

# CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

May 27, 2015

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WASTEWATER ENGINEERING SERVICES DIV.  
2714 MEDIA CENTER DRIVE  
LOS ANGELES, CA 90065  
FAX: (323) 342-6210 OR (323) 342-6211

## ELECTRONIC MAIL

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

## LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACTS ISSUANCE OF TOS SN-31 – HOLLENBECK PARK LAKE REHABILITATION

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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 via e-mail to the LA Sanitation Project Manager, Wing Tam, by Friday, May 29, 2015.

Due to the urgency of the project, the deadline for proposal submittal is **Wednesday, June 3, 2015**. If your firm is interested in this TOS, please submit an electronic copy of proposal via e-mail to the following LA Sanitation's staff, no later than 2:00 P.M. on the indicated due date, to:

- Wing Tam, [wing.tam@lacity.org](mailto:wing.tam@lacity.org)
- Thu-Van Ho, [thu-van.ho@lacity.org](mailto: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  
Shahram Kharaghani, WPD  
Wing Tam, WPD  
Hamid Tadayon, WPD



**City of Los Angeles  
Department of Public Works  
BUREAU OF SANITATION  
On-call Consultant Services Contract**

**Task Order Solicitation (TOS) SN-31  
For  
*Hollenbeck Park Lake Rehabilitation Feasibility Study***

**May 2015**

**1. Introduction**

The City of Los Angeles Bureau of Sanitation (LASAN) plans to improve the water quality at Hollenbeck Park Lake to control lake nutrients and algae, as well as to improve the park user experience. Hollenbeck Park Lake is an urban water body located within the City of Los Angeles known to experience algal blooms in association with excessive nutrient and sediment loading. From the City's experience at Echo Park Lake and Machado Lake, the City has envisioned a treatment system for Hollenbeck Park Lake to include the following potential components.

- Floating wetland islands for nutrient uptake and creation of bird habitat
- Aeration diffusers for lake mixing for algae control and fish habitat enhancement
- Natural vegetation installation on the lake edges
- Shoreline wetland construction for treatment of recirculated lake water
- Disinfection system for water quality improvement
- Improved inlet and outlet structures

The goal of this project is to assess the feasibility of using Floating Wetland Islands (FWIs) to improve the Hollenbeck Park Lake water quality and appearance.

**2. Scope of Services**

**Task 1 – Project Management**

The goal of this task is to capture the administrative expenses of conducting business other than meetings for the primary purpose of discussing technical issues.

*Sub Task 1.1* If necessary, develop TOS amendment scope, budget, and language.

*Sub Task 1.2* Meetings conducted for the primary purpose of discussing project management issues. Also, meetings in which a block of time of 30 minutes or more can be associated with project management.

**Task 2 – Conduct Floating Wetland Island (FWI) Feasibility Study**

Under this task, the following activities will be performed:

**Sub Task 2.1** Review existing information including as-built drawings of the lake, hydrologic and water quality data, pond volume and stage-storage relationships, lake bathymetric data and maps

**Sub Task 2.2** Conduct a site visit to determine the recommended location and configuration of FWIs to be installed for the feasibility study

**Sub Task 2.3** Procure and install FWIs used for feasibility study. For purposes of budgetary planning, the FWI system is anticipated to include 25 FWIs built in 5-unit clusters, for a total of 5 clusters. Each FWI will be positioned and anchored separately.

**Sub Task 2.4** Monitor the performance of the FWIs to determine the feasibility of improving lake water quality.

### **Task 3 – Perform As-needed Emergency Services for Lake Rehabilitation**

Under this task, provide as-needed services on an emergency response basis as directed by LASAN.

### **3. Term of Engagement**

The term of engagement is 18 months from the issuance of NTP. It is estimated that the cost ceiling for this TOS is \$149,000.

### **4. Solicitation Schedule**

- Issue Task Order Solicitation .....Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Select and Issue Task Work Order.....2 weeks after issuance of TOS.

### **5. Solicitation Response Requirements**

Solicitation Responses shall not exceed fifteen (15) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LASAN’s staff via e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Wing Tam, [wing.tam@lacity.org](mailto:wing.tam@lacity.org)
- Thu-Van Ho, [thu-van.ho@lacity.org](mailto:thu-van.ho@lacity.org)

Solicitation Responses shall include:

- Proposed scope of services broken down by task.

- Proposed budget cost breakdown by task.
- Estimated time for completion of each task.
- Proposed Hourly Billing Rate for the proposed project team members that include 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.

## **6. Selection Criteria**

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

- Capability and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and work experience associated with natural treatment systems for urban runoff pollution control especially in the area of floating wetland islands.
- Experience and proven track record with similar projects in the Los Angeles region.
- Understanding and proposed approach of the Hollenbeck Park Lake's water quality improvement and rehabilitation.

## **7. Suggested MBE/WBE/SBE/EBE/DVBE/OBE 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. The Prime Consultants are encouraged to utilize these sub-consultants wherever feasible.

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 Project Manager for this designated TOS is: Wing Tam, Senior Environmental Engineer, Watershed Protection Division, (213) 485-3985.

## **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		
<b>Total</b>		