

CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

April 8, 2010

DEPARTMENT OF
PUBLIC WORKS

BUREAU OF SANITATION

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2714 MEDIA CENTER DRIVE
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FAX: (323) 342-6210 OR 342-6211

File: TOS-S21

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

**Subject: Issuance of Task Order Solicitation TOS-S21
Solid Resources Fees Customer Base Dwelling Types**

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 will be held on May 4, 2010 at 10:00 a.m. in the Sub-Basement Room #7 at 1149 S. Broadway, Los Angeles, CA 90015. Questions regarding this TOS must be submitted before or at the Pre-proposal meeting to Thomas.Puchalski@lacity.org.

Proposal shall be submitted by May 13, 2010, 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,

Brent Lorscheider, Division Manager
Wastewater Engineering Services Division
Bureau of Sanitation

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

Thomas Puchalski, SRSSD
Thu-Van Ho, WESD

Ali Poosti, WESD

PQOC TOS S21 Solicitation Letter

AN EQUAL EMPLOYMENT OPPORTUNITY — AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



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

Pre-Qualified On-Call Consultant Services Contract

**Task Order Solicitation for Research, Inspection and Determination of customer
base dwelling types for application of Solid Resources Fees – TOS-S21**

April 2010

1. Introduction

The Solid Resources Support Services Division (SRSSD) is responsible for administering fees that provide funding for the solid waste and solid resource management activities of the Bureau of Sanitation (BOS). The fee, known as the Solid Resources Fee (SRF) is levied as a flat monthly rate on up to 1.3 million single family and multiple family dwellings through a Department of Water & Power (DWP) utility bill. In addition, a related 315,000 Extra Capacity Charge (ECC) units are levied monthly upon dwellings that possess more than the standard allotment of refuse and yard trimming containers. This Task Order Solicitation (TOS) is concerned with reviewing and identifying dwelling types and adjusting dwelling type codes where necessary, for accurate application of the SRF and ECC.

The SRF, whose funds are deposited and maintained in the Solid Waste Resources Fund or SWRF, has been in place since June 1983 and, until September 2007, was known as the Sanitation Equipment Charge (SEC). As the SEC, the Solid Resources Program was largely subsidized by the City's General Fund. Recently approved increases in the SRF have all but eliminated General Fund support, with the General Fund now reimbursing the SWRF only for the costs associated with the lifeline customers and collection services for other City departments.

The DWP is the City agency tasked with the collection of SRF from the majority of the 1.3 million single family and multiple family dwellings in the City of Los Angeles. DWP currently bills customers on behalf of BOS at a rate of \$36.32 for single-family dwellings per month and \$24.33 per month to participating multiple family dwellings. (Note that some residents in the City of Los Angeles are not DWP customers and so are billed directly through the Office of Finance. Also note that some multiple family dwellings may be receiving service through private waster haulers due to the City's 1991 moratorium on providing City collection services on dwellings of 5 or more units).

There are existing differences in the manner in which DWP defines single and multiple family dwelling units for the purposes of billing for utilities and the way BOS defines those dwelling units for application and billing of the SRF. The differences come mainly from DWP determining dwelling type based on the meter configuration rather than the

dwelling's actual physical structure as defined by the Los Angeles Municipal Code Section 6.1 under which the Bureau of Sanitation applies its Solid Resources Fee.

2. Scope of Services

This TOS will hire a consulting firm to perform the following:

- Review the current customer database (to be provided by BOS in Microsoft SQL format) and identify multiple family dwellings as defined by the BOS.
- Review the current customer database and identify single-family dwellings as defined by BOS.
- Field inspect and record in a database all the multiple family dwellings identified based on the BOS multiple family dwelling definition.
- Field inspect and record in a database all the single-family dwellings identified based on the BOS single-family dwelling definition.
- Add and or correct billing codes on any multiple family dwelling determined to receive service from BOS.
- Add and or correct billing codes on any single-family dwelling determined to receive service from BOS.
- Record and include in a database container serial numbers of any dwelling, whether single-family or multiple family dwelling, found to use additional containers beyond the normal allotment of container.
- Submit the revised BOS customer database, with the correct Solid Resource Fee billing codes in a format compatible with BOS database requirements and provide assistance as needed for final reconciliation and update to the Bureau's permanent database.
- Submit all records taken from the inspections.

3. Project Budget

All portions of this TOS will be billed to the City on a time and materials basis with a fixed upper limit. The cost ceiling estimated for this TOS will be finalized once proposals are received and negotiations are completed.

4. Term of Engagement

The term of the engagement will be 15 months from the Notice to Proceed issuance date with optional 3-month extension.

5. Solicitation Schedule

- Issue Task Order SolicitationDate of Cover Letter
- Receive Solicitation Responses.....As Indicated in Cover Letter
- Conduct Interviews.....7 weeks after issuance of TOS
- Select and Negotiate.....8 weeks after issuance of TOS

- Issue Task Work Order.....12 weeks after issuance of TOS

6. Solicitation Response Requirements

Solicitation responses shall be bound and not exceed 6 pages excluding the cover, dividers and resumes. Five copies shall be submitted to:

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

Solicitation responses shall include the following:

- Resumes demonstrating that the candidates on the proposed TOS team are capable of meeting the requirements of the scope of work. Resumes shall include education and work experience with dates and references from past employers and/or organizations.
- The proposer’s work plan in providing the Scope of Services.
- 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. The Proposed Hourly Billing Rate Summary format is shown below.

| PROPOSED HOURLY BILLING RATE SUMMARY | | | | | | | |
|---|------|---------------------------------|--------------|--------|------------|-------------------------------|----------------------|
| STAFF NAME | FIRM | SALARY RATE (per Hour) | OVER HEAD | PROFIT | MARK UP | BILLING RATE (per Hour) | POSITION OR TITLE |
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Note: Billing Rate = ((Salary Rate) + (Overhead) + (Profit) + (Mark Up--if applicable))

- Table showing the following for each task in the Scope of Services: 1. the estimated hours the team members will work in performing the task, 2. the costs of materials

and other direct costs of performing the task and 3. the total amounts that are estimated to be billed to Los Angeles.

- A schedule of completion for each task, including major milestones, report drafts and meetings with City staff.
- Statement pertaining to the candidates' availability.
- MBE/WBE status of subcontractors utilized and the percent utilization resulting from the team membership based on an overall annual team cost.

7. Selection Criteria

The selection criteria include:

- Capability to provide the Scope of Services as demonstrated by the proposal and the proposer's workplan.
- 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.
- Knowledge of the City's financial practices and solid waste management program.

8. Anticipated MBE/WBE Participation Levels

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

For proposal with cost ceiling of less 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.

9. Contract Manager

The City's On Call Contract Manager is:

Ali Poosti, Assistant Division Engineer
Wastewater Engineering Services Division
Phone: (323) 342-6228

The Task Manager for this designated TOS is:

Thomas Puchalski, Senior Management Analyst
Solid Resources Support Services Division
Phone: (213) 473-4067.

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.