

## Environmental Programs Division

# Task Proposal Checklist

Items that should be included in the task proposal:

- 1. Coversheet
- 2. Introduction / Background
  - Brief background of how the project came about.
  - What is the purpose or what is the project trying to accomplish at the end of the day.
  - Why is the project necessary and the consequences if project is deferred?
- 3. Scope of Work
  - A detail list of tasks/sub tasks to be completed.
  - Description should be clear, concise and relevant. Scope should be cohesive towards the objective of the project.
  - Include areas not described in the task proposal request but which the consultant believed to be essential to the effective performance and completion of the project. (Optional)
- 4. Deliverables
  - End product – reports, analysis, repair, etc.
  - A list of items to be delivered upon completion for each task/subtask or project as a whole.
- 5. Schedule/Timeline/Milestone
  - Provide estimated dates when deliverables will be completed.
  - If necessary, provide a timeline matrix for each task along with corresponding deliverables and estimated due dates.
- 6. Team Members Identification (If necessary)
  - Identify key team members and sub-consultants who will be working on the project. Include what work and/or roles to be performed and their qualifications including that of the sub-consultant(s).
  - If applicable, indicate if the sub-consultant is SBE, LBE, LSBE, DVBE, etc.
- 7. Assumptions / Limitations / Exclusions
  - Provide any assumptions, limitations and/or exclusions of the task proposal.

- 8. Cost
  - Overall total cost
  - Total cost breakdown per airport location, if applicable.
  - Clearly specify the amount allocated for contingency, if applicable.
  - Basis of payment – indicate compensation method: all-inclusive hourly rates/direct reimbursables (time & materials), per unit rate, or a combination.
  - Must include a table of projected burn rate or estimated billing charges/invoice for each month per fiscal year per airport location.
  
- 9. Miscellaneous
  - Review task proposal as to form and content
  - Verify rates – position/title/labor category and/or item description must match the rate sheet.
  - Grammar & spelling
  - Format

# Environmental Programs Division

## Task Proposal Guidelines

The task proposal is consist of two parts:

### Part I – Written Proposal

- Cover Letter - one-page short summary cover letter with authorized signature. This is to certify that the task proposal was actually prepared and originated from the consultant.
- Introduction/Background
- Scope of Work – by task and subtask, if applicable
  - Travel must be requested in the proposal, if applicable.
- Deliverables – by task and subtask, if applicable
- Timelines/Milestones/Schedules
  - Estimated time of completion per task or matrix.
- Assumptions/Limitations/Exceptions – if applicable
- Additional information consultant believe will be of benefit to LAWA project – if applicable.
- Cost Summary
  - Overall total cost
  - Include how consultant is to be compensated – all-inclusive hourly rates/direct reimbursables (time & materials), per unit rate, or combination. Contingency may also be included, if applicable.
  - Cost summary breakdown per airport location, if applicable.
  - Must include a monthly projected burn rate or estimated monthly billings/invoices per fiscal year per airport location. For example:

#### **Fiscal Year (FY) 2019-20**

<i>Month 1</i>	<i>Month 2</i>	<i>Month 3</i>	<i>Month 4 ...</i>	<i>TOTAL (Year 1)</i>
\$1,500	\$5,000	\$10,500	\$12,300	\$29,300

#### **Fiscal Year (FY) 2020-2021**

<i>Month 1</i>	<i>Month 2</i>	<i>Month 3</i>	<i>Month 4 ...</i>	<i>TOTAL (Year 2)</i>
\$1,500	\$5,000	\$10,500	\$15,300	\$32,300

#### **Fiscal Year (FY) 2021-2022**

<i>Month 1</i>	<i>Month 2</i>	<i>Month 3</i>	<i>Month 4 ...</i>	<i>TOTAL (Year 3)</i>
\$1,500	\$5,000	\$10,500	\$17,400	\$34,400

GRAND TOTAL\* = \$96,000 (3 Years)

\* Grand total must match the overall Not-to-Exceed (NTE) amount.

## Part II – Detail Cost Breakdown (On a SEPARATE sheet)

- Cost summary for each task/subtask. Include total cost for each sub-consultant, if applicable.
- Detail cost breakdown for both prime and sub-consultants
  - Labor category and item description on the task proposal must match the rates on Exhibit B (Rates). Please do not deviate from the labor category/item description so the person reviewing the proposal can easily locate the item and doesn't have to second guess the rate.
  - Clearly label and show the rate calculation so a third party (with no knowledge) can easily follow and trace of how the figures were derived.
  - Spend extra time to double check the rates and calculation. If the proposed rate(s) is/are not listed on Exhibit B, please submit a letter requesting to add the additional new labor category or item associated with the task proposal. Also, please provide an updated rate sheet.

### **Additional Tips:**

- Have a separate title heading for each category above. Do not mix scope of work with the background or do not mix the deliverables together with the scope of work. Keep each category separate.
- Avoid too specific dates on your timeline or schedule. For example - estimated date of completion is 4th quarter of 2017, etc. However, if there is a specific deadline, you may put the actual date.
- Identify the subconsultant(s) who will be involved in the project. For example – “Under this task proposal, Prime A, with support from its team of sub-consultants A & B, will provide as-needed technical support at the direction of LAWA for the review and evaluation of compliance activities.” Additionally, in your detail cost breakdown, you must include and show the rates of your subconsultant(s) who will be involved in the project.
- Schedule/Timeline/Milestone – this is basically the estimated time the task will be completed and it can also be a milestone schedule for each task/subtask. Again, as much as possible, refrain from using specific dates unless you know for sure that the work must be completed by a certain date. You may say – estimated time of completion is 6 to 8 mos. from the date of NTP letter, project will be completed by the end of 3<sup>rd</sup> quarter of 2018, etc.

In the event the schedule/timeline is not applicable, please still put it in your task proposal with the following verbiage (or whatever language you feel is appropriate) –

“Timeline/Schedule: The scope of work is on an as-needed basis. Therefore, the timeline/schedule will be determined at the discretion of LAWA Project Manager when the task is actually assigned to be performed.” (something to this effect)

- Basis of payment – specify if compensation method is all-inclusive hourly rates/direct reimbursables, per unit rate or a combination. Avoid lump sum unless work can be clearly measured.
- Reimbursable expenses (such as travel, printing must be significant, materials, equipment, etc.) must be clearly identified and itemized. Travel expenses are subject to the City of Los Angeles and LAWA’s travel policy and guidelines.
- Acronyms: Please identify the meaning of any technical acronyms at the beginning of the proposal so non-technical readers can follow when the abbreviation is used in the body of the proposal.  
EPD – Environmental Programs Division  
PDG – Planning Development Group (Formerly Airport Development Group - ADG)
- Please avoid using the word, “Budget” on your task proposal. It should be “cost” or “allocation.” For example, the total proposed cost is \$10,000, of which \$1,500 is allocated for contingency. Or, you may say, “Estimated Cost Allocation.” The “budget” is for LAWA’s internal use and authority must first be in place before a project can be budgeted.
- Subcontractor Utilization Form (SUR) – must be submitted by the 15<sup>th</sup> of every month. Please continue using the newly revised form until further notice. However, at some point, consultants will need to get their staff acquainted to the new B2G online system in reporting the sub-consultant’s information. Please contact Procurement Services Division for more information at (424) 646-5599.

The prime must relate all this information to all of their sub-consultants and staff members.