

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

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

**Task Order Solicitation  
For**

- 1. The Development of Sustainable Implementation Plan,**
- 2. The Administration of a Targeted Waste Characterization Study and**
- 3. City Wide Business Waste Assessment**

**April 2008**

**Introduction**

The City of Los Angeles has a large and vibrant business community. It is estimated that over 400,000 businesses exist within the City's boundaries. The geographical size of the City and its various 'centers' specialize in different businesses and functions, which are all necessary for a healthy economy to thrive. Many businesses are directly or indirectly involved in recycling activities from shipping companies to processing facilities to construction and demolition debris reuse and recycling. This has allowed the City to easily surpass the 50% diversion requirement of AB939, to a level of 62%. The City has a further goal of 70% by 2015, per the recent Mayor's directive to the Bureau of Sanitation.

The City wishes to create a competitive bid to accomplish the following:

**1. Development of Sustainable Implementation Plan**

The Bureau of Sanitation's Solid Resources Citywide Recycling Division (SRCRD), continues to aggressively pursue new program development to divert recyclable materials still in the waste stream. The Bureau of Sanitation has initiated a series of strategic activities to be implemented that will improve waste reduction and recycling in the private and public sectors.

The City defines its commercial, industrial, and institutional sectors as all entities within our borders, other than residential, that are served with waste and recycling services by private haulers. These sectors are further divided between commercial and industrial businesses (business), and institutional residents, including all Los Angeles Unified School District (LAUSD), County, State, and Federal buildings and complexes residing within the City (government). A combination of outreach, training, and program enhancements are recommended to increase the diversion of waste from landfill disposal.

## **Sustainable Business Waste Diversion and Recycling Program Scope of Services**

The proposed scope of services required under this TOS will include:

1.0 Assess and provide recommendations for sustainability for the following existing SRCRD programs as part of the overall waste diversion effort for the City:

a. Citywide Commercial Food Waste Recycling Program

- Identify and provide recommendations regarding measures to encourage restaurants to participate in the Food Waste Recycling program.
- Provide recommendations for reviewing training and education of the management and restaurant staff regarding food waste recycling.
- Review and assess existing educational material (e.g. posters, stickers) regarding proper recycling of food waste and provide recommendations to decreasing food waste contamination.

b. City wide Business Outreach Recycling Program

- Develop a Public Education and Outreach Program for Commercial Businesses in the City to increase awareness and improve waste diversion, waste reduction and recycling to include the use of education, outreach and mass media resources.

As part of the outreach strategy for commercial businesses, provide a direct targeted education, outreach, and media strategy that will focus on landfill alternatives, waste diversion programs, and emphasis on personal choices and responsibility

- Develop a Recognition Program for outstanding businesses, as part of the overall strategy to promote and increase recycling, waste diversion, and waste reduction in single-family, multi-family, and commercial sectors of the City of Los Angeles.

c. LAUSD schools curbside recycling services

- Provide recommendations to address a number of challenges including lack of central support by the LAUSD administration, low levels of interest by school principals, and reluctance among the

maintenance staff at the prospect of the additional burden to their existing workload.

- Develop a strategy to expand this program to all LAUSD elementary schools within the City. Many aspects of the program must be carefully planned and executed, including securing LAUSD Board approval and coordinating factors such as bin distribution, collection days, and collection routes by each school district with our Collection Division to seamlessly accommodate the schools to this program.

## 2.0 Business Plan to outreach targeted materials.

- a. Develop recycling programs/strategies for targeting businesses with emphasis on waste generated packaging materials including; film plastics, plastic containers, cardboard, and plastic strapping tape and food packaging.
  - Develop a business plan to implement a Targeted Commercial Recycling Pilot Program. The plan would seek to target the business sectors that generate large percentages of packaging materials in their waste stream, to determine more effective methods to collect and recycle.
  - For collection services, identify incentives for wet/dry routing and processing of the 'dry' materials that would contain large quantities of packaging materials, or the placement of recycling bins in areas where they do not already exist.

### **Sustainable Business Project Task Order Cost: \$150,000**

## **2. Targeted MRF/Transfer Station Waste Characterization Study**

Since the last Waste Characterization Study was administered in 2000, the administration of a new base line waste characterization analysis is recommended in an effort to strategically develop targeted recycling and waste reduction programs and to enhance existing waste reduction and recycling programs.

Based upon the Los Angeles 2000 Waste Characterization Study, the commercial sector generates over 1.6 million tons of the municipal solid waste disposed in the city's landfills. The City of Los Angeles pledges to continue aggressively pursuing new program development to divert recyclable materials still in the waste stream. The City will move forward to achieve 70 percent diversion by the year 2015.

The City of Los Angeles, Bureau of Sanitation, Solid Resources Citywide Recycling Division (SRCRD) plans to utilize consultant services to undertake a comprehensive study on the composition and quantities of waste that are disposed in the overall waste stream. The purpose and objectives of the study are:

- To gain a better understanding of the existing solid waste disposal and diversion practices within the City of Los Angeles
- To plan for new programs which are critical in meeting the City's 70% diversion goal in the year 2015.

