

CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

May 6, 2015

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2714 MEDIA CENTER DRIVE
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ELECTRONIC MAIL

To: 25 Pre-Qualified On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACTS ISSUANCE OF TOS SN-25 – BROWNFIELDS PROGRAM SUPPORT SERVICES

The City is soliciting responses from 25 Prime Consultants on Pre-Qualified On-Call List. Attached are details of the Task Order Solicitation (TOS) required services.

There is no pre-proposal meeting for this TOS. All questions regarding this TOS must be submitted in writing to the City Project Manager, Nuna Tersibashian, by Monday, May 11, 2015.

The deadline for proposal submittal is **Wednesday, May 27, 2015**. If your firm is interested in this TOS, please submit an electronic copy of proposal via e-mail to the following LASAN's staff, no later than 2:00 P.M. on the indicated due date, to:

- Nuna Tersibashian, Nuna.Tersibashian@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Thank you for your interest and we look forward to receiving your response to this TOS.

Sincerely,

Ali Poosti, Division Manager
Wastewater Engineering Services Division
LA Sanitation

AP:tvh

c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Karen Coca, SRCRD
Nuna Tersibashian, SRCRD

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Zero Waste • One Water

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 Sanitation On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-25
For
*Brownfields Program Support Services***

May 2015

1. Introduction

The City's Brownfields Program (Program) is an interdepartmental effort working closely with Mayor's office, Council offices and other departments. The primary goal of the Program is to provide information, assistance, technical expertise and funding to enable the reuse or redevelopment of properties that may be contaminated by a prior use. Many of these properties in Los Angeles are located in disadvantaged communities. The Brownfields Program provides all or part of the assessment, investigation, cleanup of contamination and the return to beneficial use of these properties. The reuse of these properties is incorporated into the City's economic development, housing, and community revitalization programs.

2. Scope of Services

The selected contractor(s) may be asked to provide the Los Angeles City Brownfields Program with professional assistance in any or all of the following areas:

Task 1: Provide on-call technical consultation and research pertaining to various site-specific, regulatory, and programmatic brownfields issues such as:

- a. Identify strategies for sustainable design, best practices, beautification, or other environmentally-related improvements to brownfields sites and developments;
- b. Evaluate specific brownfields sites to estimate technical assessment or cleanup that might be needed to remedy potential or identified contamination;
- c. Provide information on ownership, land use, infrastructure, or other development planning information for brownfields properties; and/or
- d. Research legislative, regulatory, or policy issues related to brownfields development.

Task 2: Grant Writing

- a. Track and analyze brownfields grant program opportunities such as what grant and other support programs are available to the City and property owners, and the criteria for participating in these programs;

- b. Assist in the preparation of applications for US EPA Brownfields Assessment and Cleanup Grants; and/or
- c. Assist in the preparation of applications for brownfields-related grants from State of California agencies such as from the Department of Toxic Substances Control and the Water Resources Control Board.

Task 3: Provide project delivery services for potential or actual grant-funded brownfield sites within the City of Los Angeles such as:

- a. Follow up on requests for information from the public and government agencies about the City’s Brownfields Program such as what funding programs are available to brownfields properties;
- b. Assist in identifying and communicating with property owners who may receive assessment or cleanup services from the City’s Brownfields Program; and/or
- c. Research and track brownfields sites within the City of Los Angeles that are current or potential recipients of brownfield support services.

Task 4: Develop promotional materials for the City’s Brownfields Program such as:

- a. Providing assistance in publicizing City’s Brownfields Program and availability of services to City departments, non-profit organizations, redevelopment organizations and private property owners; and/or
- b. Provide assistance in recording and publicizing progress and successes of the City’s Brownfields Program including writing and layout of short articles, brochures, flyers, and text for City’s Brownfields Program website.

Task 5: Provide IT services including web development and computer mapping (GIS) services such as:

- a. Help migrating current site tracking information onto other established City Systems such as ZIMAS and Navigate LA;
- b. Upgrade appearance and content of Brownfields Program website; and/or
- c. Creating maps for public outreach materials, grant applications, outreach within the City or to other governmental agencies.

