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2714 MEDIA CENTER DRIVE  
LOS ANGELES, CA 90065  
FAX: (323) 342-6210 OR 6211

To: Bureau of Sanitation Pre-Qualified On-call Contract Consultants

File: TOS-S30-INI

**Subject: Issuance of Task Order Solicitation TOS-S30  
Water Integrated Resources Plan (IRP) Five-Year Update**

The City is soliciting responses from the entire Pre-Qualified On-Call Consultant List. Attached are details of the Task Order Solicitation (TOS) required services.

The pre-proposal meeting for this TOS is not required. Questions regarding this TOS must be submitted to the Task Manager, Lenise Marrero, at [lenise.marrero@lacity.org](mailto:lenise.marrero@lacity.org), by Monday, August 8, 2011.

Proposal shall be submitted on Monday, August 22, 2011, no later than 2:00 p.m., to:  
Wastewater Engineering Services Division  
2714 Media Center Drive, Los Angeles, CA 90065  
Attention: Debbie Pham

Thank you for your interest and we look forward to receiving your response to this Task Order Solicitation.

Sincerely,

for Ali Poosti, Acting Division Manager  
Wastewater Engineering Services Division  
Bureau of Sanitation

cc: Adel Hagekhalil, BOS/Exec  
Debbie Pham, WESD  
Lenise Marrero, WESD

Ali Poosti, WESD  
Patricia Bohlmann, WESD

Doug Walter, WESD  
Thu-Van Ho, WESD



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

**Pre-Qualified Sanitation On-call Consultant Services Contract**

**Task Order Solicitation for Water IRP 5-Year Update**

**August 2011**

**1. Introduction**

The Bureau of Sanitation, along with other City departments, has been working on implementing the City's Water Integrated Resources Plan (IRP) since its adoption by City Council in 2006. The IRP integrates facilities planning for the City's water, wastewater, stormwater, and recycled water programs through the year 2020. It consists of a series of recommended projects and policies in the areas of water reuse, water conservation, and stormwater capture. In the past five years, new regulations and technologies have emerged, and the City has created new programs, which have significantly impacted the IRP recommended projects and policies.

As a result, it is necessary for the BOS to revisit the IRP recommendations in order to provide an update through assessment, data collection and analysis, and development of updated documents that are still in line with the original IRP Guiding Principles.

**2. Scope of Services**

The Bureau is soliciting a qualified consultant firm to provide as-needed support and guidance on the assessment of the original IRP documents and supporting data, assisting BOS staff in obtaining input from stakeholders, and developing updated documents including Implementation Strategy as well as supporting Technical Memos. This work shall include, but is not limited to: performing expert analyses and reviews of flow data, population, and regulation related studies, and other technical documentation from said studies, as well as providing support for meetings and stakeholder activities.

The qualified consultant shall also provide facilitation and support services for engaging and obtaining input from stakeholders in the review of new documents and other activities, related to the development, review, and analysis of IRP projects and policies including but not limited to special studies, team meetings, and other activities. Such support services shall be on an as-needed and as-directed basis.

The following provides more details regarding the services from the qualified consultant:

**Task 1:** Review and provide comments on the following documents as prepared by BOS staff:

- a. Update aspects of IRP Facilities Plan volumes to reflect current planning parameters – Update wastewater flow projections; through 2020, update wastewater permit drivers, stormwater TMDL/MS4 requirements, and add other new requirements; update recycled water demands (refer to Recycled Water Master Planning TMs)
- b. Update aspects of IRP Facilities Plan volumes to reflect “today’s” infrastructure and programs – Include WRPs (update site plans to reflect what’s been built), collection system cleaning and modeling; stormwater BMPs/Prop O projects constructed; green infrastructure; existing/Tier 1 recycled water projects
- c. Update aspects of IRP Facilities Plan Vol. 5 (CIP) to reflect the more detailed plans/recommendations that are now in place (TMDL IPs, RWMP, UWMP)

Deliverables:

- Comments on update or amendment to the IRP Facilities Plan.

**Task 2:** Review and provide guidance on the effects of new findings from Task 1 on IRP recommended alternative, and supporting projects and policies, if any; update IRP alternative, projects, and policies accordingly.