The consultant staff shall work under the direction of City managers and supervisors as part of a various project teams targeting the Materials Recovery Facilities (MRFs) and Transfer Stations used 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.

### **Targeted MRF/Transfer Station Waste Characterization Study Scope of Services**

The proposed scope of consultant services required under this TOS will include, but not be limited to the following areas:

#### Waste Characterization Study:

- 1.0 Prepare a plan to collect samples from MRFs, Transfer Stations, and Landfill sites based on current waste disposal ratios
- 2.0 Collect and separate samples
- 3.0 Prepare a final disposal characterization report for the City of Los Angeles
- 4.0 Collect and separate samples from City Facilities
- 5.0 Prepare a characterization report for City Facilities

### **Targeted Waste Characterization Project Task Order Cost: \$70,000**

### **3. City Wide Business Waste Assessments**

In accordance with the provisions of the California Integrated Solid Waste Management Act of 1989, the City of Los Angeles was mandated to divert 25% of all solid waste from landfill or transformation facilities by 1995 and 50% by 2000, through source reduction, recycling and composting. The City has complied with the State requirements and is interested in furthering its activities to accomplish the goal of 70% reduction in the waste

disposed at landfills by the year 2015.

Through a Joint Powers Agreement, the City and 15 other jurisdictions have established the Los Angeles Area Regional Agency (LARA), an Integrated Waste Management Authority approved by the California Integrated Waste Management Board for AB 939 reporting purposes and related AB 939 mandated program implementation. The City is responsible for preparation and submission of highly detailed technical documentation in support of AB 939 compliance for the LARA Agency to the California Integrated Waste Management Board (CIWMB).

The City is seeking a qualified contractor that has waste composition study design and implementation experience from the standpoint of an alternative technology process engineering approach, who can perform business waste assessment services.

### **City Wide Business Waste Assessments Scope of Services**

The project shall consist of the following professional and technical services:

#### **Business Waste Assessment:**

- 1.0 Provide (or make referrals) to Businesses, as assessments are conducted, for additional information regarding basic sustainability issues:
  - a. Energy conservation (turn off computers, Energy Star program, etc.
  - b. Water issues and conservation (digital x-rays, reclaimed water, water efficient landscaping, etc.
  - c. Universal and HW (proper disposal of Compact Florescent bulbs, batteries, etc.)
  - d. Others
- 2.0 Follow-up with “high potential” businesses as identified and agreed upon by contractor and BOS staff. (Certain larger businesses cannot be fully assessed in a 6hr/business timeframe)
- 3.0 Enter data remotely into BOS Business Waste Assessment database
- 4.0 Develop recycling programs/strategies for:
  - a. Corporate offices/chain stores to focus on those that have multiple businesses throughout Los Angeles. Get them to “pilot test” waste reduction programs at their LA businesses and then expand nationally
  - b. Property management companies
  - c. Businesses with lots of e-waste
  - d. Retirement/assisted living facilities (can we offer them apartment recycling?)
  - e. Textile manufacturing

- 5.0 Provide technical assistance for specific (hard to recycle) materials
  - a. Textiles
  - b. Glass (non-container)
  - c. Harbor area (and others) that are “too far away, no one wants to come here”
  
- 6.0 Assist with other activities, as needed

**Business Waste Assessment Project Task Order Cost: \$100,000**

**4. Term of Engagement**

The term of engagement is anticipated to be two year.

**5. Solicitation Schedule**

- A. Issue Task Order Solicitation .....Date of Cover Letter
- B. Receive Solicitation Responses..... 28 days after issuance of TOS
- 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

**6. Solicitation Response Requirements**

Solicitation responses shall be bound and not exceed 48 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: Karen Coca, Environmental Affairs Officer  
 Solid Resources Citywide Recycling Division  
 1149 S. Broadway, 10<sup>th</sup> Floor  
 Los Angeles, California 90015

Bound Solicitation Responses shall include:

- Section 1 - Project Understanding: Explain your firm's overall approach to the work.
- Section 2 - Related Experience: Describe similar projects your firm has recently completed with contact names and phone numbers for reference.
- Section 3 - Project Team: Provide project team organization chart and describe background, roles and responsibilities of key team members. Provide information on MBE/WBE/OBE involvement. Provide resumes of those who will actually work on the project in the Appendix. Resumes shall include education history, work experience history with dates, and references from past employers.
- Section 4 - Detailed Scope of Work & Schedule: Expand and develop the City's Scope of Work and Schedule contained herein.
- Section 5 - Fee Estimate: Provide cost calculations for the work described in Section 4. List assumptions associated with all cost calculations. List MBE, WBE and OBE pledged participation as a % of total fee.
- Appendix: Include resumes

## **7. 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.

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

A participation level of 18 percent for MBE and 4 percent for WBE is suggested.

## **9. Solicitation Manager**

The City's Solicitation Manager is: Karen Coca, Environmental Affairs Officer (213) 485-3698.

## **10. 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.