3. Term of Engagement

The term of engagement is until June 30, 2016. It is estimated that the cost ceiling for this TOS is approximately \$40,000.

4. Solicitation Schedule

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....5 weeks after issuance of TOS.
- Select and Negotiate.....7 weeks after issuance of TOS.
- Issue Task Work Order.....9 weeks after issuance of TOS.

5. Solicitation Response Requirements

Solicitation Responses shall not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be electronically submitted to the following Bureau staff no later than 2:00 pm of proposal due date to:

- Nuna Tersibashian, nuna.tersibashian@lacity.org.
- Thu-Van Ho, thu-van.ho@lacity.org

Solicitation Responses shall include:

- Resume(s) demonstrating that the candidate is capable of meeting the requirements of the Scope of Work. Resume(s) shall include work experience history with dates, and references from past employers, owners, and/or organizations;
- Provide a proposed individual cost breakdown by task;
- Provide a hourly rate of estimated time for completion of task;
- Proposed Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (Sample Attached);
- MBE/WBE/ SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization.
- Provide copies of valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE sub-contractors utilized.
- Statement pertaining to each candidate's availability.

6. Selection Criteria

The selection team will evaluate the proposals with the following criteria:

Qualifications and Experience:

- Knowledge of brownfields challenges faced by the City of Los Angeles, such as where most brownfields are located and why they are difficult to redevelop.
- Familiarity with the responsibilities of Los Angeles City departments relevant to the City's Brownfields Program, including but not limited to, the Department of Recreation and Parks, Housing and Community Investment, Economic and Workforce Development Department, Department of Water and Power, Mayor's and City Council offices.
- Knowledge of the City's redevelopment programs in various City departments.
- Familiarity with State of California and Federal Brownfields grant programs.
- Familiarity with the regulatory roles of federal, state, county and City agencies related to brownfields assessment and cleanup. These include, but are not limited to the Los Angeles City Fire Department Underground Tank Program, California Department of Toxic Substances Control, California Regional Water Quality Control Board, and U.S. Environmental Protection Agency.

- Familiarity with the requirements of environmental assessment and cleanup documents such as the contents of Phase I and Phase II Environmental Assessments and Remedial Action Plan.
- Experience in writing successful applications for US EPA Brownfields Grants including familiarity with sources of background information required for such applications.

7. Suggested MBE/WBE/SBE/EBE/DVBE Participation Levels

The City had set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE.

Note: Sub-consultants that are not listed on Schedule A in your contract cannot be added and/or utilized without the performance of the outreach and approval of the LASAN.

8. Task Order Manager

The City's On-Call Contract Manager is: Ali Poosti, Division Manager, Wastewater Engineering Services Division, (323) 342-6228.

The Task Manager for this designated TOS is: Nuna Tersibashian, Environmental Specialist, Solid Resources Citywide Recycling Division, (213) 485-3791.

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.

HOURLY BILLING RATES

(To be submitted for each Task Order Solicitation)

FIRM	Status	Last Name	First Name	Position	Rate (\$/hr)	Approved Overhead Rate	Approved Profit	Billing Rate (\$/hr)	Effective Date	Notes
Prime Firm	Prime									
Prime Firm	Prime									
Prime Firm	Prime									
MBE Firm Name 1	MBE									
MBE Firm Name 2	MBE									
MBE Firm Name 3	MBE									
WBE Firm Name 1	WBE									
WBE Firm Name 2	WBE									
SBE Firm Name	SBE									
EBE Firm Name	EBE									
DVBE Firm Name	DVBE									
OBE Firm Name 1	OBE									
OBE Firm Name 2	OBE									

Firm Name	Status	Fee	%Fee
MBE Firm Name 1	MBE		
MBE Firm Name 2	MBE		
MBE Firm Name 3	MBE		
WBE Firm Name 1	WBE		
WBE Firm Name 2	WBE		
SBE Firm Name	SBE		
EBE Firm Name	EBE		
DVBE Firm Name	DVBE		
OBE Firm Name 1	OBE		
OBE Firm Name 2	OBE		

Summary	Total Fee (\$)	% Fee
Prime		
MBE		
WBE		
SBE		
EBE		
DVBE		
OBE		
Total		