

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

Pre-Qualified Sanitation On-call Consultant Services Contract

**Task Order Solicitation for Engineering Services Preparing Wastewater Services
Invoices**

August 2008

1. Introduction

The Financial Management Division (FMD) plans to use consultant services to assist existing staff in preparing invoices for wastewater services. The City provides wastewater services to twenty-nine agencies located outside the City limits pursuant to contracts with the agencies. The contracts require the City to prepare final invoices for service in Fiscal Year 2007-08 by December 31, 2008. FMD currently has two vacancies in the group that prepares the invoices. FMD will unlikely be able to fill the positions in time for preparing the invoices because there currently is no certification list for Associate Environmental or Civil Engineers. Augmenting current staff with a consultant will therefore be necessary to prepare the invoices by the contractual deadline.

2. Scope of Services

The Bureau is looking for one civil or environmental engineer with the following qualifications:

- A degree in civil or environmental engineering.
- At least one year of professional engineering experience. The engineer must have at least a basic knowledge of wastewater treatment process design and sewer design and a good understanding of open-channel hydraulics.
- The availability to work in our office for at least three-quarters time during November and December 2008, not including holidays.
- A good working knowledge of Microsoft Excel, Word and Access.

The engineer must be able to perform the following tasks:

- Coordinate the receipt of cost data from the City's accountants and wastewater flow and strength data from engineers and plant operating personnel.
- Input cost, operating and wastewater discharge data into extensive Excel and Access models, making modifications to the models as necessary.
- Researching calculation and billing requirements in manuals and lengthy service contracts.

- Applying design principles to identify the treatment processes applying to the various capital projects.
- Researching the pipe diameters in conveyance system projects to determine if their costs are billable to the agencies.
- Understanding and applying principles from the cost-sharing contracts to the billing models.

3. Term of Engagement

The term of the engagement will be from November 2008 to January 2009.

4. Solicitation Schedule

- Issue Task Order SolicitationDate of Cover Letter
- Receive Solicitation Responses.....28 days after issuance of TOS
- Conduct Interviews.....5 weeks after issuance of TOS
- Select and Negotiate.....7 weeks after issuance of TOS
- Issue Task Work Order.....8 weeks after issuance of TOS

5. Solicitation Response Requirements

Solicitation responses shall 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:

Financial Management Division
 1149 S. Broadway, 9th Floor
 Los Angeles, Ca 90015
 Attention: Dale Burgoyne

- Resumes demonstrating that the candidate is 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 for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. Assume that the candidate will be supervised in the work by City staff. 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

Note: Billing Rate = ((Salary Rate) x (Overhead + 1) x (Profit + 1) x (Mark Up + 1))

- Statement pertaining to the candidate’s availability.

6. Selection Criteria

The selection criteria include:

- Capability to provide the Scope of Services as demonstrated by the proposal.
- 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.

7. Suggested MBE/WBE Participation Levels

This TOS is estimated to have cost ceiling of \$80,000, therefore, 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. Contract Manager

The City’s On Call Contract Manager is: Ali Poosti, Assistant Division Engineer, Wastewater Engineering Services Division, Phone no.: (323) 342-6228.

The Task Manager for this designated TOS is: Dale Burgoyne, Assistant Division Manager, Financial Management Division, Phone no.: (213) 485-2302.

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.