



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

**Pre-Qualified On-Call Consultant Services Contract**

**Task Order Solicitation for Expertise in Wastewater Conveyance and Treatment  
TOS-S22**

**April 2010**

**1. Introduction**

The City of Los Angeles' wastewater system serves over 4 million people in the greater Los Angeles area with approximately 6,500 miles of pipeline. The City owns and operates four wastewater treatment plants and processes 370 millions gallons of wastewater per day (MGD), providing full secondary treatment at Hyperion Treatment Plant (HTP) and tertiary treatment at Terminal Island Water Reclamation Plant (TIWRP). Both HTP and TIWRP are capable of treating their biosolids to Class A level, which are beneficially land applied at a City owned farm in Kern County. The methane produced at HTP, through gas conveying system is currently sent to the Scattergood Power Generation Plant and after removing corrosive particles is used as fuel for producing power. The two remaining outlying treatment plants, the Donald C. Tillman and Los Angeles-Glendale Water Reclamation Plants, process 75 MGD of wastewater and provide 16 MGD of specially treated reclaimed water that is used by a number of contract users. As the City's Clean Water Program moves towards sustainability, the recycled water will become a larger component of our program as an alternative water resource for irrigation and commercial processes.

The Bureau of Sanitation plans to utilize Consultant services to act as a high level technical expert in various challenging issues regarding wastewater conveyance and treatment and its related components including recycling water.

The expert(s) would work under the direction of the Bureau of Sanitation's Director and Chief Operating Officer. Although this Task Order Solicitation (TOS) targets certain expertise 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 the assistance of qualified expert(s) at a high management level in the field of wastewater conveyance and treatment, with a strong emphasis in establishing policy/direction and providing technical support to the BOS' executive team for addressing wastewater related issues.

Following are the minimum qualifications that this expert(s) or advisor(s) shall meet:

- Experience in intergovernmental matters and having experience in applying cross-departmental policies on overlapping interests between the City and other governmental and quasi-governmental organizations and provide advance understandings and mutually beneficial alliances with other governmental organizations.
- Has served at a senior or executive management level in the development and/or implementation of wastewater conveyance and treatment programs.
- Has a thorough knowledge in the field of wastewater treatment plant principles, methods, challenges, issues, and solutions.
- Has a thorough knowledge in the field of wastewater conveyance and is completely familiar with the challenges, issues, and solutions.
- Has a thorough knowledge in the field of reclaimed or recycled water and is thoroughly familiar with the state and federal regulations regarding distribution and production of the recycled water and is aware of challenges, issues, and solutions.
- Is recognized as an expert in the field of wastewater conveyance and treatment by the industry leaders and professional organizations.
- Has a complete and thorough knowledge of state and federal laws pertaining to wastewater conveyance and treatment.
- Has more than 15 years of relevant experience as described above.
- Has an outstanding organizational skill and a strong technical support team with similar 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:

- Serve under the direction of the Bureau of Sanitation's Director and Chief Operating Officer to provide technical advice on various issues including but not limiting to policies, procedures, permits, regulations, decision making relating to complex municipal and industrial wastewater conveyance and treatment.
- Conduct analysis and make recommendations on various special wastewater related projects that raise intergovernmental and cross-departmental concerns as well as addressing and resolving regulatory related issues.
- Conduct analysis and make recommendations on reclaimed and recycled water production and implementation programs.

### **3. Project Budget**

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 is \$150,000.

### **4. Term of Engagement**

The term of the engagement will be 2 years from the Notice to Proceed issuance date with up to optional 1-year extension.

**5. Solicitation Schedule**

- Issue Task Order Solicitation .....Date of Cover Letter
- Receive Solicitation Responses.....As Indicated in Cover Letter
- 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 no later than 2 pm, 28 days after the date the TOS is issued. Solicitation responses 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.
- 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.

<b>PROPOSED HOURLY BILLING RATE SUMMARY</b>								
Name & Title	Firm	Hourly Rate (per Hour)	Overhead	Profit	Mark up (Sub Consultant)	Billing Rate (per Hour)	Proposed Hours	Total Cost
<b>TOTAL:</b>								

Note: Billing Rate = ( (Salary Rate) + (Overhead ) + (Profit ) + (Mark Up - if applicable))

- 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.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Knowledge of the City's wastewater conveyance and treatment plant management program.

## **8. Anticipated 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 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) 342-1580

The Task Manager for this designated TOS is:

Ali Poosti, Assistant Division Engineer  
Wastewater Engineering Services Division  
Phone: (323) 342-1580

## **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.