

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

Pre-Qualified On-call Consultant Contract

**Task Order Solicitation
For
Sewer Planning Support Services**

December 2007

1. Introduction

The City of Los Angeles, Bureau of Sanitation, Wastewater Engineering Services Division (WESD) plans to utilize consultant services to support condition assessment, planning and other related work for the City's sewer system. The location of the work is primarily at the WESD office located at 2714 Media Center Dr, Los Angeles, California 90065. The consultant staff may also be required to visit other work sites and to conduct field investigations while providing their own transportation. The consultant staff shall work under the direction of City managers and supervisors as part of a various project teams and in most cases will be located onsite in offices provided by the City. Although this Task Order Solicitation (TOS) identifies certain skill sets and assignments, additional skill sets and assignments may be added or deleted as the need dictates.

The City reserves the right to split up the work defined in this TOS and award it to more than one proposer.

2. Scope of Services

The proposed scope of consultant services required under this TOS are described below along with the estimated number and position of staff.

A. Sewer Planning Support: Five Associate Engineers

- 1.0 Prioritize sewer rankings based on structural condition and maintenance history according to the established ranking criteria. Prepare ranking reports in tabular and/or graphic form as required.
- 2.0 Review existing sewer ranking system and revise the criteria and procedures to adapt to new requirements. Prepare and document changes and revisions in the procedural manuals.
- 3.0 Prepare sewer master plans and concept reports to meet the requirements of the Collection System Settlement Agreement (CSSA).

- 4.0 Provide expertise and support in the development and maintenance of database and related applications for: sewer condition assessment, hydraulic assessment, flow projection, Inflow/Infiltration (I/I) analysis, and various hydraulic models.
- 5.0 Provide expertise and support, as needed, in computer programming and in the development and maintenance of information system infrastructure and geographic information systems (GIS).
- 6.0 Assist in preparing recommendations for capital improvement projects to address identified sewer deficiencies. Define and scope sewer renewal and sewer relief projects to correct these deficiencies.
- 7.0 Coordinate with Bureau of Engineering to facilitate the design and implementation of sewer renewal and relief projects. Evaluate and make recommendations for implementing the best management practices.
- 8.0 Support in the development and implementation of the Sewer Planning Optimization Tool (SPOT) to efficiently track and address structural and hydraulic deficiencies.
- 9.0 Assist in identifying Difficult Access Reaches (DARs) and provide support for televising crews.
- 10.0 Assist in identifying, analyzing and recommending solutions to sewer odor problems.
- 11.0 Assist in providing outreach and education to the public, neighborhood councils and various officials on sewer planning activities and issues.

B. Collection System Settlement Agreement (CSSA) and miscellaneous clerical support: One Associate Engineer and One Clerical Staff

In August 2004, the City entered into a Collection System Settlement Agreement (CSSA), with the EPA, LA Regional Water Quality Control Board and the Santa Monica Bay Keeper. The objective of the CSSA is to improve the collection system through implementation of systematic and comprehensive long term sewer maintenance and planning efforts. To achieve compliance with the requirements of the settlement agreement and other related task resources are needed to supplement existing staff

and to provide expertise in various areas. Some of the requirements contained in the CSSA are as follows.

- 1.0 Perform closed circuit television inspection (CCTV) and condition assessment requirements for 600 miles of sewers per year.
- 2.0 Complete 25 master plans for the primary sewer system. Develop, calibrate and validate a computer model of the sewer system.
- 3.0 Complete 100 master plans for 100 secondary sewers sheds.
- 4.0 Improve the Fats, Oils and Grease (FOG) control program with enhanced inspection, enforcement and outreach.
- 5.0 Establish and maintain the necessary computer tools for tracking and reporting on the various elements of the settlement agreement.
- 6.0 Prepare and coordinate the implementation of an Odor Control Program and related activities (system measuring, field investigation, fan testing, modeling, hotline and Advisory Board support)
- 7.0 Provide clerical support for processing, tracking and filing the numerous documents required over the ten year term of the agreement.
- 8.0 Study and analyze the alternatives to Vermont Avenue Relief Sewer (VARs).
- 9.0 Study the effectiveness of various root control methods.

C. Technical Support: 3 Engineering Office Technicians for Closed Circuit Television (CCTV) Assessment:

CCTV is used to review and visually inspect sewer reaches to allow analysis, evaluation and ranking of the sewer pipes for structural integrity. The objectives of CCTV are to analyze, assess, and rank sewers for: pipe conditions, structural and hydraulic conditions, corrosion conditions, root intrusion, infiltration, debris accumulation and alignment conditions. The consultant's staff will assist City staff in meeting the following tasks:

- 1.0 Review, assess and document information from CCTV tapes and log sheets in the condition assessment database.
- 2.0 Rank and record sewer pipe condition according to established procedures.

- 3.0 Identify urgent sewer conditions and refer them to the Project Development Team.
- 4.0 Assist in processing Sewer Capacity Availability Reviews (SCAR). Prepare requests for additional CCTV inspection, physical inspection, and sewer gauging. Estimate flow as needed.
- 5.0 Investigate and prepare special studies on the sewer system as needed.
- 6.0 Provide support and assistance in converting VHS tape video files to digital video files.

3. Term of Engagement

The term of engagement is four years. The staffing level is expected to decrease from approximately ten staff to approximately six staff over this four year period.

4. Solicitation Schedule

- A. Issue Task Order SolicitationDate of Cover Letter
- B. Receive Solicitation Responses.....Jan 4, 2008
- C. Conduct Interviews.....7 weeks after issuance of TOS
- D. Select and Negotiate.....8 weeks after issuance of TOS
- E. Issue Task Work Order.....12 weeks after issuance of TOS

5. Solicitation Response Requirements

Solicitation responses shall be bound and not exceed 6 pages excluding the cover, dividers and resumes. Seven copies shall be submitted no later than 2 pm, 28 days after the date the TOS is issued. Solicitation responses shall be submitted to:

Attention: Brent Lorscheider.
 Wastewater Engineering Division
 2714 Media Center Drive
 Los Angeles, California 90065

Bound Solicitation Responses shall include:

- D. MBE/WBE status of subcontractors utilized and the percent utilization resulting from the team membership based on an overall annual team cost.

6. Selection Criteria

The selection criterion includes:

- A. Capability to provide the Scope of Services as demonstrated by the proposal.
- B. Capability to provide the Scope of Services as demonstrated by the interview.
- C. The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- D. Candidates' knowledge of the City facilities, procedures and practices.

The City reserves the right to split up the work defined under this TOS and award it to more than one proposer.

7. Suggested MBE/WBE Participation Levels

A participation level of 14 percent for MBE and 4 percent for WBE is suggested.

8. Contract Manager

The City's On Call Contract Manager is:

Ali Pootsi, Assistant Division Engineer
Wastewater Engineering Services Division
Phone: (310) 648-6101

The Task Manager for this designated TOS is:

Brent Lorscheider, Assistant Division Manager
Wastewater Engineering Services Division
Phone: (323) 342-6236.

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.