Would require the following subtasks:

- a. Review how the revised planning parameters and existing and planned projects effects the previous recommended alternative and corresponding go projects, go if triggered projects, and go policy directions. Prepare revised site plans, summaries, etc. to correspond to revisions.
- b. Identify new go projects and/or go if triggered projects based on the revised analysis.
- c. Brainstorm potential new go policy directions (or other projects) including stakeholder input.
- d. Review and provide comments on the new Implementation Strategy Document, and corresponding 5-Year Update document.

Deliverables:

- Comments on revised site plans and summaries for updated projects and policies, as needed.
- Comments on updated Implementation Strategy Document and corresponding 5-Year Update document.

**Task 3:** Provide as needed support for the stakeholder process including planning, facilitation, and coordination of workshops to ensure stakeholder involvement in the IRP 5-Year Update.

Deliverables:

- Support services for stakeholder process including but not limited to planning, facilitation, and coordination for two stakeholder workshops, as directed.
- Other specialized and technical services to support on going needs for IRP 5-Year Update activities, as directed.

### **3. Term of Engagement**

The term of engagement is twelve months. It is estimated that the cost ceiling for this TOS is approximately \$50,000.

### **4. Solicitation Schedule**

- Issue Task Order Solicitation .....Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....5 weeks after issuance of TOS.
- Select and Negotiate.....7 weeks after issuance of TOS.
- Issue Task Work Order.....9 weeks after issuance of TOS.

### **5. Solicitation Response Requirements**

Solicitation Responses shall not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Five (5) Copies of Solicitation Responses shall be submitted no later than 2:00 pm of proposal due date to:

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

Solicitation Responses shall include:

- Resume demonstrating that the candidate is capable of meeting the requirements of the Scope of Work. Resume shall include work experience history with dates, and references from past employers, owners, and/or organizations.
- Proposed Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (Sample Attached).
- MBE/WBE/OBE subcontractors utilized and the percent utilization.
- Statement pertaining to the candidate's availability.

## **6. Selection Criteria**

The selection team will evaluate the proposals with the following criteria:

- Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the water Integrated Resources Plan.
- Knowledge and understanding of the Bureau's strategies and goals in integrated water facilities planning and related activities.
- Experience and proven track record with local stakeholders.
- Familiarity and understanding of IRP activities, studies, and projects.
- Familiarity and understanding of IRP goals, mission, and objectives.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in facilities planning issues in relation to stormwater, wastewater, recycled water, as well as City operations and practices.
- Proven capability in conducting scientific studies and analysis supporting water, wastewater, and stormwater facilities planning.
- Ability to effectively and rapidly meet on going needs for the related stakeholder activities.

## **7. Suggested MBE/WBE Participation Levels**

The City had set anticipated participation levels (APLs) of 18 percent and 4 percent for MBE/WBE participation, respectively, for TOS over \$100,000.

For proposal with cost ceiling of less than or equal to \$100,000, 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. Task Order Manager**

The City's On-Call Contract Manager is: Ali Poosti, Acting Division Manager, Wastewater Engineering Services Division, (323) 342-6228.

The Task Manager for this designated TOS is: Lenise Marrero, Environmental Engineering Associate, Wastewater Engineering Services Division, (323) 342-6233.

## **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.

**HOURLY BILLING RATES**  
 (To be submitted for each Task Order Solicitation)

FIRM	Status	Last Name	First Name	Position	Rate (\$/hr)	Approved Overhead Rate	Approved Profit	Billing Rate (\$/hr)	Effective Date	Notes
PRIME FIRM	Prime	LastPrime	FirstPrime	Task Manager						
PRIME FIRM	Prime	LastPrime	FirstPrime	Sr Engineer						
PRIME FIRM	Prime	LastPrime	FirstPrime	Associate Engineer						
PRIME FIRM	Prime	LastPrime	FirstPrime	Technician						
OBE FIRM NAME1	OBE	Last	First	Position						
OBE FIRM NAME2	OBE	Last	First	Position						
MBE FIRM NAME1	MBE	Last	First	Position						
MBE FIRM NAME2	MBE	Last	First	Position						
WBE FIRM NAME	WBE	Last	First	Position						

Firm Name	Status	Fee	% Fee
OBE FIRM NAME1	OBE		
OBE FIRM NAME2	OBE		
MBE FIRM NAME1	MBE		
MBE FIRM NAME2	MBE		
WBE FIRM NAME	WBE		

Summary	Total Fee (\$)	% Fee
Total OBE		
Total MBE		
Total WBE		
Prime		
Total		100%