

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

Pre-Qualified Sanitation On-call Consultant Services Contract

Task Order Solicitation for Collection System Construction Claim Expert Services

August 2008

1. Introduction

The Wastewater Collection System Division (WCSD) plans to utilize Consultant services to provide technical support to assist in the construction claim dispute/litigation regarding the construction of the sewer collection system.

The expert(s) would work under the direction of City managers and City Attorneys on the project team. Although this Task Order Solicitation (TOS) targets certain skill sets and assignments, additional skill sets and assignments may be added or deleted as the need dictates.

2. Scope of Services

The Bureau of Sanitation (BOS) is seeking a qualified expert in the field of Civil Engineering Construction Management, with a strong emphasis in sewer collection system construction. The work requests a Construction Claim Expert (preferred registered Civil Engineer), specializing in construction management/litigation, to provide technical support to the BOS as a construction expert in a legal case related to the sewer system construction dispute.

The City is looking for an expert(s) with skills/qualification as described below:

- Registration as a Civil Engineer in the State of California is highly desired.
- Extensive experience is required in the areas of construction project management and coordination, plan reviews, cost estimating, tracking and evaluation of contractor performance, production, as well as all other relevant aspects of civil construction works.
- Required knowledge of Standard Specifications for Public Works Construction 2000 edition including 2001 supplement, and knowledge of the City's Standard Plans and various related Special Provisions.
- Understanding of complex construction claims/litigation and extensive experience in construction law.
- Must have previous experience as an expert witness in these types of legal cases.
- Have a strong team support/assistance from other professionals with similar construction experience which may be called upon on an as needed basis.

The following provides a description of the job requirements needed to perform the various tasks:

- Evaluate/analyze the contractor's contentions and allegations as it pertains to the contract specifications and general contracting practices.
- Provide estimates and calculations to validate/determine costs associated with contractor's performance and production claims.
- Provide reports and advice to the City's legal team as requested.
- Serve as the City expert witness, and provide expert testimony to the court concerning the case.
- The expert's company may be required to retain a sub-consultant firm specializing in accounting that has experience working with projects pertaining to construction claims/litigation cases. The specialized accounting sub-consultant may be retained only when authorization has been given by the City.

3. Term of Engagement

The term of engagement is 1-yr with an optional 1-yr extension.

4. Solicitation Schedule

- Issue Task Order SolicitationDate of Cover Letter
- Receive Solicitation Responses..... 28 days after issuance of TOS
- Interview Qualified Candidates.....5 weeks after issuance of TOS
- Select and Negotiate.....6 weeks after issuance of TOS
- Issue Task Work Order.....7 weeks after issuance of TOS

5. Solicitation Response Requirements

Solicitation Responses shall not exceed 6 pages, exclusive of cover, dividers and resumes. Five (5) copies shall be submitted no later than 2:00 PM, 28 days after the date the TOS was issued to:

Wastewater Engineering Services Division
2714 Media Center Drive, Los Angeles, CA 90065
Attention: Debbie Pham

Solicitation Responses shall include:

- Resumes demonstrating that the candidates are capable of meeting the requirements of the Scope of Work. Resumes shall include education history, work experience history with dates, and references from past employers, owners, and/or organizations.
- Statement pertaining to the candidate's availability.
- Cost calculations assuming a total of 200 hours worked. A Proposed Hourly Billing Rate Summary listing each staff member on the proposed TOS team with all respective direct and indirect costs, markups, expenses, overhead rates and profit.

Assume the proposed TOS team is working at their office. The “Proposed Hourly Billing Rate Summary” format is shown below.

PROPOSED HOURLY BILLING RATE SUMMARY							
STAFF NAME	FIRM	HOURLY RATE	OVER HEAD	PROFIT	MARK UP	BILLING RATE (per Hour)	EXPENSES

Note: Billing Rate = ((Salary Rate) x (Overhead + 1) x (Profit + 1) x (Mark Up + 1))

6. Selection Criteria

The selection team will evaluate all proposals, interview qualified candidates and make selection based on the following criteria:

- Capability to provide the Scope of Services as demonstrated by the proposal.
- Capability to provide the Scope of Services as demonstrated by the interview.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Candidate’s knowledge of the City facilities, procedures and practices.

7. Suggested MBE/WBE Participation Levels

This TOS is estimated to have cost ceiling of \$80,000, therefore, the MBE/WBE anticipated participation levels will not apply. However, the consultant is still encouraged to utilize MBE/WBE/OBE sub-consultants wherever feasible.

8. Contract Manager

The City’s Contract Manager is Mr. Ali Poosti, Assistant Division Engineer, Wastewater Engineering Services Division, (323) 342-6228. The Task Manager for this designated task is Carmelo Martinez, Assistant Division Manager, Wastewater Collection System Division, (323) 342-6040.

9. Disclaimer

The City may or may not decide to award any or part of this task order based on its sole convenience and shall not be responsible for any solicitation response costs.