting recommendations for more effective or efficient performance. Services to include, but are not limited to:

4.12.1. Strategic Management

Demonstrate expertise and experience in defining and developing strategies to meet organizational long-term goals. Services to include, but are not limited to:

- Develop long-range strategic plans for various sections, bureaus, Department, and/or City.
- Provide recommendations relating to current and future policies and regulations, and update manuals as needed.

4.12.2. Operations Management

Demonstrate expertise and experience in design and control of production processes and redesigning operations to achieve more efficient and effective performance. Services to include, but are not limited to:

- Develop and implement a methodology for evaluating the performance of outreach projects and delivering pre- and post-project evaluation summaries.
- Conduct facility audits to evaluate facility operational performance and to monitor staff performance according to set standards.
- Perform operational needs assessment to review current processes and provide recommendations for improvement.

- Perform asset inventory and condition assessment of various devices, equipment, facilities, etc.
- Conduct customer service studies and assist in the development of benchmark goals and key performance indicators.

4.12.3. Project Management

Demonstrate expertise and experience in oversight and leadership in executing projects from planning to completion and analyzing available data to identify trends and inefficiencies. Services to include, but are not limited to:

- Perform research on various projects, collecting, analyzing, presenting on data collected, and providing recommendations.
- Effectively manage a project from start to finish by providing guidance, solutions, and strategies for various City or LADOT projects.

4.12.4. Risk and Compliance Management

Demonstrate expertise and experience in law, regulations, compliance, and risk to identify and assess risks implicit in the City's or Department's operations and to improve and/or maintain policy and compliance with all rules and regulations. Services to include, but are not limited to:

- Perform IT Risk and Security assessments for a variety of department systems and platforms.
- Assist in the timely review of contracts and provide consultative services in the area of insurance requirements and indemnification language.
- Assist in loss control, claims management and analysis.
- Conduct actuarial studies and complete actuarial reports to assist in analyzing liabilities and improve decision-making.

4.13. Construction Management Services

Demonstrate expertise and experience as a Construction Manager (CM) with construction oversight to business models of Design-Bid-Build and Design-Build deliveries. Working in conjunction with LADOT staff, CM will assign qualified individuals to various construction job sites and to function as LADOT-contracted Construction Resident Engineers. Under LADOT's oversight, the CM services will include, but are not limited to:

- Determine construction feasibility and/or shovel-readiness. Act as point-person to necessary intra-City and/or Inter-Agency Permits on LADOT's behalf.

- Provide value-engineering and construction risk assessments. Provide corrective or alternative construction management techniques that will control budgets and time.
- Manage the construction of Federal Aid projects with a complete understanding of, and adherence to, the Federal Aid and the Caltrans Local Assistance processes, and all associated federal funding requirements.
- Act as a resource for all pertinent Federal, State, and City codes and regulations that govern construction; including but not limited to worksite safety, labor, quality assurance, and materials procurement.
- Validate work performed by LADOT contractors and process construction progress payments.
- Prepare contract change documents and necessary reports to City's governing authorities,
- Perform data entry for various grant-based on-line information databases.
- Provide construction claims management and act as CM point-person to resolve contractual disputes.

4.14 Infrastructure Maintenance and Quick Build

4.14.1 Infrastructure Maintenance

Demonstrate expertise and experience in services specifically to maintain the built condition of pilot programs and/or quick build utilizing new and or innovative treatments/materials, intended to persist for interim periods until permanent infrastructure can be built, ensuring both their functionality and aesthetics. These materials may include but are not limited to Bus Loading islands (such as ZICLA platforms), Passenger Loading zones, and Curb extensions. The maintenance work is intended to keep these installations in working order until they can be replaced with permanent infrastructure that can be maintained on an ongoing basis. Services to include, but are not limited to:

- Washing services, inclusive of high-pressure hot water washing and power scrubbing, usage of biodegradable soaps and detergents, and the ability to carry out power washing.
- Graffiti Removal Services
- Removal of debris generated by landscape activities from the site. Including ability to recycle and compost organic debris collected, as appropriate.
- Make repairs as needed to the pavement; repairs may include patching of asphalt/concrete and repainting striping.
- Sweeping of gutters, including confined gutters behind structural elements

4.14.2 Quick Build

Demonstrate expertise and experience in installation of materials for quick build elements. Including ability to implement designs based off 2D and or 3D CAD designs. Ability to install product based on standard plans. Ability to conduct limited traffic control and generate traffic control plans as necessary. Ability to work with and install a variety of materials. Services to include, but are not limited to:

- Installation of Delineators/Bollard or other temporary anchored and/or glued elements
- Installation of Thermoplastic Paint and/or Striping
- Installation of MMAX or other roadway/asphalt paint
- Installation of intersection and/or crosswalk murals